

GOVERNMENT OF KERALA  
EDUCATION DEPARTMENT



GUIDE BOOK

1988

NIEPA DC



D07090

PUBLISHED BY  
STATISTICAL WING  
OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION  
TRIVANDRUM

**LIBRARY & DOCUMENTATION CENTRE**

National Institute of Educational  
Planning and Administration.

17-B, Sri Aurobindo Marg,

New Delhi-110016

DOC, No

Date

D-7090

2.6.92



**Government of Kerala**

PRINTED BY THE S.G.P. AT THE GOVERNMENT PRESS, SHORANUR—1988

GOVERNMENT OF KERALA

EDUCATION MINISTER  
SHRI. K. CHANDRASEKHARAN

COMMISSIONER AND SECRETARY  
TO GOVERNMENT (GENERAL EDUCATION)

Dr. D. BABU PAUL

DIRECTOR OF PUBLIC INSTRUCTION  
SHRI. K. J. MATHEW

## PHONE NUMBERS

	<i>Office</i>	<i>Residence</i>
Minister for Education	66700	62602
	60059	62652
	65990	
Commissioner and Secretary (General Education)	64526	60065
Additional Secretary, General Education	67818	67489
Joint Secretary, General Education	67846	..
Director of Public Instruction (Personal)	65106	60360
Additional Director of Public Instruction	64512	66761
Joint Director of Public Instruction	61571	..
Administrative Officer	64591	74894
Finance Officer I	65203	75940
Senior Administrative Assistant (Noon Feeding)	61865	..
Joint Commissioner for Government Examinations	64171	68208
Secretary to Commissioner for Government Examinations	64574	..
Text Book Officer	72027	65295
Secretary, Housing Corporation	65105	..
Commissioner for Educational Development and Research	66883	64182
Director, State Institute of Education (Personal)	64869	61895
Office:	67323	..
State Adult Education Officer	60061	67649
		<i>Extension</i>
Office of the Director of Public Instruction	64601 (PBX)	
Director of Public Instruction	64840	5
Joint Director	..	12
Additional Director	..	8
Administrative Officer	..	7
Finance Officer I	..	17
Law Officer	..	10
Senior Administrative Assistant (CARE)	..	3
Accounts Officer	..	14
Accounts Officer P. F. & A. P. F. O., No. 1	..	2
Administrative Assistant	..	23
Adl. Administrative Assistant	..	1
P.R.O.	..	6
Planning, Vidyarangam, Q. N. & Y Section	..	19
Assistant Director (General) Planning } Assistant Secretary (N. F. T. W.) }	..	15

	<i>Office</i>	<i>Extenssion</i>
Vigilance Section	..	13
Super Check Cell	..	11
Finance Officer II	..	22
Organiser for Sports in Schools	..	33
Chief Planning Officer, Deputy Director, P. A.	..	21
(Employment)	..	
Joint Director (Statistics)	..	29
R. A. Section	..	30
Research Officers (Statistics)	..	4
W. L. Section	..	31
P. A. General/A. A. (Purchase)	..	34
Fair Copy, Tapal, Records	..	18
A, B, D, O & M Sections	..	9
E. F. H. Sections	..	20
K. T. Sections	..	16
Budget and R. Sections	..	24
M. G. sections	..	32
C. Section	..	25
Provident Fund A. P. F. O. No. 2	..	26
Do. No. 3	..	27
Do. No. 4	..	28
A. A. Purchase and P. A. General	..	35
Secret Sn.	..	36
Enquiry	..	37
Pension	..	38
P. F. Alleppey, Kottayam, Quilon	..	39
Liaison Officer/ E. S. O.	..	40

## DEPUTY DIRECTORS

	<i>STD Code</i>	<i>Office</i>	<i>Residence</i>
Trivandrum	0471	72732	723602
Quilon	0474	3657	
Alleppey	0477	4018	
Kottayam	0481	63095	
Idukki	04862	2996	
Pathanamthitta	047811	2181	
Ernakulam	0484	802210	8022227
Trichur	0487	22810	
Palghat	0491	24869	
Malappuram	04935	488	
Kozhikode	0495	73697	741109
Wynad	04936	2593	
Cannanore	0497	65229	
Kasaragod		1038	

## DISTRICT EDUCATIONAL OFFICERS

	<i>STD Code</i>	<i>Office</i>	<i>Residence</i>
Neyyattinkara	583	381	
Trivandrum	0471	65022	
Attigal	93	413	
Quibn	0474	2346	
Pathanamthitta	04751	2229	
Kotarakkara	04757	363	
Allepey	0477	5467	
Mavelikkara	047816	206	
Thiuvalla	047811	2349	
Kotayam	0481	3750	
Pala	04821-92	2351	
Kanirappally		357	
Tholupuzha	04862	2863	
Katappana		27	
Ernakulam	0484	360983	
Murattupuzha	04858	2346	
Kotamangalam	04855	786	
Alwye	04854	4332	
Irinjalakuda	04888	2247	
Tricur	0487	<b>23263</b>	
Chavakkad	04889	<b>7343</b>	
Ottappalam		<b>327</b>	
Palghat	0491	23301	
Tirur		302	
Malappuram	04935	226	
Kozhikode	0495	73738	
Badgara	04932	2398	
Wyiad	04936	2264	
Tellcherry		182	
Cananore	0497	63567	
Kasragod		53	
Institute of Primary Education, Tichur	0487	21070	

## CONTENTS

CHAPTERS	PAGES
1. Organisation of the Directorate of Public Instruction	1
2. State Institute of Education	7
3. Training Course	20
4. Plan Schemes	23
5. Text Books and Note Books	31
6. Government Examinations	35
7. Noon Meal Programme	68
8. Scholarships	72
9. Fixation of Staff	77
10. Other Activities	83
(1) Sports and Games Activities	83
(2) Education of the Handicapped	84
(3) Kerala Aided School Employees Provident Fund	86
(4) Kerala Teachers' Sanatoria Society	88
(5) National Foundation for Teachers' Welfare	94
(6) Kerala School Teachers and Non-Teaching Staff Welfare Corporation	95
(7) Grants to Libraries	97
(8) Scouting and Guiding	98
(9) N. C. E. R. T. and its activities	100
(10) Adult Education Programme in Kerala	102
(11) Navodaya Vidyalaya Scheme	106
(12) National Cadet Corps	111
(13) Parent-Teacher Association	114
11. Delegation of Powers	122
12. Statistical Tables	186
13. Office Bearers of Various Teachers Organisations	215
14. Important Orders	220

## CHAPTER I

### ORGANISATION OF THE DIRECTORATE OF PUBLIC INSTRUCTION

The Director of Public Instruction is the Head of the Department. All items of school education are attended to by the Directorate. In the Head Office, the Director is assisted by an additional Director, Joint Director, Deputy Director, two Assistant Directors, the Administrative Officer (deputed from the Secretariat), Administrative Assistants, Finance Officers (deputed from the Secretariat), Accounts Office and other staff.

Besides there are separate Officers to attend to Noon feeding Programme, Planning, Law, Statistics, Text Books and Note Books printing and distribution, Provident Fund of Private School teachers, Sports etc.

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

The State Institute of Education which works as academic wing of the Department is headed by a Director (of Joint Director's Grade). The Institute is engaged in the preparation of syllabi, text books, conduct of in-service courses/seminars/workshops on work experience, evaluation, guidance programmes etc. The Director, State Institute of Education is assisted by various officers in each branch of specialisation including Sanskrit and Arabic/Urdu teaching. The Institute of Science and the Institute of Primary Education, Ramavaramapuram are organisations meant primarily for the improvement of Science Education and primary education and both the institutions are under the direct control of State Institute of Education.

For administrative convenience and for improving the efficiency in School Administration, 14 offices at the Revenue District level headed by a Deputy Director (Edn.) are functioning. The Deputy Director (Education) is assisted by Administrative Assistant, Accounts Officer and other staff. Each Revenue District is divided into Educational Districts and further into Educational Sub Districts. Each District



Educational Office is headed by the District Educational Officer and he is assisted by personal Assistant and other staff. The District Educational Officer attends to the administration of High, Training and other special types of schools in the Educational District. There are altogether 31 District Educational Offices in the State. Each Educational sub district is headed by the Assistant Educational Officer (in the grade of Head master of a High School).

The Assistant Educational Officer is assisted by suitable staff and he is primarily responsible for the administration of all primary schools within the sub district. There are 157 Assistant Educational Offices in the State.

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>
1. Trivandrum	1. Neyyattinkara	1. Neyyattinkara 2. Parassala 3. Kattakada 4. Balaramapuram
	2. Trivandrum	5. Trivandrum South 6. Trivandrum North 7. Kaniyapuram
	3. Attingal	8. Attingal 9. Nedumangad 10. Palode 11. Kilimanoor 12. Varkala
2. Quilon	4. Quilon	13. Chavara 14. Chathannoor 15. Karunagappally 16. Kundara 17. Quilon
	5. Kottarakkara	18. Chadayamangalam 19. Kottarakkara 20. Anchal 21. Kulakkada 22. Punalur 23. Sasthamcottah 24. Veliyam

\* Partially in Quilon and Pathanamthitta Districts.

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>
3. Pathanamthitta	6. Pathanamthitta	25. Adoor 26. Konni 27. Kozhancherry 28. Pathanamthitta 29. Ranni
	7. ** Thiruvalla	30. Mallappally 31. Pullad * 32. Thalavady 33. Thiruvalla 34. Vennikulam
4. Alleppey	8. Alleppey	35. Alleppey 36. Ambalapuzha 37. Haripad 38. Mankompu 39. Shertalai 40. Thuravoor 41. Veliyanad
	9. Mavelikara	42. Aranmula * 43. Chengannoor 44. Kayamkulam 45. Mavelikara 46. Pandalam *
5. Kottayam	10. Kottayam	47. Changanachery 48. Kottayam East 49. Kottayam West 50. Pampady
	11. Palai	51. Ettumanoor 52. Kuravilangad 53. Palai 54. Ramapuram 55. Vaikom 56. Kozhuvanal
	12. Kanjirappally	57. Erattupettah 58. Kanjirappally 59. Karukachal

\* Partially in Alleppey and Pathanamthitta

\*\* Partially in Alleppey and Pathanamthitta Districts.

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>	
6. Idukki	13. Thodupuzha	60. Arakulam	
		61. Thodupuzha	
		62. Adimalai	
	14. Kattappana	63. Kattappana	
		64. Munnar	
		65. Peermade	
		66. Nedumkandam	
7. Ernakulam	15. Ernakulam	67. Ernakulam	
		68. Mattancherri	
		69. Tripunithura	
		70. Vypeen	
		16. Muvattupuzha	71. Koothattukulam
			72. Muvattupuzha
			73. Kalloorkad
			74. Piravam
		17. Alwaye	75. Kolencherry
			76. Alwaye
	77. Ankamaly		
	78. Parur		
	18. Kothamangalam	79. Perumbavoor	
		80. Kothamangalam	
8. Trichur	19. Irinjalakuda	81. Chalakudy	
		82. Irinjalakuda	
		83. Kodungalloor	
		84. Mala	
		20. Trichur	85. Cherpu
			86. Trichur East
			87. Trichur West
	21. Chowghat	88. Chawghat	
		89. Kunnankulam	
		90. Mullassery	
		91. Valappad	
		92. Wadakkancherry	

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>
9. Palghat	22. Palghat	93. Alathoor 94. Chittoor 95. Kollengode 96. Mannarghat 97. Palghat 98. Parli
	23. Ottappalam	99. Cherplacherry 100. Ottappalam 101. Pattambi 102. Shoranur 103. Thrithala
10. Malappuram	24. Malappuram	104. Areacode 105. Kondotty 106. Malappuram 107. Mankada 108. Manjeri 109. Nilambur 110. Perinthalmanna 111. Wandoor
	25. Tirur	112. Edapal 113. Kuttippuram 114. Parappanangadi 115. Ponnani 116. Thanur 117. Tirur 118. Vengara
11. Kozhikode	26. Kozhikode	119. Chevayur 120. Kozhikode City 121. Kozhikode Rural 122. Kunnamangalam 123. Thamarassery
	27. Badagara	124. Badagara 125. Balussery 126. Chombala 127. Kunnummel 128. Melady 129. Nadapuram 130. Perambra 131. Quilandy 132. Thodannur

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>
12. Wynad	28. Wynad	133. Sultan Batteri 134. Vythiri 135. Mananthody
13. Cannanore	29. Cannanore	136. Cannanore South 137. Cannanore North 138. Irikkur 139. Madayi 140. Payyannur 141. Pappinisseri 142. Thaliparamba North 143. Thaliparamba South
	30. Tellicherry	144. Chokli 145. Iritty 146. Kuthuparamba 147. Mattannur 148. Panoor 149. Tellicherry North 150. Tellicherry South
14. Kasaragod	31. Kasaragod	151. Bekal 152. Cheruvathur 153. Hosdurg 154. Kasaragod 155. Kumbala 156. Manjeswar 157. Chittarikal

## CHAPTER II

### STATE INSTITUTE OF EDUCATION

The State Institute of Education, Kerala was established in 1964 with the object of implementing programmes for multisided qualitative improvement at all levels of School Education. It has worked as the academic wing of the Education Department. The main branches of the State Institute of Education are Institute of Science, Trichur and the Institute of Primary Education, Trichur.

The main functions of the Institute are the following:

1. Improvement of curricula and text-books
2. Organising Inservice Training Programmes for teachers at all levels and for Inspecting Officers.
3. Publication of literature for the professional improvement of teachers.
4. Supervision of academic aspects of Teachers Training Schools.
5. Work relating to specialised areas like Evaluation, Guidance and Counselling, Work Experience, Health and Population Education, Audiovisual Education, Education for International Understanding, Research Projects, Extension etc.

In addition to the various activities listed above, the Institute has been collaborating with all agencies working for the qualitative improvement of education in the State. Collaboration with the extension departments of Teacher Training Colleges, the National Council of Educational Research and Training, New Delhi, the Department of Education of the Kerala University, the Central Institute of English, Hyderabad, the Regional Institute of English, Bangalore, the National College of Education, Mysore and the Central Institute of languages, Mysore have greatly enhanced the effectiveness of the Institute's Programme.

#### 1. Science Institute

The Science Institute was established in 1964 and is functioning as a unit of the State Institute of Education. It aims at improvement of instruction of science subjects in the primary and secondary level. The various activities of the unit are science correspondence course for primary school teachers, training in audiovisual equipments, study of equipment programme, preparation of new supplementary science renders and training to science club sponsors.

## ORGANISATION OF SCIENCE FAIRS

The unit has been organising science fairs at school level, district level and State level for the last few years as part of the programme for improving science education in schools. The cardinal aim is to develop scientific attitude in the young generation of the country.

The N. C. E. R. T. announces a focal theme for science fairs every year. The theme and sub themes are published as soon as the school reopens. The pupils prepare the exhibits based on the theme in their science clubs. The best exhibits will be presented in the district level exhibition. District level winners are allowed to participate in the State level science fairs and also for the South India Science Fair. The State level winners are selected for participating in the National level Science Fairs conducted by the N. C. E. R. T.,

## SCIENCE SEMINAR

Every year, school level, district level and State level Science seminar is conducted on a topic suggested by the National Council of Science Museum. The State level winners participate in the National level competitions.

Moreover science quiz for U. P. Section pupils and Science Talent Search Examination for High School pupils are also conducted at school level, district level and state level every year.

## 2. Mathematics unit

The main objectives of the Unit are:

1. To revise the mathematics curriculum and text-books from time to time to suit the needs of the society and on the basis of the feed back from practising teachers.
2. To effect qualitative improvements in the teaching of mathematics.

This unit is also responsible for the conduct of the following programmes:

1. Summer Institutes in Mathematics
2. Training Courses for:
  - (a) Mathematics club sponsors
  - (b) Resource persons
  - (c) H. S. As., and U. P. S. As.
3. Quiz programme in Mathematics for U. P. and H.S. pupils in District Level and State Level.

4. Mathematics talent search tests and enrichment camps.
5. Workshops for the discussion of syllabus.
6. Workshops for the preparation of :
  - (i) Source materials
  - (ii) Supplementary reading materials
  - (iii) Motivational materials
  - (iv) Enrichment materials
  - (v) Guide Books for teachers
  - (vi) Teaching aids.
7. Project in teaching Mathematics through continuous assessment testing sequence.
8. Remedial classes for pupils backward in Mathematics.
9. Correspondence course for Mathematics teacher.
10. Consultant service.

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

### **3. Social Studies Unit**

Intensive training in the contents and methodology is essential for teaching Social Sciences especially Geography. The teachers must be well equipped in the Scientific approach and environment teaching of the subject. So, Summer Institutes to conduct depth course in the study of Geography for 28 days are organised from 1984-85 onwards. High School teachers and Teacher Educators get benefit from Summer Institutes. In the beginning Summer Institutes were conducted at two centres. Now Summer Institutes are conducted at three Centres. At each centre a professor in Geography will be the Course Director and experts from the University will be resource persons. Experts from and outside Kerala will be invited as guest speakers. A one-day field trip to historically and geographically important places will be a part of the Summer Institute.

For the qualitative improvement of the techniques of teaching Social Sciences especially geography training courses for Resource Persons are conducted at various centres for the benefit of High School Teachers and Teacher Educators of training centres. There will be a field trip to historically and geographically important places. The duration of the course is 20 days.



There are a large number of High School Teachers, Teacher educators and primary teachers including new recruits who have not received any inservice training course so far. So ten-day inservice training courses are organised for the benefit of High School Teachers, Teacher educators and primary teachers who handle social science subjects at various centres. At the end of each course a one-day field trip to places of historical and geographical importance will be conducted.

Quiz competition in Social Sciences are held every year for the benefit of the High School pupils and Upper Primary pupils. These competitions help the pupils to master the subjects to develop extra reading habit and to acquire upto date general knowledge. District level quiz programmes are conducted in 31 Educational Districts under the auspices of the District Educational Officers. Cash awards are given to the first three rank holders and certificates are awarded to all the participants. Then State level quiz competition participating all the district level first rank holders is conducted at a convenient venue. The first three rank holders are given cash awards and all the participants are given certificates.

In tune with the change of syllabi in Social Sciences, the unit prepared work books and Hand books, work books are to enable pupils for acquiring necessary skills. Handbooks enable teachers to provide instructions to pupils. Handbooks and work books were prepared by subject experts and entrusted to the curriculum unit for printing.

It is highly essential to organise District Social Science Associations. These associations can do much in the improvement of the teaching and learning Social Sciences. The activities of the Social Science Associations include conduct of seminars and discussions for teachers, organising workshops and planning pupil activities etc.

#### 4. English Unit

The English Unit at the State Institute of Education, organises inservice programmes in English Language teaching for the benefit of teachers both at the primary and secondary with a view to improving the quality of English teaching in school levels. 30 day courses for primary teachers are held at the two E. L. T. centres at Badagara and Mavelikkara. In addition 10 day orientation courses are also organised for primary teachers and they are held at different places in the State.

15 day orientation courses in E. L. T. are organised for the benefit of H. S. As. In addition to these courses short refresher courses are also organised for inspecting officers like Assistant Educational Officers and Headmasters both Primary and Secondary.

The Unit take steps to select and depute H. S. As. and Teacher Educators to the Regional Institute of English, Bangalore to undergo the 4 month course in E. L. T. on a regular basis. The Regional Institute of English runs two courses a year and 25 teachers are deputed for each course. The unit also takes steps to depute H. S. As. to the CIEFL Hyderabad to undergo the 9 month postgraduate Diploma course in E. L. T.

The unit extends professional assistance to the Evaluation unit in the preparation of question papers and to the curriculum unit in the preparation of text books and other teaching-learning materials in English.

The unit also provides professional assistance to external agencies by way of extension service.

### 5. Work Experience Unit

This programme was introduced from the academic year 1969-70.

The work experience programme is under implementation in 1978 primary schools and S. U. P. W. (Socially Useful Productive Work) in a total of 220 U. P. schools and 2004 High Schools.

This programme is now implemented in the State in four different lines:

1. Work experience programme in Primary schools
2. Work oriented education in secondary schools
3. Socially useful productive work (SUPW) (U. P. S. and H. S.)
4. Pre-vocational work experience courses in Standards IX and X.

The items 1 and 2 is intended to impart training to students in some specific areas to inculcate a motivation towards work. The general programme introduced under these items are paper craft, card board work, book binding, fish netmaking, agriculture, cycle assembling and repair, making of teaching aids, plaster of paris, moulding wax moulding, electronics, photography, coir craft, weaving, repair and maintenance of domestic appliances and Engineering trades like fitting, carpentry, sheet metal work, electrical wiring, welding, Turning, Moulding, Smithy, fruit preservation, clay modelling etc.

In the 3rd item the following productive programmes have been implemented under "Earn while you learn" scheme, manufacture of exercise books, writing chinks, door mats, office file boards, file tags and office covers, school uniform and ready made garments, squash

jam and pickles, teaching aids using plaster of paris and paper pulp, agarbathi, candle, umbrella, ball pen refills, printing jobs, fibre extraction and fibre products, palm leaves products, screw pine embroidery, pottery, bamboo work, grass mats, school bag, sealing wax and gum, cloth dyeing and printing, dolls, fish net, volley ball net and badminton net, umbrella cloth stitching, black board dusters (Flot type).

As per Government order No. G. O. (Rt.) 925/87/G. Edn. dated 27-3-1987 Pre-vocational courses were introduced as a compulsory subject in Standards IX and X of all High Schools of the State from the academic year 1986-87. The undermentioned subject areas were selected for the first year of implementation.

Technical drawing, surveying, masonry, food processing and preservation, cloth dyeing and printing, cooking and catering, garment making, electric wiring, repair and maintenance of domestic appliances, composing and proof reading and agriculture.

Syllabus and a combined text book for standards IX and X for the eleven subjects were also distributed to schools.

Government have also accorded sanction to introduce 20 more new subjects in schools.

By Pre-vocationalization it is meant to prepare the pupils of standards IX and X in any of the selected courses according to their aptitude and interest as far as possible, that would enable them to take up vocationalization at the plus two stage.

At present the students, after their secondary education do not have the proper thinking of choosing an area appropriate to their aptitude and interest for vocational studies. This is because they are unaware of the various occupational activities and do not get the experience in that line as the learning up to this level is confined to mainly theoretical. They do not get the opportunity to work with their own hands, to know the different kind of production process and to familiarise the various tools, implements, equipment and materials. Hence it is necessary to give a prior knowledge and practical experience before getting into the vocational stream.

In total 7190 teachers have been called for orientation training.

Essential tools and equipments for each subject have been listed out. Purchase have been effected for the supply of tools, equipments etc. to the schools in the flood affected areas.

### **6. The Text-books and Syllabus Research Unit**

All matters relating to Educational Development and research are dealt with in this Unit, the main functions being the monitoring of the revision and preparation of curricula, syllabi and instructional materials for the school level and elementary teacher training level of education and their review and up-dating.

The pattern and schemes of curricula to be followed in the schools in Kerala from 1981-85 onwards were prepared by an expert committee and they were approved by the steering committee consisting of expert educationists and the Hon'ble Minister for Education as the Chairman. The activities of the unit centre round the implementation of the revised curriculum. The Commissioner for Educational Development and Research in the State Institute of Education, who is in overall charge of the curriculum revision work, guides and supervises the activities of the unit.

The syllabi and instructional materials are prepared by selected specialists from within the Department of Education, Universities and affiliated Colleges and Schools. The materials prepared are placed before expert committees for scrutiny and approval before being introduced in schools.

The decision of the Government is that, as a policy, the revised curriculum shall be introduced in a phased manner. Accordingly, the curricula for the core subjects for standards V to X were revised and new text-books, prepared on the basis of the revised curricula were introduced in standards V and VIII in 1984-85 in Standards VI and IX in 1985-86 in Standards VII and X in 1986-87.

New Readers for Malayalam, Tamil and Kannada were introduced in Standards I and II in 1985-86 and in Standards III, V, VIII and IX in 1987-88.

Revised English Readers for Standards IV, V, VIII and IX and Hindi Readers for Standards V, VIII and IX came into vogue in 1987-88.

The text-books that were introduced were subjected to through review and scrutiny. The criticisms and suggestions on the textual materials were taken into serious consideration and changes, if found necessary, were effected and additions incorporated consequently. All these operations will be over before the reprint of the books.

New text-books that will be introduced this year (1988-89) are :

- (i) Reader in Malayalam, Tamil and Kannada for Standards IV, VI and X.
- (ii) English and Hindi Readers for Standards VI, and X.
- (iii) Arabic Reader for Standard I.
- (iv) Sanskrit Readers for Standards V, VIII, and IX.
- (v) Supplementary Readers in Malayalam and English for Standards VI and X and
- (vi) Supplementary Reader in Hindi for Standard X.

During 1988-89 it is proposed to focus attention on the preparation of:

- (i) Malayalam, Tamil, Kannada, English and Hindi Readers for Standard VII.
- (ii) Arabic Reader for Standards II, III, V and VII.
- (iii) Urdu Readers for Standards VI, VII and VIII.
- (iv) Sanskrit Reader for Standards VI, VII and X.
- (v) Accompanying audio tapes for language text-books and
- (vi) Teachers Handbook for languages and subjects, left over.

In addition to these, the curriculum for the elementary teacher--training course will be revised and steps taken for the preparation of instructional materials. All these activities will be carried out with the Co-ordination and co-operation of other units of the S. I. E.

The State Institute of Education has hitherto been able to give shape to 154 new text-books following the revised curriculum. They have been prepared on the basis of modern educational techniques and principles.

The text-books have been able to maintain international standards. Text-books up to standard VII are printed with multi-colour pictures and those of standards VIII, IX and X in single colour black. Internationally accepted size, types, self-descriptive illustrations, provisions for self-study etc. have all been included in designing them. It is envisaged to prepare instructive work books for pupils and descriptive handbooks for teachers to make the teaching, learning process more effective and fruitful.

## 7. Malayalam Unit

A separate unit for Malayalam Language was constituted from March 1985 onwards. The unit is in the process of many creative programmes. The unit is responsible for the organisation of expert committee meetings and revision of syllabus according to the needs and aspirations of the society. It is the duty of the unit to organise workshops for the preparation of Kerala Readers for Standards I to X and related instructional materials like workbook, handbooks vocabulary list, pictorial glossary, supplementary readers etc. and inservice training courses for L. P., U. P. and H. S. teachers. The unit has to organise Educational Programmes with the help of the A. I. R. Dooradarsan and collaborative programmes with CIIL Mysore and NCERT.

The ultimate aim of the unit is to raise the standards of the language proficiency of the pupils and professional competence of the teachers.

## 8. Education Techniques Unit

The main objective of the unit are—

1. Organising and conducting preservice and Inservice training of Primary School Teachers.
2. Organising and conducting Inservice training of teacher education.
3. Training out new techniques and strategies of instruction at Primary Teacher Education level.
4. Co-ordinating and monitoring the programmes of the centres of continuing education.
5. Arranging deputation of teachers for undergoing training programmes outside the State, organised by NCERT, RCE, CCRT etc.

In order to achieve the above objectives, the following programmes are undertaken in the unit.

### 1. T.T.C. Programme:

There are 97 T. T. Is. in the State which function as Pre-service and Inservice centres of teacher education at primary level. The academic activities and supervision of these institutes are directly related to this unit. The unit is also responsible for the preparation of curriculum and other materials related to the T.T.C. Course.

### 2. Continuing Education Programme:

There are 7 centres of continuing education in the State which have been set up as collaborative ventures between the State Government and N.C.E.R.T., the recurring expenditure being shared on 50:50 basis. These centres are functioning with a view to improving the professional competence of school teachers by conducting Inservice course in all subjects—both in content and methodology. At least six sub centres are attached to each centre of continuing education, for getting a wider coverage in physical achievement. About seven thousand school teachers are trained every year, by this programme.

## 9. Guidance Unit

Guidance unit is undertaking programmes in the field of educational and Vocational Guidance in schools. This programme was introduced in Secondary Schools during the third five year plan period. Trained graduate teachers were selected and given intensive training to implement minimum programmes in guidance and counselling in their schools. Their main work relating to this is career information service, namely collection, compilation and dissemination of educational and occupational information. As a follow up activity district level seminars of career masters are

being organised. Career day is being celebrated in one selected High School in each Educational District. State career day is also celebrated in order to give wide publicity on guidance activities in schools. Career conference and career exhibition are the main activities of the day. Career guidance camps for High School Students, and coaching camps for educationally gifted children in the State are also being organised.

Based on the recommendations of Kothari Commission, guidance programme was introduced in primary schools also.

Steps have been taken for the establishment of a guidance clinic at the State Institute of Education.

A series of guidance literature for the benefit of both teachers and pupils have been published by the unit.

### 10. Primary Education Research Unit

The following two schemes are undertaken by this unit:

(a) Educational Extension Services—The main function of this service is to attend qualitative improvement of Education. There are 11 Education Extension Officers in the State attached to the following Government B. T. S. one each.

1.	Government	B. T. S.,	Neyyattinkara
2.	do.		Kottarakkara
3.	do.		Thiruvalla
4.	do.		Vellur
5.	do.		Karupampady
6.	do.		Chalakudi
7.	G. T. T.	Ramavarmapuram	
8.	Government	B. T. S.	Anakkara
9.	do.		Tirur
10.	do.		Badagara
11.	do.		Cannanore

They are engaged in conducting inservice courses for teachers preparation of teaching aid etc.

(b) Removal of Educational Backwardness including the education of girls — The main aim of the scheme is to increase enrolment rate and to decrease droppage rate among the students. There are 35 primary education Extension Officers in the State attached to the office of the Assistant Educational Offices working in the pockets indentified as Educationally backward areas. They are organising inservice courses for teachers conferences of head of schools and parents, supply of educational materials to poor and needy children to attract them to school etc.

### 11. Integrated Education of the Disabled (Revised Scheme)

A cell for the integrated education of the handicapped children has been established to integrate handicapped children in normal schools. The scheme for the Integrated education has been revised by the Government of India. The following category of children will come under the scheme:

- (a) Children with locomotor handicap
- (b) Mildly and moderately hearing impaired
- (c) Partially sighted children
- (d) Mentally handicapped-educable group with 50—70
- (e) Children with multiple handicaps
- (f) Children with learning disability.

This is a 100% Centrally Sponsored Scheme. The assistance will be issued through District Educational Officers concerned.

The financial assistance and equipments will be issued on the basis of medical assessment arranged by the concerned District Educational Officers with the help of the specialist Doctors. After the medical assessment, eligible handicapped children will be given financial assistance as per the following rates as per the revised scheme.

Type of handicap	Item of financial assistance	Amount per annum	Financial assistance for equipments for 5 years		Remarks
			Rs.	Rs.	
1. Blind & partially sighted	Books stationary allowances	459	100		No income limit
2. Defects - partially hearing	do.	450	400		
3. Orthopaedically handicapped	do.	150	2000		
4. Severely orthopaedically handicapped children with lower extremity	Escort allowance	750	..		
5. Mentally handicapped children.	..	450	..		
6. All handicapped children.	T. A.	800	..		Those who have to travel beyond 2 kms. are eligible



## 12. Sanskrit Unit

The unit organises schemes for the development of Sanskrit Education. It is a centrally sponsored scheme. The following are the scheme under the programme.

- (1) Organisation of inservice Courses for Junior Sanskrit Teachers. HSA (Sanskrit) and Sanskrit Council Secretaries.
- (2) Arrangement for distribution of incentive scholarships to pupils who study Sanskrit in academic schools. The amount of scholarship is Rs. 120.
- (3) Distribution of reference books of school libraries.
- (4) Conduct of State level Sanskrit Festivals to encourage Sanskrit learning.

## 13. The Evaluation and Examination Reforms Unit

This unit undertakes programmes such as the instruction o internal assessment in Primary classes in selected schools, Contact Courses for Teachers and Headmasters in internal assessment, case study of selected schools, preparation of minimum essential materials, preparation of question Banks in workshops of Evaluation trained subject experts etc.

## 14. Hindi Unit:

This unit organises inservice training courses for High school teachers and U. P. School teachers. This unit is also responsible for the work relating to the revision and development of curriculum text books and preparation of handbooks for teachers. Enquiries regarding the application of grants from State and Central Governments by the Voluntary Organisations are conducted by the Unit. The arrangements for the various training programmes such as Resource Persons Training, Orientation Course in Hindi etc. are conducted by the unit.

## 15. Population Education

Kerala joined the National population Education Project in 1981 and the population cell was established in the State Institute of Education as per G. O. (Rt.) No. 1093/82/G. Edn. dated 20-4-1982. The project gets academic support from UNESCO and NCERT and the financial assistance (50%) from UNFPA (United Nations Fund for Population Activities). The State meets the rest of the project expenditure. Funds from UNFPA are made available in advance every year.

The Director, State Institute of Education is the honorary Director of the project and he is the Population Education Implementing Officer in the State. In addition to the Director the cell consists of the following four project personnel:

1. Project Officer (D. E. O. cadre)
2. Project co-ordinator (Material Development) (Headmaster cadre)
3. Project co-ordinator (Training) (Headmaster cadre)
4. Project Co-ordinator (Evaluation, Research & co-curricular activities) (Headmaster cadre)

This unit undertakes programmes which provides for a study of the population situation in the family, community, nation and world with the purpose of developing in the students a rational and responsible attitude and behaviour towards that situation. The following are the programmes.

1. Integrating population education elements in text-books.
2. Inservice training to teachers and Headmasters.
3. Giving related messages through Radio and T. V.
4. Conducting co-curricular activities such as competitions in painting, essay writing and story writing on population situation.

### 16. Pre-primary Education Unit

The functions of the unit are many fold. Recognition of Preprimary, teachers training and pre-primary institutions, reorganisation of curricula for the pre-primary teacher training, conducting-inservice training to teachers, inspection and supervision of preprimary and pre-primary teacher training institution, studies on child development and developing appropriate models of pre-primary programmes and materials for different cultural groups of children in Kerala State.

### 17. C.C.R.T.Programme

Arrangements are made by this unit for the deputation of teachers for participating in the puppetry course and orientation course, organised by the CCRT, New Delhi. Follow up and assessment of activities of persons who have undergone training previously are undertaken by the unit.

## CHAPTER III TRAINING COURSE

### Teachers Training Course

The T. T. C. discontinued in 1971, was revived with effect from January 1977. Private candidates and departmental candidates are selected for the T. T. C. course as per rules in Chapter XXV K. E. R.

The selection of private candidates under open quota is done in each Revenue District by a selection committee consisting of the Deputy Director (Edn.), a nominee of the P. S. C., Headmaster of one Government Basic Training School etc. Selection is made on the basis of marks obtained at the examination in S. S. L. C., Pre-degree and observing the rules for communal rotations.

Out of the total number of seats in Government schools, 80 per cent is reserved for private candidates and 20 per cent for untrained P. D. teachers in Departmental Schools.

In the case of Aided Training Schools other than minority schools, 20 per cent of the total seats will be filled up by the Manager, 20 per cent by the Departmental candidates and the remaining 60 per cent from the private candidates selected by the selection Committee.

In minority schools selection to all seats will be done by the Managers.

Against the 20 per cent seats reserved for Departmental quota, the selection is made by the Director of Public Instruction, on the basis of strict seniority. If sufficient number of departmental candidates are not available, the remaining seats will be filled by candidates under open quota.

Of the 80 per cent seats reserved for private candidates, 50 per cent is allotted for S. S. L. C. holders and 50 per cent for Pre-degree holders.

In each Revenue District 6 seats will be reserved for Ex-service Personnel. The seats left over after the selection of Ex-service personnel will be assigned to the wives and children of these personnel subject to the conditions that they would have put in a minimum service of five years in the defence forces. 2 seats in each Revenue District will be reserved for the members of the family of serving Jawans. If sufficient number of applications are not available from dependents of Jawans, Ex-servicemen and dependents of Ex-servicemen in any year the remaining seats will be filled up by other eligible candidates (G. O. Ms. 52/82/G. Edn. dated 15-4-1982.)

Three per cent of the seats of the total seats under open quota is reserved for the T. T. C. Course for qualified orthopaedically handicapped, including blind persons, subject to the condition that if sufficient

number of applicants possessing the requisite qualification is not available against the reserved quota, the selection will be made from the open quota (G.O. Ms. No. 38/81/G. Edn. dated 27-2-1981).

The applicants under open quota should not be below the age of 16 years and above 31 years as on 1st July.

Teachers undergoing T. T. G. course can be granted eligible leave during the period of training they apply for it (G. O. Rt. No. 2407/77/G. Edn. dated 2-6-1977).

Departmental Trainees are eligible for subsistence allowance at Rs. 100 p. m. as per G. O. Ms. 116/82/G. Edn. dated 23-8-1982. P. D. Teachers belonging to Scheduled Caste/Scheduled Tribes recruited under special recruitment programme, are eligible for the minimum pay and usual allowance attached to the posts to which they were recruited, during the period of training. Teachers belonging to Scheduled Castes/Scheduled Tribes recruited under reservation quota will also be paid the minimum of the scale of pay plus usual allowances, during the period of their training as per G. O. (Ms.) 42/84/G. Edn., dated 7-3-1984.

The Headmasters of Training Schools will draw and disburse the subsistence allowance.

Those teachers who were once selected, but the selection was cancelled at their requests, will not be eligible for subsistence allowance/stipend on selection in any subsequent year.

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

Untrained leave reserve graduate teachers in Departmental High Schools, untrained graduate language teachers in departmental and aided High Schools and U. P. Schools graduate P. D. teachers in departmental and private schools, specialist and craft teachers with graduation, and clerks in offices and other institutions under the Directorate will be selected for the B. Ed. course under the departmental quota of seats in Government Training Colleges, Trivandrum, Trichur, Kozhikode and Tellicherry. The number of seats allotted for departmental candidates in each Government College will be ascertained from the Principals of the College every year. The selection is made according to seniority.

The departmental trainees will be eligible for subsistence allowance at the rate of Rs. 125 p. m. as per G. O. Ms. 116/82/G. Edn., dated 23-8-1982. Those trainees who belong to Scheduled Caste/Scheduled Tribe communities who are recruited under special recruitment programme are eligible for minimum of the scale of pay and usual allowances attached to the posts to which they were recruited, during the period of training (Government letter No. 26546/C3/78/G. Edn. dated 21-6-1975).

If the selection once made is cancelled, no subsistence allowance will be paid when selected subsequently. This fact should be recorded in the service book when the selection is cancelled.

The trainee will be granted eligible leave to undergo the training, if they apply for it (G. O. Rt. 5239/76/G. Edn. dated 31-12-1976).

### **Language Teachers Training Course**

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

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

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

The selection is made on the basis of marks obtained for the oriental title examination observing the rules on communal rotation in the case of open quota and to departmental quota selection is made considering the seniority of the teachers applied for the course.

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

Departmental trainees will be eligible for Rs. 125 p. m. as subsistence allowance during the period of training.

CHAPTER IV  
PLAN SCHEMES  
Seventh Plan Outlay and Expenditure

(Rs. in lakhs)

Sector	Seventh Plan outlay	Actual Expenditure		Approved outlay for 1987-88	Total	Budget estimate 1988-89
		1985-86	1986-87			
1. Elementary Education	1130.00	158.39	186.28	157.00	501.67	161.00
2. Secondary Education	750.00	60.01	317.42	91.00	468.43	89.00
3. Teachers Education	120.00	4.97	18.18	20.00	43.15	20.00
4. Adult Education		30.01	38.22	50.00	118.23	50.00
5. Other Programmes	100.00	3.77	8.95	9.50	22.22	10.00
6. Special Component Plan and Tribal Sub Plan	300.00	12.90	30.58	36.00	79.48	36.00
7. Physical Education, Sports and Youth Welfare	250.00	28.51	10.84	28.00	67.35	13.00
8. Nutrition	2400.00	216.00	1106.00	1183.00	2505.00	2030.00
9. Population Education (50% State share)	14.00	1.21	1.32	2.00	4.53	2.00
Grand total	5064.00	515.77	1717.79	1576.50	3810.06	2411.00

\*No separate allotment for 7th Plan—Yearly allotment  
 1985-86 40 lakhs  
 1986-87 40 lakhs  
 1987-88 50 lakhs  
 1988-89 50 lakhs

**General Education Annual Plan 1987-88 and 1988-89**

<i>Sl. No.</i>	<i>Code No.</i>	<i>Name of Scheme</i>	<i>Outlay 1987-88 (Rs. in lakhs)</i>	<i>Proposed outlay 1988-89 (Rs. in lakhs)</i>	<i>Purpose</i>
1.	GEN 001	Construction of building and staff quarters Tribal sub plan	15.00	15.00	For the construction of buildings and staff quarters under Tribal sub plan area.
2.	GEN 002	Construction of buildings for L. P./U. P. Schools	111.00	120.00	For the spill over construction works and also for the new construction works of 901 schools in the priority list proposed to be undertaken.
3.	GEN 004	Improvement of facilities in Primary Schools	2.00	2.00	For supplying Science and Mathematical Kits to U. P. and L. P. Schools costing about Rs. 2000 for one school and for establishment of a Mathematical laboratory in the State Institute of Education.
4.	GFN 005	Removal of Backwardness including Education of Girls (M.N.P.)	2.00	2.00	For carrying out intensive activities like organising meetings of primary educational extension officers, one day conference of parents and Headmasters in the identified educationally backward pockets in seven selected Revenue districts.

5.	GEN 006	Pre-Primary Education (M.N.F.)	5.00	2.00	For starting pre-primary schools and for conducting short term training courses.
6.	GEN 007	Institute of Primary Education (M. N. P.)	3.00	3.00	For conducting training for primary school teachers and Headmasters. For repairs and maintenance of Institute buildings and staff quarters.
7.	GEN 008	NCERT Assisted scheme (state share)	4.00	4.00	For improving the efficiency of teachers of the continuing Educational centres.
8.	GEN 009	UNICEF Assisted Programme	2.00	2.00	For continuing the programme implemented with UNICEF assistance and also for the salary cost of the co-ordinators and supporting staff in the State Institute of Education.
9.	GEN 011	Work Experience Programme other than M. N. P. including production of socially useful production work	10.00	10.00	To conduct training programme, seminar and exhibition at school level, Educational sub district level, Educational district level etc.
10.	GEN 012	Improvement of science education including supply of Laboratory Equipment.	3.00	1.00	To train teachers on Science Education through correspondence cum conduct course and train teachers in charge of Junior Science clubs.



**Annual Plan 1987-88 and 1988-89—(Contd.)**

<i>Sl. No.</i>	<i>Code No.</i>	<i>Name of Scheme</i>	<i>Outlay 1987-88 (Rs. in lakhs)</i>	<i>Proposed outlay 1988-89 (Rs. in lakhs)</i>	<i>Purpose</i>
<i>Secondary Education</i>					
11.	GEN 013	Building facilities	37.00	50.00	For the construction of spill over works and new works in schools.
12.	GEN 015	Improvement of science education including supply of Laboratory equipments to Departmental Schools	5.00	2.00	For conduct of various training programmes for teachers sponsors science club, financial assistance to M. S. science club and to conduct of district level science fair and South India Science fair etc.
13.	GEN 016	Work oriented education	20.00	25.00	For imparting various training to teachers and setting up of 3 resource centres and creation of new posts.
14.	GEN 017	Vocational Guidance Programme	2.00	2.00	For conducting training programme to teachers for career master and for district level career day celebration and state level career exhibition and organisation of Enrichment Camps etc.
15.	GEN 018	Development of School Libraries and Laboratories	4.00	2.00	For supply of books to school libraries.

16.	GEN 019	Examination reforms	4.00	4.00	For the preparation of model question papers for new language text books and to prepare self evaluative and self assessment for standard I and for training to teachers in educational evaluation and to conduct of N.T.S. Examination.
17.	GEN 020	Revision of curriculum	10.00	9.00	Printing of Text Books and supplementary Readers in Malayalam, Tamil, Kanvada, English, Hindi and Sanskrit etc.
18.	GEN 021	Popularisation of Science Literature	1.00	1.00	For the training teachers and to prepare and publish booklets on science.
19.	GEN 024	Library movement contribution to Rajaram Mohan Roy Foundation and allied matters state share	1.00	1.00	The outlay is towards matching grant to the Rajaram Foundation for its various activities in the State.
20.	GEN 025	Educational Research and Training	1.00	1.00	For the payment to the Institute of Management in Government for training the candidate and for taking up Research Projects.
21.	GEN 026	State Institute of Education	2.00	2.00	For training Headmasters, Asst. Educational Officers and Dist. Educational Officers towards academic improvement, supervision, management and in administrative matters.

**Annual Plan 1987-88 and 1988-89—(Contd.)**

<i>Sl. No.</i>	<i>Code No.</i>	<i>Name of Scheme</i>	<i>Outlay 1987-88 (Rs. in lakhs)</i>	<i>Proposed outlay 1988-89 (Rs. in lakhs)</i>	<i>Purpose</i>
22.	GEN 027	Institute of Science	4.00	4.00	Aims to fostering quality improvement of science Education, for the conduct of state level science fair and for meeting the salary cost of staff.
23.	GEN 032	Popularisation Education (50% C/A)	2.00	2.00	For introducing population education in curriculum.
24.		Special Component Plan	18.00	18.00	To give scholarships to scheduled caste students.
25.	GEN 028	Coaching classes for scheduled caste students (S. C. P.)	16.00	16.00	To conduct special coaching classes for scheduled caste students.
		<i>Tribal Sub Plan</i>			
26.	GEN 030	The award of Scholarships to Scheduled Tribe students (T.S.P.)	1.00	1.00	For giving scholarships to scheduled Tribe student.
27.	GEN 031	Coaching classes for Scheduled Tribe students (T. S. P.)	1.00	1.00	For giving special coaching classes for the benefit of the Scheduled Tribe students.

28.	GEN 033	Inservice Training to Primary School Teachers	10.00	10.00	For inservice training to teachers and for conducting Quiz Programme in each district and also for bringing out handbooks in social science and mathematics for different standard.
29.	GEN 034	Inservice Training to Secondary School Teachers including Language Teachers	10.00	10.00	For imparting training to teachers and conduct Summer Institute Programmes for Mathematics and Geography.
		<i>Other Programmes</i>			
30.	GEN 035	Improvement facilities in Special Schools	5.00	5.00	For the purchase of furniture, teaching and learning equipments, vessels for hostels and for minor repairs.
31.	GEN 036	Development of Sanskrit Education	4.50	5.00	For modernisation of Sanskrit Patasalas, development Sanskrit Education, giving scholarships to students and for the financial assistance to Sanskrit Pandits.
32.	NUT 004 005 006	Nutrition	1183.00	3500.00	Noon meal programme.
		<i>100% Central Assisted Schemes</i>			
33.	GEN 042 C	Social Adult Education	50.00	50.00	For Adult Education.
34.	GEN 043 C	Education Technology Cells	90.00	90.00	For strengthening the Education Technology Cell.

**Annual Plan 1987-88 and 1988-89—(Contd.)**

<i>Sl. No.</i>	<i>Code No.</i>	<i>Name of Scheme</i>	<i>Outlay 1987-88 (Rs. in lakhs)</i>	<i>Proposed outlay 1988-89 (Rs. in lakhs)</i>	<i>Purpose</i>
35.		Integrated Education of Handicapped	50.00	50.00	To purchase and supply of equipments to the handicapped children, introduction of pre-primary education etc.
36.		Operation blackboard		100.00	For meeting the cost of additional construction, salary cost, purchase of teaching aids educational materials, furniture etc.
<i>Physical Education—Sports—Youth Festivals</i>					
37.		Physical Education Sports and Scouts and Guides	33.00	6.00	For various activities of sports and games at the district and state levels and also for conducting coaching camps.
38.		Youth Festival	2.00	6.00	For conducting Youth Festival at District and State level and for conducting of Balakalotsavam at Sub district and Revenue district level.
39.		Sports School and Sports Division	3.00	5.00	For improving the facilities of sports schools and for sports divisions.

## CHAPTER V

### TEXT BOOKS AND NOTE BOOKS

#### A. Distribution and Sale of Text Books

The Text books Branch of the Department works as a commercial undertaking. The branch is responsible for arranging the printing, distribution and sale of all Text Books. Teachers hand books and work books etc. During 1987 one Slate with two Slate pencils and all Readers including Arabic were freely supplied to the children of Standard I.

There are three Central Text Books Stores with Headquarters at Trivandrum, Ernakulam and Shoranur. A Text Book Depot is attached to each Educational District. Each district Text Book Depot is under the administrative control of the District Educational Officer. The Text Books required for each Depot are supplied on indent from the Central Text Books Stores. The Central Text Book Store, Trivandrum supplies Text Books printed by private Printers to the District Text Book Depots of Trivandrum, Quilon, Pathanamthitta, Alleppey, Kottayam, Idukki and Ernakulam Revenue Districts. Similarly the Central Text Book Store, Ernakulam supplies the Text Book printed at Kerala Books and Publication Society, Thrikkakara for all the Depots in the State and the Central Text Book Store, Shoranur supplies the books printed at private Presses to the Depots of Palghat, Wynad, Malappuram, Kozhikode, Cannanore, Kasaragod and Trichur Revenue Districts.

A sale commission of 10 per cent in the sale proceeds is allowed to school Co-operative Societies, Asst. Educational Officers/Headmasters as the case may be. The immediate charge of the District Text Book Depot is vested in a Store-keeper in the cadre of Jr. Superintendent/ U. D. Clerk who is assisted by a L. D. Clerk and one or two counters. The Store-keeper is responsible for the stock and issue of stores and shall periodically submit all reports and returns to the District Educational Officer for scrutiny.

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

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

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

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

4. To check up whether the credit sale of Text Books permitted to School Co-operative Societies does not normally exceed Rs. 7500 subject to the relaxation given by the District Educational Officer in individual cases and they settle the accounts before 31st August. No credit shall be allowed after 31 August.

5. To scrutinise whether Daily Sales Register, Stock Register and all other Registers including Cash Books and Receipt Books are written up punctually.

6. No member of the public is denied the facility in securing Text Books, Guide Books and Question Bank from the Depot (other than bulk purchase of books for sale) for his own use on collecting the cost without commission. It should be checked whether a proper receipt in the prescribed form is issued to the party at the time of sale.

7. To ensure that adequate precaution is made to protect the shortage from the attack of whiteants, rats etc.

8. To ensure that proper vigilance is exercised to see that there has been no loss, damage or pilferage of book from the shortage being an abuse of code of conduct of the business of the Text Books Depot.

9. To render such periodical returns as have been prescribed by the Depot on the due dates.

10. To inspect the Depot periodically and make reports about the condition and short comings and to arrange for conducting physical verification of stock at least once in a year by a person other than the Store-keeper or other employees in the Depot.

11. To ensure that there is adequate supply of Teacher's Hand Books, Guide Books, Question Banks etc. prepared by the Department as reference to Teachers and encourage the sale of these publications among Teachers.

## **B. Manufacture and Distribution of Note Books in School under Work Experience Programme**

Manufacture of note books by the school children for the use of students from the paper allotted by the Government of India at concessional rate has been brought under Work Experience Programme during 1975-76. The scheme continuous to operate with increased coverage every year. The scheme is operated under the guidance of Text Books Officer, Note Books Officer and the Special Officer, Work Experience Programme of the Directorate. The Note Books Officer is responsible for the effective implementation of the scheme.

Schools are selected as manufacturing centres on the recommendation of the Deputy Director (Education) taking into account the availability of electricity, machineries, transport and storage facilities.

The Text Books Officer arrange the distribution of white paper allotted by Government of India to the manufacturing centres through the concerned central stores along with calico, straw boards and printed covers. The Controller of Stationery with the concurrence of the Departmental Purchase Committee arrange the purchase of the calico etc.

Orientation course is conducted by Special Officer, Work Experience Programme to teachers in cutting, ruling and binding of note books. The course is intended for imparting training to students in turn, and to supervise the work during manufacture of note books.

The school centres purchase machinery, equipments and tools utilising the accumulated balance under special fee account. According to the availability of funds in the budget, funds are also allotted to few departmental schools for the purchase of cutting and ruling machines. In schools where there are no machinery for cutting and ruling private arrangements are being made.

### **MANUFACTURE**

Three categories of note books are usually manufactured in schools viz. 192 pages, 120 pages and 80 pages (both ruled and unruled). The production of the book is carried out during class hours allotted for Work Experience Programme. But it is also carried outside class hours or the time allotted if not enough to complete the work. The School Centres can utilise the amount under special fee account as advance amount for meeting the initial expenditure for the purchase of needle, twine, gum etc. required for the purpose which is to be reimbursed as soon as the manufacturing charges are received. An amount equal to 50% of the anticipated manufacturing charge is sanctioned to the Centres in advance by the Deputy Director (Education) to be



adjusted in the final claim on completion of the work. The District Adult Educational Officer is authorised to conduct audit of manufacturing accounts of each centre in the District. The cutting waste and other wastes occurring during the process of manufacture are sold in public auction by the Heads of Schools and the amount is deposited in a separate fund called 'Manufacturing fund' which can be retained for future investment. If any School discontinue the manufacturing of note books, the balance amount under the fund has to be credited to Government.

#### DISTRIBUTION

Distribution of note books commences from 15th May of every year. Each manufacturing centre will be the distribution centre. Schools are grouped for each distribution centre. Books are distributed to the schools in each group based on the indent passed by the District Educational Officers. Indents are passed according to the norms passed by Government for distribution to the students. School Co-operative Societies make purchase of note books and distribute them to the students. The Heads of Schools make purchase of note books and distribute them to the students where there are no Co-operative Societies.

Credit facilities up to Rs. 7500 are allowed to School/School Co-operative Societies. 5 per cent distribution commission to School/School Co-operative Societies and 1 per cent distribution commission to the centres on the gross value, are also allowed.

The Deputy Directors (Education) are in-charge of implementation of the scheme at the Revenue District level. They are assisted by the District Adult Education Officers in the work. Manufacturing charges are sanctioned by the Deputy Directors (Education) based on the approved rate fixed by Government. 75 per cent of the balance amount of manufacturing charges after meeting the contingent expenditure is paid to the participating students as wages, 20% is paid as remuneration to the supervising teachers and 5 per cent is paid to the Headmasters.

**GOVERNMENT EXAMINATIONS**

**S.S.L.C. Examination**

The examination is conducted twice a year i.e., between 15th and 31st of March and immediately after Ramzan Holidays. Group system has been introduced for the S.S.L.C. Examination from March, 1976 onwards as per G.O. (P) 253/75/ G. Edn. dated 16th October 1975.

**ADMISSION TO THE EXAMINATION**

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

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

*Academic course.*—The following categories can appear for the examination only as full course candidates:—

1 Overaged candidates i.e., those who are above the age of 20 as on first of March consequent on the abolition of selection examination G.O. (MS.) 105/71/G. Edn. dated 4th August 1971 and G.O. (MS.) 89/74/G. Edn. dated 20th May 1974 and G.O. (MS.) 91/88/G. Edn. dated 30-4-1988.

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

3 Candidates who have undergone the prescribed course in full in any of the recognised schools in the State but who are not able to appear for the examination due to unavoidable circumstances provided they are otherwise eligible to appear for the examination. They can appear under diversified course as in the case they have completed their course under diversified course.

4 War service personnel who have studied up to Standard X (old Form VI) of a recognised school in the State. Persons employed in military service as distinct from war service are eligible under this rule.

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

6 Arabic teachers who have passed the Alzalul-Ulma Examination or the Arabic Higher Test.

7. Full time teachers of the education department and Harijan Welfare Department who have not less than three years of approved service as full time teacher (whether broken or continuous on the date of their application).

*Compartmental appearance.*— 1. Holders of Indian Army Certificate of Education I class are eligible to apply for admission to the S.S.L.C. Examination in the First Language Part I and II (New Scheme) introduced from the school year 1975-76 and if successful, will be declared eligible for civil employment only. They have to get a minimum of 40 marks for a pass.

*Note:*—But those who have already passed the V.S.L.C. or Malayalam Middle School Examination need not appear for the Regional Language Papers in order to declare them eligible for civil employment only.

2. Holders of S.S.L.C. of the former Travancore-Cochin or Madras or equivalent are allowed to appear for Hindi alone of the S.S.L.C. Examination if Hindi was not one of the subjects for their S.S.L.C. Examination (or equivalent) (Revised Scheme). On securing a minimum of 35 per cent marks required for a pass in the subject they will be given a certificate to that effect.

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

Candidates who have passed the S.S.L.C. Examination and who wish to appear again for the examination with a view to securing better marks in all subjects will be permitted to reappear for the examination without cancelling the previous results within three years from the last successful appearance [G.O. (MS.) 7/79/G. Edn. dated 12th January 1979]. But such candidates should appear for all the papers according to the scheme of examination existing at the time. This concession will not however be allowed to candidates who have joined a college or public service after passing the S.S.L.C. Examination.

As per the existing orders S.S.L.C. failed pupils are not eligible for re-admission in Standard X. But pupils who were not able to secure the minimum percentage of attendance will be readmitted in Standard X and will be allowed to be on the rolls till they secure the minimum attendance required to sit for the examination.

#### EXEMPTION FROM PAYMENT OF EXAMINATION FEES

(a) Students appearing for the S.S.L.C./S.S.C. Examination after the completion of the course in any Government or Aided School

of the State are exempted from the payment of fees for the first appearance [G.O. (MS.) No. 532/70/ S. Edn. dated 24-12-1970] provided such appearance is at the close of the academic year in which the candidate studied in Standard X for the first time [G.O. (MS.) 32/74/ G. Edn. dated 18-2-1974].

(b) Students belonging to scheduled castes and other eligible community including Kudumbies and converts from among them as notified as such by the Director of Harijan Welfare are eligible for exemption from payment of examination fees for two appearance provided the second chance is within a period of three years from the first appearance for the examination. Students belonging to scheduled tribes are eligible for exemption from the payment of examination fees for five years inclusive of the benefit enjoyed by them prior to February 1981 (G.O. Rt. 680/81/G. Edn. dated 25-2-1981).

(c) Students appearing for the S.S.L.C./S.S.C. Examination of Kerala Government after completing Standard X of Mahe area and Lakshdeep Islands (Union Territory) are exempted from payment of fees for the first appearance with usual benefit of two years concession for scheduled caste and scheduled tribe candidates (G.O Rt. No. 1367/71/ S. Edn. dated 17-6-1971).

(d) Students except scheduled castes, scheduled tribes and other eligible communities including Kudumbies and converts from among them appearing for the S.S.L.C./S.S.C. Examination after completion of their course in unaided recognised schools should pay examination fees. Pupils from unaided schools and all private candidates have to pay fees:

	Rs.
(a) Full course	.. 15.00
(b) One group	.. 10.00
(c) Fine for late remittance	.. 1.00
(d) Special appearance for 1st Languages	.. 4.00
(e) Special appearance for Hindi	.. 3.00

Examination fees should be paid to the Chief Superintendents of the centre concerned and proper receipt obtained for the amount remitted. The fees should be remitted to the head of account 0202-01-202-01 examination fees. If the candidates remit the amount in a Treasury or Bank outside the State the amount should be credited to the above mentioned head under I.S.S.A. to the Kerala State.

In the group system under the new scheme there shall be two groups (1) language group and (2) subject group. The total marks for the language group will be 250 and that for the subject group 350.

The minimum that a candidate should secure for all pass will be 90 out of 250 in the language group and 120 out of 350 in the subject group with the condition that the candidate should get a minimum of 20 per cent for each subject.

Under this scheme candidates should appear for all papers in the two groups in the first chance and in subsequent chances they can appear for all the papers in each group at a time. Individual papers within a group cannot be separately attempted.

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

(a) Blind candidates will be exempted from question in drawing, graphs etc. They will be allowed 15 minutes more for every hour of examination as they have to write in Braille system. Blind pupils appearing for the Public Examinations will be allowed the service of a scribe each on a remuneration of Rs. 5 per paper. Blind pupils answering the S.S.L.C. Examination paper utilising the services of scribes will be granted extension of time of ten minutes per hour per paper. The scribe appointed for the purpose should be persons who do not possess qualifications higher than the examinations for which they are appointed [G.O. (P) 412/69/Edn., dated 18-11-1969 and G.O. MS. 142/80/G. Edn. dated 9-9-1980]. S.S.L.C. failed or passed persons with no other additional qualifications alone should be appointed as scribe. The District Educational Officers concerned are competent to sanction the above benefits.

(b) The Deaf and Dumb candidates will be given additionally 25% of the mark secured by them in theory papers as they are backward in language ability [G.O. (P) 150/72/S. Edn. dt. 30-10-1972]. Chief Superintendents should make necessary notings on the facing sheet of the main answer book of such candidates. Deaf students are exempted from the study of 2nd and 3rd languages if they desire so, subject to the provisions contained in the G. O. Rt. 1697/83 dated 14-6-1983.

(c) Orthopaedically handicapped students who cannot freely use their hands due to the handicap in their upper limbs will be granted an extra time of 15 minutes for every hour of the examination and they will be exempted from the questions in drawing diagrams and geometrical figures on the basis of a certificate to the effect that the nature of the handicap in hands is such as would warrant the grant of exemption given by a qualified medical specialist in Physical medicines and Rehabilitation or Orthopaedics [G.O. (P) No. 150/72/S. Edn. dated 30-10-1972, G.O. (MS.) No. 134/80/G. Edn. dated 19-8-1980 and G.O. MS. 159/85/G. Edn. dated 23-7-85]. The District Educational Officers shall conduct a test for such candidates and issue a certificate to that effect in order to get exemption from this office.

**PROVISION OF SCRUTINY AND REVALUATION OF S.S.L.C. ANSWER SCRIPT**

1. Application for revaluation of answer script will be considered only if the Public Examination marks are less than the average of the marks secured in the unit tests in Standard X by 10% or more. Other applications from those who have no eligibility to apply for revaluation will summarily be rejected, the amount remitted by them will not be refunded.

2. Fee for revaluation is Rs. 50 per paper. It should be remitted in the name of the candidate under the head of account 0202-01-202-08 other receipt. The fee remitted will not be refunded if the difference in marks is below 10%.

3. Application for revaluation should be submitted within fifteen days from the date of publication of results.

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

5. If there is a difference of 10% or more between the original marks and the average of the marks given by the two re-examiners, then the average of the marks on revaluation will be taken as the marks secured by the candidates and the fee remitted for revaluation will be refunded in full to the candidate concerned [vide G.O. (MS.) 230/77/G. Edn. dated 23-1-1977].

6. The application for revaluation should be got countersigned by the Headmaster of High School.

7. The candidate should send the application together with the chalan in original direct to the Secretary to the Commissioner for Government Examinations, Trivandrum-695012 by Registered Post so as to reach the office before the last date fixed.

8. Fee for revaluation and fee for scrutiny should not be remitted by a single chalan. There should be separate chalans and applications for each.

**T. T. C. Examination**

At present the T.T.C. Examination is being conducted under the new scheme only for I and II year and the new scheme sanctioned in G.O. (MS.) 141/77/G. Edn. dated 23-6-1977 and G.O.(MS) 173/77/G. Edn. dated 10-8-1977 is applicable to T.T.C. Examination.

The Examination under the new scheme is intended for the following categories of candidates:

(a) The trainees who have undergone training from June 1978 onwards (vide G.O. Rt. 2396/79/G. Edn. dated 16-6-1979).

(b) Failed candidates under the new scheme.

(c) T.T.C. Examination under reintroduced course has been discontinued as per G.O. Rt. No. 13/82/G. Edn. dated 1-1-1982. Failed candidates under reintroduced scheme are allowed to appear for the corresponding subjects under the re-organised scheme (new scheme). Such candidates should remit Rs. 4. in addition to the examination fee to meet the cost of a new T.T.C. Book.

#### FULL COURSE AND COMPARTMENTAL APPEARANCES

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

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

#### REGISTRATION OF CANDIDATES FOR THE EXAMINATION

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

(b) *Private candidates for theory papers only.*—All candidates who have already appeared for the examination but failed to secure a pass in the examination and now appearing again are treated as private candidates. Each private candidate appearing for the examination should hand over his/her application form duly filled up along with the T.T.C. book and the required examination fee amount in cash, to the headmaster of the school selected as the centre for the examination on or before the last date prescribed.

(c) *Private candidates for Practical examination also.*—The private candidates appearing for the examination should hand over his/her application form duly filled up along with their T.T.C. Books and fees to the Headmaster of the Training School (T.T.I.) where he/she has undergone training. The private candidates who are appearing for both II year theory and practical examination and the II year school candidates who are appearing simultaneously for I year, should hand over his/her application form duly filled up along with their T.T.C. Books and examination fees to the Head of the Training School (T.T.I.) where he/she has undergone training. A and B lists relating to the above categories of candidates should be got prepared and forwarded to the Chief Superintendent as in the case of school candidates.

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

If a candidate is appearing for both I and II year examinations simultaneously two applications one for the I year and another for the II year are required.

Examination fee will be as follows:

	<i>Rs.</i>
Full course I year	25
For each paper	5
Full course II year (theory only)	30
For each paper	5
Part III practical (student teaching)	10
Part IV Sessional work (internal)	..
Fine for late remittance	1

Head of account for remittance of fees and fine is 0202-01-202-01 Examination Fees.

The fees once remitted will not be refunded or adjusted for a subsequent examination on any account. Fees remitted after the prescribed dates or under wrong head of account will not be accepted and the application from such candidates will be summarily rejected.

Candidates belonging to scheduled caste, scheduled tribe and other eligible communities including Kudumbies and Xian converts from among them are exempted from payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination. Other communities are not eligible for exemption from payment of fees.

Examination fees received from the candidates in one centre should be remitted in one chalan for each item into the nearest treasury in the State, in the name of the Headmaster under the Head of account 0202-01-202-01 Examination fees on the next working day following the last date fixed for receipt of fees from the candidates. Special care should be taken to see that their remittance is made under the correct head of account.

In the case of school candidates, as well as private candidates, collective remittance in the name of the Head of the school will alone be accepted. Candidates should not remit the examination fee into the treasury in their own name, such chalans will not be accepted on any account.

#### **COST OF ADDITIONAL VOLUME OF T.T.C. BOOKS**

The candidates whose certificates have no further page to enter the public examination marks should pay the cost of an additional volume of T.T.C. Book of Rs. 4 to the Headmaster of the school along with the examination fees. Candidates who are appearing under the existing scheme and who are in possession of duplicate copies of



their certificates should also remit the cost of another volume of the T.T.C. Book. The head of the school should remit such amount in a separate chalan under the head of account 0202-01-202-08 other receipt forward the chalan receipt along with a statement containing the list of candidates who required fresh book or additional books as the case may be.

#### APPLICATION FORM FOR PRIVATE CANDIDATES

(a) The entries should be carefully filled up by the candidates in their own handwriting and each such application with fee and the T.T.C. Book should be handed over to the Head of the school selected as the centre for the examination. Application taken in person/forwarded by post direct to the Commissioner will not be accepted.

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

#### RETURN OF T.T.C. BOOKS

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

(b) Any complaint regarding the non-receipt of certificate books, mistake in the entry of marks, etc. should be brought to the notice of the Commissioner immediately on the receipt of the certificate books.

(c) The T.T.C. Books not claimed from the Headmasters or from the Chief Superintendent of the centre within a period of three months from the date of publication of the result should be returned to the Secretary to the Commissioner for Government Examinations. Such certificates will be issued to the candidates through the concerned Headmaster on payment of penalty fees as detailed below :

	<i>Rs.</i>
(i) Penalty fees for the certificates not claimed by the candidates within 3 months after the publication of the examination up to five years.	5
(ii) Penalty fee if the certificates are not claimed within 5 years upto 10 years.	10
(ii) Penalty fee if certificates claimed after 10 years.	25

Head of account for remittance of penalty fee is 0202-01-202-08 other receipts.

#### SCRUTINY OF VALUED ANSWER SCRIPTS

Application from candidates in the form prescribed for scrutiny of valued answer scripts will be accepted within 15 days from and including the date of publication of result. The fees for scrutiny at the rate of Rs. 5 per paper should be remitted in the name of the candidate into the Treasury under the Head 0202-01-202-08 other receipts and the original chalan attached to the application.

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

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

(b) Revaluation fee will be Rs. 50 for every paper and remitted under the Head of Account 0202-01-202-08 other receipts in the name of the candidate.

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

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

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

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

*Note.*—Fee for revaluation and fee for scrutiny should not be remitted by a single chalan. There should be separate chalan and application for each.

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

The T.T.C. Examination for the trainees of St. Therasas Anglo Indian Training School was conducted by the Commissioner for Government Examinations, Kerala as per G.O. Rt. 4545/71/G.Edn. dated 8th November 1977 based on the syllabus approved by the Government of Madras in 1960 and followed in the Training school.

As per G. O. Rt. 2209/78/G. Edn. dated 13th July 1978, Government have constituted a committee for preparation of revised syllabus and the syllabus was approved by the Government as per G.O. Ms. 45/79/G. Edn. dated 15th March 1979.

The duration of course is two years. The following are the courses of study.

*Group A—Academic Subjects:*

1. Educational Psychology and Child Study
2. Principle of Education
3. School Administration and Hygiene
4. English Content and Methods
5. Mathematics Content and Methods
6. Science Content and Methods
7. History and Geography Content and Methods
8. Education in Moral and Spiritual values

*Group B—Practical Subjects:*

1. Art and Craft
2. Practical work in Science
3. Practical work in History and Geography
4. Practical work in Child Study
5. Speech Training and Elocution
6. Work Experience
7. Music and Cultural Activities
8. Physical Education

*Group C—Teaching Practice:*

1. Observation Lessons
2. Class Discussion of lessons observed
3. Demonstration lessons and Class Room Procedures
4. Student teaching of 40 effective lessons for the whole course (English 10, Mathematics 7, Science 7, History and Geography 8, Art and Craft 3, Physical Training 2, Moral Science 2, Singing 1).

**SCRUTINY**

Application from candidates for scrutiny of the valued theory answer scripts will be accepted within 15 days from the date of publication of results. The fee for scrutiny is Rs. 5 for each paper.

### **Language Teachers' Training Course Examinations**

There will be two examinations i.e. during the last week of May and first week of October.

Candidates who have secured 85 per cent of attendance as per rule and completed satisfactorily the prescribed course of studies in the Language Teachers' Training Institution alone are eligible for admission to the examination.

The rate of fee to be paid for admission to the examination are as follows:

	<i>Rs.</i>
For the whole examination	25
Supplementary examination	5 per subject

Applications from candidates for scrutiny of their valued answer scripts will be accepted within 15 days from the date of publication of the examination result.

### **Hindi Teachers' Training Course Examination**

The Diploma Examination in Hindi Teaching is conducted once a year during the last week of May.

The fee for the full course examination is Rs. 25 and that for a subject is Rs. 5 subject to a maximum of Rs. 25.

Applications from candidates for scrutiny of their valued answer scripts will be accepted within 15 days from the date of publication of results.

### **Sanskrit Teachers' Examination**

The Sanskrit Teachers' Examination has been introduced as per G. O. Ms. 458/70/S. Edn. dated 6th November 1970. The first examination was conducted in June 1971. From 1973 onwards, only those who have appeared and failed in Sanskrit Teachers' Examinations held in the previous years are admitted to the examination. Fee for the whole examination is Rs. 25 and for one part Rs. 10 and Rs. 20 for two parts.

### **Arabic Teachers' Examination**

As per G.O. Ms. 23/70/S. Edn. dated 14th January 1970 the Arabic Munshy's Examination was introduced. Compartmental system was introduced as per G.O. Rt. 2862/72/S. Edn. dated 21st October 1972 for the examination from March 1973 onwards. Those who have completed the age of 15 years and passed the 7th Standard can appear for the examination on payment of the required amount of examination fees.

### **Urdu Higher Examination**

The Government Urdu Higher Examination introduced as per G.O. Rt. 2652/74/G. Edn. dated 16th August, 1974 will be conducted once in an year during-May. Admission to the examination is open to all candidates who have passed Standard VII and to have completed 15 years of age.

### **L.S.S. and U.S.S. Examinations**

Every year this examination will be conducted between 15th and 31st March along with the S.S.L.C. Examination. The selection of candidates is made on the basis of the average marks secured in class examinations.

The pupils studying in standard IV are admitted to L.S.S. Examination and those who are studying in Standard VII are admitted to U.S.S. Examination.

The aggregate marks secured in the scholarship examination will alone be considered for the scholarships.

### **Government of India Residential School Merit Scholarship Examination**

The examination is meant for locating the most outstanding talents in the country and to select them for studying in residential schools in India. The examination is open to the children of age group 11 and 12. A preliminary screening test will be conducted during July every year and the final test at All India level will be conducted during September.

### **Certificate Course in Library Science**

This examination will be conducted once in an year at the Trivandrum Public Library. The four papers prescribed for the examination are:

1. Library Organisation and Administration (Theory)
2. Classification and Cataloging (Theory)
3. Classification (Practical) and
4. Cataloging (Practical)

### **Certificate Examination in Food Craft**

This examination will be conducted once in an year as per the syllabus approved in G.O. Rt. No. 1094/75/H. Edn. dated 26th June, 1975. Those who have undergone the prescribed course satisfactorily in Food Crafts Centre, Kalamassery alone, are eligible to appear for the examination.

### **Kerala Government Certificate Examination in Engineering**

The Kerala Government Certificate Examination in Civil, Mechanical, Electrical and Automobile Engineering will be conducted twice in an year. Only failed candidates are admitted to the Examination in October. Those who have undergone the prescribed course satisfactorily in any one of the institutes recognised by the Director of Technical Education, alone are eligible for admission to the examination.

#### **Certificate Examination in Drawing, Painting, Sculpture and Modelling**

The duration of the course is two years and at the end of the course there will be a public examination. The fee for examination is Rs. 15. The course is offered at the following institutions.

1. Ravivarma Institution of Fine Arts, Mavelikara
2. R.L.V. Academy of Music and Fine Arts, Trippunithura
3. Institute of Fine Arts, Trichur and
4. College of Fine Arts, Trivandrum.

#### **Diploma Examination in Drawing, Painting, Sculpture and Modelling**

The duration of the course is two years and those who have passed the certificate course can appear for the Diploma Examination. The fee for the examination is Rs. 20.

#### **Post Diploma Examination in Drawing, Painting, Sculpture and Modelling**

Those who have passed the Diploma Course Examination can appear for the post Diploma Examination. The duration of the course is one year and examination fee Rs. 25.

#### **Diploma Examination in Bharatbanatyam**

The course is offered at the R. L. V. Academy of Music and Fine Arts, Trippunithura and the duration of the course is 4 years. The minimum qualification for admission is a pass in Standard VII and the fee for the Public Examination at the end of the course is Rs. 12.

### **Post Diploma Examination in Bharathanatyam (Nattuvanu)**

This is an advanced course and those who have passed the Diploma Examination in Bharathanatyam can appear for the post Diploma Examination. The fee for the Examination is Rs. 20.

### **Diploma Examination in Kathakali**

The minimum qualification for admission to this four year course in kathakali, offered at the R. L. V. Academy of Music and fine Arts, Thrippunithura is a pass in Standard VII. There will be a Public Examination at the end of the course and the fee for the examination is Rs. 12.

### **Post Diploma Examination in Kathakali**

Those who have passed the Diploma Examination in Kathakali can be admitted for the two years course of the Post Diploma Kathakali.

### **Music Examinations**

The following examinations in Music are conducted once in an year for those candidates who have undergone satisfactorily the prescribed course of studies in the Music Colleges and Music Academies :—

1. Ganapraveena Examinations in vocal music, veena, and Violin.
2. Ganabhooshanam Examination in vocal music, Veena, Violin and Mridangam.
3. Natanabhooshanam Certificate examination.

### **Junior and Senior Music Certificate Examination**

These examinations are conducted once in an year for those who have completed satisfactorily the prescribed course at the music school, Trichur. Certificate will be issued to those who pass the Senior Music Examination.

### K. G. T. Examination

Examinations, Lower and Higher are conducted once in an year (April) for the following subjects:—

#### 1. DRAWING GROUP:

1. Free hand outline and model drawing
2. Geometrical drawing
3. Design
4. Painting
5. Engraving and
6. Clay Modelling

#### 2. PRINTING TECHNOLOGY GROUP:

1. Compositor's work
2. Proof Reader's work
3. Book Binding
4. Machine work
5. Press work
6. Printers Warehouse work
7. Type casting and
8. Stereo Typing

#### 3. CRAFT GROUP:

1. Needle work and Dress Making
2. Embroidery
3. Carpentry
4. Tailoring
5. Smithy
6. Ratan work (No grade)
7. Mat making (No grade) and
8. Handloom Weaving and Spinning Lower and Higher Grades.

The fee for lower grade is Rs. 15 and for higher grade Rs. 20.

The minimum qualification for appearing the examination, Lower Grade is pass in Standard VII (new) and for Higher Grade, a pass in S. S. L. C. or a pass in lower grade. But those who have passed the lower Grade examination in Handloom Weaving and Spinning are alone admitted for higher grade Examination in that subject.



#### 4. AGRICULTURE:

K. G. T. Examinations in Agriculture, Lower and Higher are conducted once in an year during the last week of May.

The fee for the examination is Rs. 15 for Lower and Rs. 20 for Higher Grade Examination.

The minimum qualification for admission to the examination is a pass in Standard VII (new) for Lower and a pass in S. S. L. C. or Lower Grade for Higher.

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

Under this group, examinations for the following subjects are conducted:—

1. Typewriting (English) Lower, Higher and High speed
2. Typewriting (Malayalam) Lower and Higher
3. Shorthand (English) Lower, Higher and High speed
4. Shorthand (Malayalam) Lower and Higher
5. Accountancy, Lower and Higher Grades
6. Banking Law and Practice
7. Co-operation Theory and Practice
8. Salesmanship and Marketing
9. Business Organisation and secretarial Practices
10. Economics and Business Statistics.

There will be two examinations in an year. One is main and the other supplementary. The examination for typewriting and shorthand (for all grades) will be conducted along with the supplementary examination.

Minimum general qualification for admission to the examination is the completion of S. S. L. C. Course for all lower grades and a pass in S. S. L. C. for all Higher Grades, High speed and other subjects mentioned as item numbers 6 to 10.

#### **Diploma Examination in Shorthand and Typewriting**

Public examination for the candidates who have undergone the preliminary and final Diploma Course at the Diploma course Institute Trivandrum will be conducted at the end of the course every year in May.

The minimum qualification is S. S. L. C. for preliminary course and a pass in preliminary examination for the final course. The fee for the examination is Rs. 20 for preliminary and Rs. 25 for final.

### **Junior Technical School Leaving Certificate Examination**

Two examinations will be conducted. One during April and the other in September.

Group system has been introduced for this examination from March 1977 onwards. Part system is allowed as per rules.

The candidates who have satisfactorily completed the course in any of the Junior Technical Schools in the state are eligible to appear for the examination.

The examination fee is Rs. 15 for the whole examination and Rs. 4 for each group subjects. Regular candidates need not pay the examination fee for the first appearance.

### **Pre-Vocational Training Certificate Examination**

Candidates who have satisfactorily undergone the prescribed course in pre-vocational training centres attached to the J. T. S. Attingal, Kodungallur, Manjeri and Cannanore are admitted to the examination. No fee for examination is levied. The examination will be conducted in April every year. A practical test will be conducted before written test. The candidates who have come out successful in the examination will be given preference for admission to Junior Technical Schools.

### **Diploma Examination in Homoeopathic Medicine & Surgery**

The candidates who have completed the prescribed course of instructions, qualifying for the particular examinations and secured minimum attendance alone are eligible for admission to the examination.

Those who appear for the examination should submit their applications through the principal of the college where they had undergone the course. The Principal has to certify to the effect that the candidate has successfully completed the course and is eligible for admission to the examination. The fee for admission to the whole examination is given below:

<i>Name of examination</i>	<i>Fee for the examination</i> (Rs.)	<i>Fee for mark list</i> (Rs.)
Preliminary science subject	30	3
Intermediate	40	3
Final Part I	30	3
Final Part II	50	3

The candidates appearing for the examination for the first time should be as full course candidate only, i.e. they should appear for all subjects:

The candidates who have once appeared for the D. H. M. S. examinations alone are eligible for compartmental appearance. Such candidates shall remit the examination fee at the rate of Rs. 20 for each subject to a minimum of Rs. 15 and Rs. 3 towards the fee for mark list for any one of the particular examination mentioned above.

The examination fee should be remitted into the treasury in the name of the candidate under the Head of Account "0202-01-202-08-other receipts" and the original chalan should be forwarded along with the application.

The fee once remitted will not be refunded or adjusted towards fees for subsequent examination fees remitted after the date prescribed or under wrong head of account or inadequate remittance will not be accepted and the application of such candidates will be summarily rejected.

No fee will be received direct by the Commissioner in the form of cash, cheque, draft, money order or postal order.

Application forms for the examination will be made available at the colleges concerned. The candidates will fill up the application form and form of admission ticket neatly and legibly furnishing the full details therein. Separate applications should be used for each examination.

Candidates will affix a recent passport size photograph (bust alone) in the space provided in the admission ticket duly attested by a Gazetted officer of the State or Central Government.

Applications which do not conform with provisions or found defective shall be summarily rejected without notice.

The application should accompany true copy of mark list of their previous successful appearance fully attested by the Principal of the college concerned.

Candidates should obtain their admission tickets from the Chief Superintendents of the respective centres at least 3 days before the commencement of the examination.

Candidates must be in possession of their admission tickets while taking their examination. The same should be produced before the Chief Superintendent of the centres as and when required.

Duplicate admission tickets will be issued on production of chalan worth Rs. 3 remitted into the Treasury under the Head of account "0202-01-202-08 other receipts" and application for the purpose should be produced with fresh passport size photograph duly attested.

The candidates will take their practical examination in the centre where they have appeared for theory part of examination. Request for change of centre for the purpose will not be entertained.

All candidates appearing for the examination according to the notification will be deemed to have given an undertaking that they will abide by all the rules now in force or those to be brought into effect hereafter in respect of the examination.

Application from candidates for scrutiny and revaluation of their valued answer script (Theory) will be accepted within 15 days from the date of publication of results. The fee for scrutiny at the rate of Rs. 5. per paper and revaluation Rs. 50. per paper should be remitted into the treasury under the Head of account 0202—01—202—08 and the original chalan receipts should be sent along with the application.

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

Admission to the examination will be open to those who have undergone the prescribed course of study in the revised scheme introduced from 1979—80 in the College of Physical Education, Kozhikode and who have put not less than 85% of attendance during the academic year. Deficiency if any in attendance could be got condoned by competent authority before the commencement of the examination. Candidates appearing for the first time should be as full course candidates, i.e. they should appear for all subjects.

The candidates who have once appeared for the examination alone are eligible for compartmental appearance. Such candidates shall remit the examination fee at the rate of Rs. 10. per subject. The fee for the whole examination is Rs. 25.

The first year examination consists of two parts; Theoretical and practical.

Those who fail in theory shall appear for the subject/subjects in which he/she has failed. The sessional marks and the marks of the subjects in which he/she has already passed will however be carried over.

*Note:*—The sessional marks of failed candidates also will be carried over.

Those who fail in practicals (Part II) should undergo a further course of 3 months of training at the college of Physical Education where he/she has undergone the training during the third term and take tests in all practical activities again conducted by the College.

Those who fail in practice teaching (Part III) should appear for the practical examination again.

The examination fee will be collected by the Principal of the college and remit the same into the Treasury in one chalan under the Head of account 0202—01—202—01 on the next working day after the last date fixed for remittance of fee.

The fee once remitted will not be refunded or adjusted for a subsequent examination. Fees remitted after the prescribed date or under wrong Head of Account or inadequate remittance will not be accepted and the candidature will summarily be rejected.

Candidates who have passed the first year examination are eligible to be declared to have passed the Higher Certificate Examination (Second Year) if she/he satisfied the following conditions:—

(i) The candidate must secure at least 40% aggregate marks in theory with a separate minimum of 30% in each paper.

(ii) A candidate will be declared to have passed in Third class/ Second class/ First class and with Distinction in accordance with the marks obtained by him/her as indicated below:

Third Class	.. Required for a pass in all the three parts
Second Class	.. Above 50% and below 60%
First Class	.. 60% and below 75%
Distinction	.. 75% and above

*Note.*—For awarding classes in the Higher Certificate Examination in Physical Education the total marks secured for the first year Examination and that for the Higher Certificate Examination together will be taken into account [vide G. O. (M S.) 188/81/H. Edn. dated 4-11-1981.]

Those who fail in the examination may be required to appear again as follows:—

(i) Those who fail in theory only shall appear for the subject/ subjects in which he failed along with the other candidates appearing for the same examination. The sessional marks and the marks of the subjects in which he has already passed, however, will be carried over.

(ii) Those who fail in part II should undergo a further course of 3 months training in the College of Physical Education where he studied during the third term and take tests in activities under these parts. Those who fail in Part III should again appear for the final examination.

Admission tickets for the Examination can be had from the Chief Superintendent of the centre concerned. Candidates must be in possession of their admission tickets while they are writing the examination. The same should be produced before the Chief Superintendent as and when required.

Mark lists will be issued on production of a chalan worth Rs. 5 remitted into the treasury under the Head of Account 0202-01-202-08 along with an application.

Application from candidates for scrutiny of their valued answer script (Theory) will be accepted within 15 days from the date of publication of results. The fee for scrutiny at the rate of Rs. 5 per paper should be remitted into the Treasury under the Head of Account 0202—01—202—08 and the original chalan receipts should be sent along with the application.

**PROCEDURE FOR SCRUTINY OF VALUED ANSWER SCRIPTS:**

Applications for scrutiny of valued answer scripts will be considered only if such applications are received within the stipulated time limit supported by the fees prescribed for the same.

**Vocational Higher Secondary Examinations**

This examination was first introduced in 1984 November. The examination was conducted in consultation with the Vocational Higher Secondary Board. Those who have passed S.S.L.C. Examination and undergone the prescribed course can be admitted for the examination. There are 71 institutions present, with different vocational subjects. Those who pass the examination will be considered as equivalent to Pre-Degree Examination and accepted by the Calicut University at present.

*Examination fees*

First year	Whole examination	Rs. 45 plus
	One subject	Rs. 5 for Mark list Rs. 15
Second year	Whole examinations	Rs. 60 plus
	One subject	Rs. 5 for Mark list Rs. 15

The Secretary, Vocational Higher Secondary Board will issue the certificates for those who pass the examination.

**RULES RELATING TO THE ISSUE OF COPIES OF CERTIFICATE:**

1. Copies of certificates will be issued as laid down in G. O. (MS.) 552/66/ Edn. dated 26th October 1966 in case of loss, of application.

2. The fee for the issue of duplicate copy of a certificate is Rs. 50 and of triplicate is Rs.75.

*Procedure for the issue*

1. Application for the award of a copy of Certificate should be submitted in the prescribed form to the Secretary, Board of Public Examinations, Office of the Commissioner for Government Examinations, Trivandrum through the Head of the Institution from which the candidate was presented for the examination for the first time.

2. The applicant should give full particulars regarding the course of study, year or years in which he appeared for the examination and register numbers for each appearance.

3. The loss of the original certificates will be notified in the Gazette by the authority competent to issue the duplicate certificate and by such notification who so ever may be possession of the original certificate shall be asked to surrender the certificate to the authority concerned.

4. The application shall be accompanied by:

(a) A receipted chalan for having remitted the prescribed fee of Rs. 50 for the award of a duplicate certificate in a Government Treasury under the appropriate Head of account.

(b) A declaration by the candidate attested by a Magistrate of the Judicial Department under the seal of his court detailing the circumstances under which the original was irrecoverably lost.

(c) A declaration to the effect that the original has not been allowed to be misused and that if it is recovered it would be surrendered to the Secretary, Board of Public Examinations by the candidate.

(d) If at a time it is discovered that the original certificate awarded to a candidate has been misused, disciplinary action will be taken against the individual concerned and the certificate issued to the candidate will be cancelled.

#### CHANGE OF NAMES, CHANGE OF RELIGION, ETC.

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

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

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

4. Change of community in the S.S.L.C. will be allowed only in the case of clerical error created while making entries in the school records or in the S.S.L.C. In all other cases certificate obtained from the Tahsildar as contemplated in G.O.(MS.)876/64 dated 29th December 1964 is to be pasted in the S.S.L.C. Book.

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

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

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

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

The Chief Superintendent will then submit a detailed report together with the statement obtained in this connection as also the answer scripts of the candidate and the materials used for the malpractice, to the Secretary, Board of Public Examination (vide Memorandum of instruction for the conduct of Public Examinations). If the candidate who has committed malpractice refuses to give a written statement or behaves in an unruly manner that fact should also be reported by the Chief Superintendent.

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



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

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

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

1. The application should be in the form prescribed.
2. The application should be submitted by the guardian if the person whose date of birth is to be altered is still on the rolls of any school and by the person himself if he is not on the rolls of any school.

3. The applicant should remit a fee of Rs. 250 at any Govt. Treasury under the head of account "0202-01-202-08 other receipts" and the receipted chalan produced. (The applicants who belong to S.C/S.T. are exempted from payment of application fee).

4. The application addressed to the Commissioner for Govt. Examinations, Poojappura, Trivandrum-12 should be routed through the Headmasters of the school last attended by the person whose date of birth is to be altered.

5. The following documents also should be produced:

- (1) Qualification certificate viz. S.S.L.C./T.T.C./S.S.C. etc. in which alteration of the date of birth is desired.

- (2) Certificate of birth obtained from the Registrar of Births and deaths of the respective Panchayat/Municipality/Corporation in respect of the all children born to the parent of the applicant. In the case of those who belongs to Christian Community Baptism Certificates indicating the dates of birth should also be produced.

- (3) An identification certificate from local Tahsildar/Village Officer in the following form:

Certified that the Male/Female children to Sri.....and Smt..... on.....and whose birth was registered at the Panchayat/Municipality/Corporation with Register No. ....and date of registration.....is the person known as.....(here enter the full name and address of the person whose date of birth is to be altered). The said person and the holder of the S.S.L.C. with Register No..... March/September .....19.....or Extract of admission register with Admission No.....(in respect of the person who is not an S.S.L.C. holder) issued by the Headmaster .....are one and the same person.

(4) Affidavit No. 1 sworn by the applicant whose date of birth is to be altered giving particulars of all the children born to the parent (including those who might have died).

*Affidavit No. 1*

I, ..... s/o / d/o.....  
 .....aged .....years and now residing at ..... hereby solemnly affirmed and declare as follows:

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

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

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

My parents are not alive/my parents are alive.

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

Place: .....  
 Date: .....  
 Signature of the Deponent  
 (to be signed before the Notary  
 Public/Judicial Officer)

Seal and Signature of the  
 Notary Public/Judicial Officer.

(5) Affidavit No. II should be sworn by the parent of the applicant. If the person whose date of birth is to be altered is still on the rolls, of any school, Affidavit No. II alone to be furnished.

*Affidavit No. II*

(To be sworn by the parent of the applicant)

I, .....s/o/ d/o.....  
 .....aged .....years and now  
 residing at .....hereby solemnly affirm and  
 declare as follows:

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

Their names and other details are given below:

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

I also declare that the dates of birth of.....  
 (so and so) have (not) been registered at the office of the Registrar of births and deaths and the correct date of birth of ..... (here enter name of the person whose date of birth is to be altered) ..... and place of birth, is ..... The facts given above are true to the best of my knowledge and belief:

Place: \_\_\_\_\_ Signature of the Deponent  
 Date: \_\_\_\_\_ (to be signed before a Notary Public/Judicial Officer)

Seal and signature of the Notary Public or Judicial Officer.

(6) Statement in the form prescribed below showing the particulars of all the educational institutions attended by the person whose date of birth is to be altered.

<i>Sl. No.</i>	<i>Name of school with postal address</i>	<i>Name of Panchayat/Municipality/ Corporation under which the school is located</i>	<i>Date of admission in the school</i>	<i>Standard to which admitted</i>	<i>Date of birth entered in the school records</i>	<i>Date of leaving the school</i>	<i>Standard at the time of leaving</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(7) Extract of admission register from all the schools where the person underwent studies.

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

PROCEDURE FOR CORRECTION OF DATE OF BIRTH DUE TO CLERICAL ERROR

For correction of date of birth due to clerical error on the part of the school authorities the application need be submitted in plain paper explaining the circumstances under which the mistake crept in. Such application should be affixed with court fee stamp worth Rs.2 and routed through the Headmaster of the school last studied together with the undermentioned documents.

1. Extracts of Admission Registers from all the schools where the applicant had studied.
2. Original T.C. in which caused the erroneous entry.

If the person whose date of birth is to be corrected is still on the rolls of any school the application should be filed by the guardian.

*Application for correction or alteration of date of birth in school records and qualification certificate*

1. Name and address of the applicant ..
2. Name of the person whose date of birth is to be altered ..
3. If employed give designation and official address ..
4. Place of birth with Panchayat/ Municipality/Corporation ..
5. Qualification certificate in which the correction of date of birth is desired ..
6. The existing date of birth in school records or S.S.L.C., T.T.C. etc. ..
7. Nature of correction/alteration of date of birth (given the date of birth) noted in the documentary evidence produced against the column ..
8. Explanation as to how the incorrect date of birth happened to be entered in the school records and qualification certificate and how it came to the notice of the applicant ..
9. Date of leaving the school ..
10. whether present application is within 15 years from the date of leaving the school. If not furnish No. and date of Government orders condoning the delay. ..

11. Documentary evidence produced ..  
to prove the correct date of birth
12. Whether the sworn affidavit has ..  
been furnished
13. (a) whether the applicant belongs ..  
to S.T./S.C.
- (b) Evidence produced to establish ..  
that the applicant belongs to  
S.C./S.T.
14. Details of application fee remit- ..  
ted (amount, Chalan No. Date and  
name of Treasury

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

Place:

Signature of the Applicant.

Date:

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

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

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

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

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

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

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

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

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

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

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

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

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

Part II—Malayalam, Tamil, Kannada.

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

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

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

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

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

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

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

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



*PRO FORMA*

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

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

Signature of the H.M.

Name of the H.M.

Name and postal address  
of the school

Name of the Education  
District

School Seal

Date:

## CHAPTER VII

### NOON MEAL PROGRAMME

#### 1. Care School Feeding Programme

The CARE (Co-operative for American Relief Everywhere) School Feeding Programme was introduced in the State for the first time during 1961-62.

The Director of Public Instruction was assisted by the Senior administrative Assistant (CARE) in the day to day working of the programme. The Assistant Educational Officers were responsible for the proper implementation of the programme at the school level. They stocked the food materials at the sub Depots, issued the required quantities to schools on a monthly basis, maintained accounts for the receipts and issues, drew and disbursed the transportation and preparation charges to the Heads of schools. There were 14 CARE Supervisors one for each Revenue District for inspecting the sub Depots of Asst. Educational Officers periodically and for conducting surprise checking of the accounts relating to the CARE Feeding in Schools. The quality and quantity of the food prepared in schools, the accounting of stock in the date on visit and the number of children actually participating in the programme etc. were also be checked by them.

To supervise the working of the programme CARE organisation had its own representative at Trivandrum viz. the Administrator, CARE, Kerala. There were Field Officers working under him to inspect the feeding at school level and to check the accounts and stock at the school, sub Depot and Warehouse levels.

The CARE Feeding Programme was extended to all needy children in standard I to IV of L. P. Schools and L. P. Section attached to U. P. and High Schools and to pupils of standard V in L. P. School where Standard V is retained.

The feeding given to the children consists of Uppumavu prepared with Balgar wheat/CSM and Salad Oil.

The food materials required for the feeding programme were supplied by the CARE organisation as Gift. The Department took charge of the articles from CARE at Cochin port. They were stocked at the Central Depot and at the various warehouses of the Kerala State Warehousing Corporation. Distribution to Sub Depots of Asst. Educational Officers was made on a monthly basis based on the indents of the Asst. Educational Officers.

The daily ration fixed for each school during one year would continue to be in force until the ration for next year was fixed and communicated, ration being 80 gms. of grain & 5 grams. of salad oil per head per day. The ration should not be increased under any circumstances by the Heads of schools, who would however reduce the ration according to the fall in feeding strength or attendance so as to avoid wastage of food.

From 1985-86 onwards CARE had reduced supply of food materials so as to fix the number of beneficiaries as 7,69,000 and discontinued the programme in the State by 31-12-1986.

## 2. Noon Meal Programme

By G.O. (M. S. No. 247/84/G.Edn.) dated 14-11-1984 Govt. had introduced the programme in all the schools in Fishermen Villages and Tribal Schools in the State to meet a part of the reduction in coverage effected by CARE. Subsequently Government have extended the programme by conducting Noon Meal Programme in one Primary School each under each Educational district w. e. f. 31-10-1985. From 2-12-85 onwards Noon Meal Programme was implemented in all aided and Government Lower Primary Schools in 8 Districts. viz, Kottayam, Idukki, Ernakulam, Thrissur, Palghat, Malappuram, Kozhikode and Wynad and CARE Feeding was continued in the remaining 6 districts namely, Trivandrum, Quilon, Alleppey, Pathanamthitta, Kasaragod and Cannanore. Arrangements are made with Kerala State Civil Supplies Corporation for the supply of Rice, Greengram and oil required through the Maveli Store/Unit Depot. The bills received from the Civil Supplies Corporation are scrutinised and paid direct by the Director of Public Instruction so as to expedite payments. CARE Feeding has been completely stopped by 31-12-1986 and Noon Feeding was introduced in the remaining 6 districts also. The food materials in these 6 districts are supplied by the Kerala State Warehousing Corporation through their outlets and payment made as in the case of Civil Supplies Corporation.

Noon Meal Programme (Rice and Greengram) is continuing in all Aided and Government L. P. Schools where there are needy pupils. As per G. O. (P) No. 160/87 dated 28-7-87 Govt. have extended the Noon Meal programme to U. P. Classes of all aided and Govt. Schools in the State from 15-8-1987 onwards. State level inauguration of the Noon Meal Programme in U. P. Classes was done by the Honourable Chief Minister of Kerala at a function presided over by the Honourable Education Minister held at S.M.V. H.S., Trivandrum on 15-8-1987. Arrangements are made with Kerala State Civil Supplies Corporation and Kerala State

Warehousing Corporation for the supply of Rice, Green-gram and oil through their outlets. In the Districts of Kottayam, Idukki, Ernakulam, Trichur, Palghat, Malappuram, Kozhikode and Wynad, Kerala State Civil Supplies Corporation are supplying food articles. In the remaining 6 districts viz. Trivandrum, Quilon, Alleppey, Pathanamthitta, Cannanore and Kasaragode, Kerala State Warehousing Corporation are supplying food articles. The bills received from the two Corporations towards the cost of the food articles are scrutinised and paid direct by the Director of Public Instruction so as to expedite payment.

The Headmasters of the schools brought under the scheme will draw the ration, sanctioned to each school by the Asst. Educational Officer. The ration allowed for each pupil is 60 grams of rice, 30 grams of greengram and one gram of oil per day.

It will be the responsibility of the Headmasters to lift the required commodities from the nearest outlet of the Corporations, prepare the noon meals and serve it to the pupils in time. The expenditure will be met as follows as per G. O. (P) No. 13/88/G. Edn., dated 5-1-1988.

#### *Fire Wood*

The amount is to be limited to actual quantity of fire wood purchased and utilised or 5 paise per pupil per day whichever is less.

#### *Cooking and Serving Charge*

Up to and including 150 pupils	Rs. 12 per day
151 to 400 pupils	Rs. 20 per day
401 to 800 pupils	Rs. 30 per day
801 and above	Rs. 40 per day

#### *Transportation Expenses*

Distance	Transportation charges
Upto 2 kms.	2 paise per pupil
2 kms. to 5 kms.	3 paise per pupil per day
5 kms. to 10 kms.	4 paise per pupil per day
More than 10 kms.	5 paise per pupil per day or actual charges incurred whichever is less

*Other Ingredients*

Two paise per pupil per day is provided for effecting local purchase of other ingredient like salt, chillies, mustard etc.

The Noon Meal Programme started in the U. P. Classes is organised as a peoples' programme with full participation of a substantial contribution from public and teachers. The Parent-teachers Association is expected to take the lead in the matter. The expenditure on Noon Meals in the Upper Classes will have to be met from the Chief Ministers Noon Meal Fund. Contribution collected through various Agencies including the Parent Teachers Association will be remitted into the "Chief Ministers Noon Meal Fund".

The Director of Public Instruction is assisted by the Senior Administrative Asst. (N. F.) in the day to day working of this programme. The Asst. Educational Officers will be responsible for the proper implementation of the scheme. The Supervisor (N.F.) will inspect the feeding centres as frequently as possible and send monthly reports to Director of Public Instruction. The feeding arrangements in each school will be supervised by the Noon Feeding Committees.

## CHAPTER VIII SCHOLARSHIPS

### 1. Meritorious Scholarship to the Scheduled Caste and Scheduled Tribe Students

A scheme under Plan Scheme for the award of scholarship to meritorious scheduled caste/scheduled tribe pupils studying in U.P.S. and H.S. Classes have been started from 1977-78. The scholarship will be given to two Scheduled Caste and Scheduled Tribe boys and two Scheduled Caste and Scheduled Tribe girls in standard V and VIII in a school both departmental and aided who secure more than 45% of marks in the aggregate in the annual Examination of standard IV and VII on merit basis. The scholarship once awarded is tenable for the completion of the particular course of study subject to continued progress.

The value of scholarship is Rs. 40 per annum in U.P. classes and Rs. 60 per annum in High School Classes. The District Educational Officers and Assistant Educational Officers are competent to sanction the scholarship as the case may be.

### 2. Lower Secondary and Upper Secondary Scholarships

The scholarship based on merit and merit-cum-means will be awarded in the High School and U.P. Classes. 120 scholarships in Standard V and 150 scholarships in Standard VIII be awarded every year in each Educational District. Of these 20% will be on merit and 80% will be on merit cum means. Half the number of scholarships in the High School and U.P. Sections will be under plan provision and the other half under non-plan.

The value of scholarship is fixed at Rs. 40 per annum in High school classes and Rs. 30 per annum in U.P. Classes.

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

The scholarships under the rule and other grants under the concession rules cannot both be held by a student at the same time. The students will have the option to choose between the two.

As per G.O. (MS) 57/S1/G. Edn., dated 2-4-1981 students belonging to S.C./S.T./Christian converts and other eligible communities can enjoy L.S.S./U.S.S. awarded on merit basis concurrently with the Lumpsum grant paid by Harijan Welfare Department.

The examination will be conducted by the Commissioner for Government Examinations to select the students for the award of scholarships.

For the award of merit-cum-means scholarship the income of the family of the students should be Rs. 6000 or less per annum.

### **3. Muslim Girls Scholarships and Nadar Girls Scholarships**

Muslim girls are also given scholarships according to their family income. The income of the family of the students should be Rs. 8000 per annum or less. Muslim girls are permitted to apply for scholarship in any Standard irrespective of the fact whether such girls had applied for the scholarship in any of the Lower Standards namely V or VI or VIII or IX provided they are otherwise eligible. However they will not be eligible for scholarship in the Lower standards for which they had not applied in time.

The value of scholarship is Rs. 30 per annum in U.P. and Rs. 50 per annum in High School Classes.

The benefit of this scholarship has been extended to the Nadar girls also from the academic year 1979-80 onwards on the same principles.

### **4. Scholarships to the Students studying in Pure Sanskrit Schools**

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

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

### **5. Anglo Indian School Scholarships**

Twenty-one scholarships are admissible in U.P. Classes and High School Classes respectively in the State. The best pupil for the award of the scholarship will be decided on the criterion of the aggregate of marks scored in the previous year taking into account the marks of both the periodical and the terminal examinations including the annual examination and the annual income of the parent of the pupils. The actual income should not exceed Rs. 6,000 per annum.

The Upper Primary Scholarship is Rs. 150 per annum in each of the Standard V, VI and VII. The High School Scholarship is Rs. 225 per annum in each Standard VIII, IX and X.



### 6. Sainik School Scholarships

This scholarship is awarded on the basis of merit, merit-cum-means subject to the recommendation of the Principals of the Sainik Schools. The award of scholarship of the boys from Kerala studying in the Sainik Schools in India is divided into four categories. The income slab and rate of scholarship are :

<i>Income</i>	<i>Rate of scholarship</i>	<i>Amount</i>
A. Up to Rs. 700 p.m.	Full scholarship plus clothing allowances	Rs. 5100 p.a. plus Rs. 600 for clothing allowance in the first year and Rs. 300 in subsequent years
B. Rs. 701 to Rs. 1000	$\frac{3}{4}$ scholarship plus clothing allowance	Rs. 3825 plus Rs. 600 for clothing allowance in the first year and Rs. 300 p.a. in subsequent years
C. Rs. 1001 to Rs. 1200 p.m. (excluding D.A. and H.R.A. and including income from other sources)	$\frac{1}{2}$ scholarship	Rs. 2550 p.a. (no clothing allowance)

### 7. Scholarships—Rastriya Indian Military College, Dehra Dun

This scholarship will be given to the boys who have secured admission to the Rastriya Indian Military College, Dehra Dun and who have been residing in the State of Kerala for a continuous period of not less than 5 years immediately preceding the date of selection to the college.

- Scholarship on merit basis to the first rank holder.
- Scholarship according to merit-cum-means as follows :

<i>Income of parent per annum</i>	<i>Amount of scholarship per annum</i>
<i>Rs.</i>	<i>Rs.</i>
Above 15000	Nil
10001 — 15000	1000
9001 — 10000	1300
8001 — 9000	1500
7001 — 8000	2000
Below 6000	3000 (w.e.f. 1-8-1982)

Scholarships will be sanctioned by Government. The guardians have to execute bond in the prescribed form in stamp paper and it will be approved by Government.

The amount of scholarship will be paid to the Principal, in 2 equal instalments in advance.

### **8. Scholarship to the Marine Engineering Trainees**

Scholarship will be given to the Engineering cadets and Executive Cadets in the Indian Merchant Navy.

Value of scholarship is Rs. 200 per mensem. 4 scholarships to the trainees of Kerala will be given for the Training in the ship "Rajendra" Bombay from 1-8-1976 and 3 scholarships to the Executive Cadets of Kerala for Marine Engineering Training, Calcutta according to merit-cum-means. The annual income of the parents should not exceed Rs. 6000.

From 1978-79 one additional scholarship has been sanctioned on merit to the first rank holder as in the case of R.I.M.C., Dehra Dun irrespective of the parental income.

### **9. Residential School Scholarship**

Two scholarships are awarded to the pupils selected from Kerala for admission to the residential schools approved by Central Government. The value of scholarship will be determined every year. The selection will be made on the basis of all India Examination from amongst the children in the age group of 11 to 12 years.

Full amount of school fees which will include tuition fees, residential charges, cost of books and stationery will be paid to all the scholars selected. Scholars in the income group Rs. 250 p.m. or below will be entitled to, in addition uniform at the rates/ceiling decided by Government. T.A. will also be given to those scholars for their to and fro journeys in accordance with the rates prescribed for the purposes.

### **10. National Defence Academy Scholarships**

Scholarship to the value of Rs. 75 per mensem for each term tenable for the whole period of 5 years training at the National Defence Academy Kharakavala is given to the cadet domiciled in Kerala who have secured admission to the National Defence Academy after passing out from the R.I.M.C., Dehra Dun, provided that they are not eligible for Government of India Scholarship and the income of the parent does not exceed Rs. 500 per mensem.

Number of scholarships—2

One scholarship will be given to the first rank holder on merit irrespective of the parental income.

Government will sanction scholarship to the pupils.

### **11. National Scholarship for Talented Children from Rural Areas**

The scheme was taken up in Kerala from the year 1971-72 as per G. O. MS. 128/71/G. Edn. dated 20th September 1971.

Government of India have introduced the scholarship scheme for awarding scholarships to rural talented pupils in Community Development Blocks at the secondary stage. The scholarship begins at Standard VIII and ends at Standard X.

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

## CHAPTER IX

### FIXATION OF STAFF

*Note*:—This is not a substitute for the rules in the K.E.R. but only brief hint.

1. Strength of teaching staff and non-teaching staff has to be fixed on the basis of rules in Chapters XXIII and XXIV A., K.E.R. According to the rules, strength of teaching staff in each school has to be fixed by the education officers after finalising the number of divisions based on effective strength in each Standard on the 6th working day from the reopening date in June. In calculating the effective strength fraction of half and above should be rounded off to the next higher integer and fraction of less than half shall be ignored. Pupils who have been continuously absenting for 5 working days from the reopening day shall be treated as removed from the rolls and hence they shall not be taken into account for calculating effective strength. Fixation has to be finalised not later than 15th July. The staff sanctioned during previous year will continue till the 14th July of the next year.

2. For calculating effective strength, surprise visits are to be made by the controlling officers. Generally there is no need for revisits. When at the time of the verification, the Educational officer is convinced that there has been undue shortage in attendance due to flood, out break of epidemic etc., and the Educational officer has certified then itself that revisit is necessary to assess the correct strength of pupils. While arranging visits for verification of strength, local festivals may be taken into consideration so as to avoid the necessity of further visits. Appeals are preferred to the District Educational Officers and Deputy Director (Education) requesting directions to be issued for revisits. Such appeals are not to be entertained since there is no provision for such appeals in this matter. A further verification of strength by the District Educational Officer, in the case of fixation of staff strength in Lower Primary and Upper Primary schools, and by Deputy Director (Edn.) in the case of High Schools, shall be done wherever additional divisions or additional staff are found necessary, after the verification by the Educational Officer concerned. In such cases the final orders of fixation of staff shall be issued only on the basis of such reverification of strength.

3. As per Rule 12, Chapter XXIII of K.E.R. the strength shall be verified by the Educational Officer by surprise visits of the schools. There is no need to call for proposals from managements for fixing the staff. If any manager choose to make any proposal regarding staff fixation, the same may however be considered by the Educational Officer before the order fixing the staff is issued. The Educational

Officer shall at the time of his surprise visits to the schools for verification of strength, verify whether the maintenance work has been done properly and a noting on the aspect be made in the visit notes and staff fixation files.

4. The correctness of the new admissions made should be checked by the Educational officer with reference to age rules, evaluation of standard for admission etc. The attention of the Educational officers is drawn to Rule 12 A, Chapter XXIII, K.E.R., regarding the verification of attendance in departmental schools. They shall verify the strength, attendance, etc. and review the staff fixation of departmental schools and issue final staff fixation order before the end of August without fail.

5. The controlling officers must note amendment introduced to Rule 16, Chapter VI K.E.R. as per G.O. (P) 90/79/G. Edn. dated 6th June 1979 under which pupils readmitted will not be counted at the time of strength verification under Chapter XXIII of K.E.R.

6. Staff fixation order should be issued immediately after the verification visit in respect of each school and should not be delayed till the last date fixed for staff fixation. The staff fixation orders should be sent by registered post to the managers concerned. The fixation orders should be issued not later than the 15th of July and on no account any order of fixation be passed after the date specified herein. The staff fixation files should be closed only in D. Dis. so that the entire file will be available for future reference for 10 years.

7. There have been instances of sudden drop in strength in schools particularly in primary classes after staff fixation. Such situations are created by lack of interest on the part of teachers or managers to retain the pupils. If such instances are noticed, the controlling officers will report them immediately to the Director who will then take steps to reduce the staff in such schools. The managers and teachers may be warned in advance.

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

9. As soon as the date fixed for the receipt of appeals is over, the Deputy Director (Edn.), shall fix the dates for hearing of appeals in the office of the District Educational officers concerned. On the dates

so fixed, all appeals relating to fixation of staff in a particular Educational district will be heard and disposed of. Notices of hearing may be issued to the petitioner/managers well in advance and they may be requested to be present for the hearing on the date so fixed and also to produce records if any in support of their case. In the office of the District Educational Officer, the Deputy Director (Edn.) will scrutinise the records relating to staff fixation in all cases appealed against. They will also hear the managers, if they are represented and they may pass appropriate order in each case as soon as the hearing is over. All appeals shall be disposed of, before the end of August.

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

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

### **Approval of Appointments**

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

2. In cases where the manager commits delay in the submission of the appointment order to the educational officer within the time specified, the Director of Public Instruction or the Deputy Director (Edn.) concerned may, in deserving cases condone such delays up to six months and upto two months respectively from the date of effect of staff fixation order or from the date of joining duty of the candidates whichever is later if the manager satisfied the Director of Public Instruction or Deputy Director (Edn.) that he had sufficient cause beyond his control for not submitting the appointment order within the time.

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

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

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

(c) Conduct certificate as prescribed below:

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

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

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

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

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

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

4. Rules regarding approval of appointments are given in rule 8, Chapter XIV A, K.E.R. The controlling officers are expected to pass orders within one month from the date of receipt of the orders from the manager. A register should be maintained in the Educational offices for recording the receipt of the appointment orders from the manager in the chronological order in which the name of appointee, name of school, date of receipt of appointment order, duration of appointment, date and nature of disposal in the office under the signature of the Educational Officer, etc. should be recorded.

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

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

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

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

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

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

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

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

*Mathematics*:—Mathematics or statistics as main subject for graduation.

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

*Natural Science*:—Botany or Zoology as main subject for graduation.

*Social Studies*:—History or Economics or Geography or Politics as main subject for graduation.

*Special Fees*:—Attention of the District Educational Officers is invited to Chapter XII, K.E.R. and G.O. (P) 46/69/Edn., dated 24th January, 1969 and G.O. (P) 46/79/G. Edn., dated 5-3-1979.

The operation of the special fees as per the existing rules is within the competence of the Headmaster of the school in consultation with the committee constituted as per the rules laid down in the G.O. Any action without reference to the committee is irregular. The constitution of the committee is well explained in para 16 of the G.O. The Controlling officers, while visiting schools should inspect, not only the individual items of expenditure under various heads, but also examine whether necessary sanction of the department has been obtained and minutes of the meeting of the advisory committee maintained.



The District Educational Officers are competent to permit transfer of one item of special fees to another item of special fees in the same school without any financial restriction. It may be noted that they are not competent to sanction spending of any amount from the special fees account or any item other than those mentioned in the rules.

Director of Public Instruction is competent to issue orders on cases not covered by the rules and Director of Public Instruction's order should be obtained by the District Educational Officers before permitting any such expenditure (Para 37 of the said G.O.) The proposals for the utilisation of accumulated balance not covered in the G.Os. cited, should be sent to the D. P. I., in the prescribed pro forma.

Since a large number of representation are being received by the department regarding the improper utilisation of special fees, it is the duty of the controlling officers to be vigilant about this item of work in the school. At the time of inspections detailed checks should be made with regard to these items of work in the office. Since the purchase of books, laboratory articles, craft materials, etc., are of an academic nature, District Educational Officers are requested to verify personally whether the purchase has been made and brought to book and whether the same are in order.

## CHAPTER X

### OTHER ACTIVITIES

#### 1. SPORTS AND GAMES ACTIVITIES

Under the scheme for development of Physical Education, the Education Department is organising different programmes. The organiser for Sports in Schools at the Directorate organises the various sports and games activities.

The main activities are—

1. The district level and state level competition for games sports and aquatics.
2. Selection of team and imparting specialised coaching to the selected pupils prior to their participation in the National School Games.
3. Selection of best school teams in major games etc.

There is a Sports Committee headed by the D. P. I. as Chairman and Organiser for Sports in Schools as the Convenor to co-ordinate the activities at the District and State level competition and it is affiliated to school games federation of India.

The Education Department is organising the following State level meets in association with K. S. G. A.

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

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

1. National School Aquatic Meet
2. National Schools autumn meet Part I and Part II
3. National Schools winter meet Part I and Part II
4. Mini National School Games
5. Subroto Mukerjee Cup Tournament
6. Jawaharlal Nehru Hokey Tournament, New Delhi
7. C. K. Naidu Cricket Tournament.

The winners in the State meet are given an incentive cash award at the rate of Rs. 300, Rs. 200 and Rs. 100 for the first three places respectively. In addition to the above, grace marks of 5% are also awarded to the 1st and 2nd place winners in the state level games and Athletics in S. S. L. C. Examination. In the case of National meet, grace marks of 15% to the Gold medal winners, 13% to the Silver

medal winners, 11% to the Bronze medal winners and 10% to the participants are awarded. In the case of participants in the International meets representing India, grace marks of 20% of the aggregate marks in S. S. L. C. Examination will be given.

In Kerala, there is a full fledged sports school at Trivandrum, viz. G. V. Raja Sports School and sports division attached to Government High School, Cannanore. Sixty Boys and Sixty Girls are admitted in these two schools every year. In addition to 10 boys are admitted in Model School, Trivandrum, and 10 girls in Cotton Hill School, Trivandrum for swimming.

## 2. EDUCATION OF THE HANDICAPPED

The rules for opening of new schools for the handicapped or for additional class divisions and for grant of recognition of schools, qualification of teachers etc., are dealt with in G. O. (P) 412/69/Edn. dated 3-11-1969 as modified/amended from time to time.

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

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

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

Grants will be paid to the recognised aided schools, subject to the conditions specified in G. O. (P) 412/69/Edn. dated 3-11-1969.

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

The pupils will be exempted from all kinds of fees such as games fees, examination fees etc., on the basis of the annual income of the parents/guardians.

The blind, deaf and dumb pupils are eligible for the above concessions if their parental annual income do not exceed Rs. 20,000.

Deaf pupils who pass standard VII from any of Departmental or Recognised special school for the Deaf in this State have the secondary level Educational facilities at Junior Technical School for the Deaf, Jagathy and H. S. for the Deaf, Jagathy, Trivandrum and Government High School for Deaf, Ottappalam, Palghat.

### **Sevanavaram**

Sevanavaram is celebrated in the schools during the 'Gandhi Jayanthi Week' from 2nd October to 8th October in every year. During the week different items of developmental activities are undertaken jointly by the Education and Development Departments with the local participation.

The following programmes are usually undertaken during the week:

1. Construction of compound walls around the schools.
2. Cleaning the school premises and outside areas, especially public buildings and public roads near schools.
3. Agricultural activities in the school lands and preparation of compost pits.
4. Repairing of play ground.
5. Constructing of Urinals and latrines for Schools.
6. Polishing articles of furniture and arranging school equipments properly.
7. Maintenance of school buildings (including whitewashing of school walls)
8. Cleaning school laboratories and libraries.
9. Attending development activities in neighbouring Harijan or Tribal colonies.

As a part of the agricultural activities, Youth Farmers' Club will be formed with 50 students. The Headmaster will nominate two teachers to supervise and guide the activities of the Farmers' Club. Incentive awards in the form of tour facility etc. will be given to the member of the best club in each revenue district and the teachers nominated to supervise.

For the purpose of selecting the best Farmers' Club the criteria will be—

1. The quality of the garden.
2. The enthusiasm taken by the members for the functioning of the club as evidenced by its out-come.

### 3. KERALA AIDED SCHOOL EMPLOYEES PROVIDENT FUND

The account relating to the Provident Fund of Aided School Employees is maintained on the same lines as those adopted for Government Employees in the Office of the Accountant General.

The Provident Fund Branch of the Office of the Director of Public Instruction is solely responsible for the maintenance of the Accounts of KASEPF scheme. The rules relating to the fund are incorporated in the Kerala Education Rules.

This Branch audit the payments and keeps accounts of all the transactions relating to KASEPF. The procedure and practices followed in the Provident Fund Branch of the Office of the Accountant General are followed here also. The functions of the various subordinate offices in the Education Department in the implementation of the KASEPF scheme other than financial sanction are as follows:

#### **Application for admission to the Fund**

The applications have to be forwarded to the Account Officer (PF) through the Headmasters and controlling officers.

#### **Application for final withdrawal**

Application for the final withdrawal in the prescribed form duly signed by the subscriber and signed by the Head of Office have to be countersigned by the Controlling Officer.

#### **Withdrawal of amount from the Provident Fund**

The Assistant Provident Fund Officer issues authorisation for the withdrawal of N. R. A. and final closure of P. F. to the Assistant Educational Officers for payment to the teachers concerned on proper receipts. In case of High School employees, the function of the District Educational Officer is to countersign the provident fund bills and keep watch over encashment and disbursement.

All full time employees either permanent or officiating governed by chapter XXIV-B KER should join the fund (KASEPF) compulsorily.

One year of continuous service is not a pre-requisite to join the fund. A teacher, if so desires, can be admitted to the fund soon after his appointment is approved, provided the controlling officer certifies that he is likely to continue in service for more than one year.

Teacher who belong to religious orders which vows poverty can be exempted. Exemption is to be obtained from the accounts Officer (PF).

In the case of protected teachers, deputed to Government schools, they may continue to contribute to their KASEPF account, separate schedules may be attached to the bill and also name of their parent aided school may be noted.

In the case of teachers deputed to Government school on protection due to the aided school where the teachers were working have been closed, they should also continue subscription to KASEPF until they are regularly absorbed in Government service.

### **Subscription To K. A. S. E. P. F.**

Every subscriber to the fund shall subscribe not less than 6 per cent of his basic pay rounded to the nearest rupee.

A subscriber may at any time during the last one year of service immediately preceeding the date of his retirement elect not to subscribe to the fund. During leave period subscription is optional.

Subscription once fixed cannot be reduced during the course of the year. He can enhance the subscription only once during the course of the year. Subscription to fund recovered from the pay bill of a particular month is credited to the account for the next month. As such, the subscription for the month of quitting service need not be recovered from the subscriber.

### **Sanction of Withdrawals**

1. *Deputy Director*:—To sanction temporary withdrawals and non-refundable withdrawals from the KASEPF in respect of all employees in the District subject to the conditions and limitations in the K. A. S. E. P. F. Rules.

2. *District Educational Officers*:—To sanction temporary withdrawals from KASEPF in respect of all employees in the Educational District upto Rs. 5000 and to sanction N. R. A. upto Rs. 5000 subject to the conditions in limitations in K. A. S. E. P. F. Rules.

3. *Personal Assistants to District Educational Officers*:—To sanction Temporary withdrawals from KASEPF in respect of all employees in the Educational District upto Rs. 3000.

4. *Assistant Educational Officers*:—To sanction temporary withdrawals from K. A. S. E. P. F. in respect of all employees in the sub district upto Rs. 3000 and to sanction N. R. A. upto Rs. 3000 subject to the conditions and limitations in K. A. S. E. P. F. Rules.

5. *Headmasters of High and Training Schools and Special Schools. Chief Instructor of R. L. T. C. and H. T. T. I.*—To sanction temporary withdrawals upto Rs. 3000 in respect of members of staff of the school/institute and to sanction N. R. A. upto Rs. 5000 subject to the conditions and limitations in the K. A. S. E. P. F. Rules.

Temporary advance during the last one year of service preceding the date of retirement to a subscriber who has elected not to subscribe to the fund, shall not be sanctioned.

Recoveries towards temporary advance granted and outstanding will not be made during the last one year of service preceding the date of retirement in the case of such subscribers who have elected not to subscribe to the fund. Period of one year will be reckoned from the month preceding the month of retirement. However, N. R. A. admissible under the rules can be granted during the above period of one year. In all cases of N. R. A., authorisation from the Assistant Provident Fund Officer is required.

N. R. A. shall not be sanctioned after the closure application is forwarded. Application for closure of K. A. S. E. P. F. can be forwarded to the Accounts Officer (PF) three months after the date of option to discontinue to subscribe to the fund.

#### **Closure of K. A. S. E. P. F.**

Application for closure of account in respect of L. P. and U. P. schools can be forwarded by the Assistant Educational Officer direct to the Accounts Officer (PF).

#### 4. KERALA TEACHERS' SANATORIA SOCIETY

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

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

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

The Society has established 10 Pay wards each attached to the Medical College Hospitals at Trivandrum, Kottayam and Kozhikode. In addition to that it has also purchased a plot of land at Trivandrum and a pucca building has been constructed to accommodate the

“ADHYAPAKA BHAVAN”. There are 15 double rooms and 8 single rooms in this building in addition to two dormitories, one mini conference hall and an auditorium to accommodate about 500 persons. The following are the rent fixed for teachers:—

Single room	Rs. 10 per day	
Double room	Rs. 20 per day	
Dormitory	Rs. 50 per day (for 30 students)	for additional pupils over and above 30, Rs. 2 per pupil per day will be charged.
Mini conference hall	Rs. 100 (day time)	Rs. 150 (both day and night)
Auditorium	Rs. 500	

Reservation can be made by paying the rent in advance. For reservation “The Manager, Adhyapaka bhavan, Trivandrum, Pin code 695 001 has to be contacted. There is a Phone at the Adhyapaka Bhavan and the number is 60846. The teacher occupants will have to produce an application countersigned by any of the State level office bearers of recognised Teachers’ Associations or Educational Officers.

\*Specimen form of application for allotment of room at the Adhyapaka Bhavan is given below:

*Application for Allotment of Room in Adhyapaka Bhavan*

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

Place :

Date :

Signature of the teacher is attested

Signature of the attesting Officer

Designation:

(Seal)



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

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

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

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

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

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

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

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

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

### Rules

#### 1. ALLOTMENTS

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

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

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

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

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

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

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

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

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

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

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

11. When once the registration is cancelled the applicant will have to register his name afresh if he require pay wards.

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

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

14. The pay ward patient will have hospital diet as far as possible.

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

16. After 3 days from the date of allotment the patient will be asked to pay in advance the rent and hospital charges for every five days stretch and the payment should be made promptly on such intimation and the receipt shown to the nurse in charge who will make a note on the same in the case sheet and diet sheet. Patients who do not pay the rent as mentioned above will have to vacate the pay wards on the expiry of the date upto which they have been paid rent.

## II. RULES TO BE OBSERVED BY OCCUPANTS

1. Patients and their attendants in the pay ward will be responsible for the safety of the equipment, electric installations, sanitary installation and furniture, etc., in each room. Damage to properties will be made good from the patients occupying the room. If the patient is dependant of an employee of the department the damage will be made good from the employee concerned.

2. No full scale cooking will be allowed in the pay ward. Electric heaters will be permitted to be used on the 3 pin 15 amps. plug provided, but the Teachers' Sanatoria Society or the hospital authorities do not take any responsibility for any accident due to improper use.

3. Only one Attender will be allowed to any person at a time and he will be issued a pass. No one without a pass will be allowed in the pay wards except during visiting hours.

4. Visitors shall be allowed only between 5 p.m. and 7 p.m. The R.M.O. will make a round of the ward to see that visitors have left by that time.

5. Use of musical instruments, Radio etc. will be prohibited.

6. The room shall not be locked since the Sister or Doctor may have to enter the rooms for treatment or examinations.

7. All lights shall be switched off in the pay wards by 10 p.m.

8. Patients in pay ward will not be allowed to leave the pay wards, without the permission of the Medical Officer in charge.

9. Patient with contagious disease will not be admitted in pay wards.

10. The patient and the attendant in pay wards and their visitors will keep the room and premises clean and tidy and co-operate with the authorities in keeping them clean and tidy.

### III. DISCRETIONARY POWER

The Governing Council of the Teachers' Sanatoria Society reserves the right to allot pay ward of one room in exceptional circumstances without observing the rules regarding priority laid down here. The President/Secretary-Treasurer of the Teachers' Sanatoria Society shall exercise this power in unavoidable circumstances when there is delay in meeting the Governing Council of the Teachers' Sanatoria Society. In such cases allotment of room will be made without discharging any of the patients who get admission in the pay ward in accordance with these rules.

### IV. EXHIBITION OF RULES

The rules relating to allotment and the use of pay wards will be exhibited on the notice boards of all Institutions having pay wards of the Teachers' Sanatoria Society and also in all the educational institutions of the Department.

*Application for Allotment of Pay ward of the  
Teachers' Sanatoria Society*

Revenue District:

Education District:

Education sub district:

Name of School:

1. Name and address of—
  - (i) Teacher ..
  - (ii) The dependant ..
2. Date of entry into service ..  
and date of birth ..
3. Date from which pay ward ..  
is required ..
4. Nature of disease ..
5. Name of the Doctor who ..  
treat the patient ..
6. Whether 3 days rent is ..  
remitted (if remitted ..  
M.O. receipt to be atta- ..  
ched with the application ..

Certified that the particulars furnished above are correct.

(Name and Signature of applicant)

Recommendation of the Head of the  
Institution in which working/General  
Secretary of the Recognised Teachers'  
Association/Dist. Edl. Officer/Asst. Edl.  
Officer.

## 5. NATIONAL FOUNDATION FOR TEACHERS' WELFARE

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

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

In Kerala, the functioning of the foundation is controlled by a committee consisting of the Honourable Minister for Education as the Chairman and the D.P.I. as the Secretary/Treasurer. Two representatives of Teachers' Associations are also in the committee.

Every year the committee collects nearly eight to ten lakhs rupees which is usually utilised for the benefit of the teachers.

### Schemes

1. Financial aid to teachers and their dependant, Assistance is given for the education of teachers children, for the marriage of their daughters or for the treatment of diseases. Every year a sum of Rs. 4 lakhs is set apart for this. Scholarships is given to the handicapped children of the teachers.

2. There is another scheme by which special assistance is rushed to a teacher if he is hospitalised, as a result of accident or if he is disabled on account of incurable disease. Special assistance is also granted to the dependants of teachers who die in harness.

3. The committee has built up a corpus of Rs. 12 lakhs out of the collection. The interest accruing from the corpus is utilised for the award of scholarship etc. to teachers' children studying for post-graduate or technical degree courses. Scholarship is awarded to handicapped children even at school level.

4. A sum of Rs. 1400 is set apart for each district to give subsidy to teachers who conduct educational seminars.

5. Subsidy is also granted to teachers who conduct educational tour sponsored by the District Eduoational Officer at the rate of Rs. 1,500, Rs. 3,000, Rs. 4,500 for tours within the State, South Indian tours and All India tours respectively.

6. Children of teachers whose parents are not alive are given financial assistance at the rate of Rs. 150, Rs. 250 and Rs. 500 in Primary level Upper Primary level and High School level respectively.

7. The children of teachers who win President's Medal in scouting/ guiding are eligible for assistance @ Rs. 200. N. C. C. cadets represent the State in the Republic Day Parade, New Delhi are also eligible to get this amount, if they are the children of teachers.

8. Prize money is being awarded to 3 children of teachers who come top within the first fifty ranks in the S. S. C./S. S. L. C. Examination of each year at the following rates.

First prize ..	Rs. 1,000
Second prize ..	Rs. 750
Third prize ..	Rs. 500

#### 6. KERALA SCHOOL TEACHERS AND NON-TEACHING STAFF WELFARE CORPORATION

The Kerala School Teachers and Non-Teaching Staff Welfare Corporation was incorporated as per G. O. (Ms) No. 158/84/Gl. Edn. dated 14-8-1984 and registered under the Companies Act 1956 with a seed capital of Rs. 50 lakhs (5000 shares of Rs. 1000 each). The main objectives of the Corporation is to make available loans for the construction of dwelling houses to all teachers and non-teaching staff of aided schools in Kerala.

Fund for the above purpose is raised by borrowing loans from the financial agencies like HUDCO. The functioning of the Corporation is controlled by a Board of Directorate. The Board consists of the Secretary to Government, General Education Department as the Chairman, the Director of Public Instruction as the Managing Director and three other Directors nominated by Government.

The Corporation succeeded in making available house construction loan to 80 beneficiaries each in Neyyattinkara and Trichur by borrowing Rs. 46.24 lakhs from HUDCO, New Delhi. The Corporation has also released loans to 36 beneficiaries from its seed capital. The Neyyattinkara housing Scheme has already been completed and Trichur housing scheme is nearing completion. Loan repayment by beneficiaries is being made regularly.

A new scheme incorporating low income group and middle income group employees is under the active consideration of the Corporation. The proposed new scheme is aimed at giving loan to 2000 beneficiaries as shown below:

Sl. No.	Name of scheme	No. of houses proposed		
		L. I. G.	M. I. G.	Total
1	Kozhikode	200	50	250
2	Tirur	170	30	200
3	Mavelikkara	80	20	100
4	Pathanamthitta	100	50	150
5	Cannanore	250	100	350
6	Tellicherry	200	50	250
7	Alwaye	100	50	150
8	Kayamkulam	100	50	150
9	Trivandrum	150	50	200
10	Quilon	60	20	80
11	Kottarakkara	15	5	20
12	Nedumangad	60	20	80
13.	Attingal	15	5	20
Total		1500	500	2000

The salient features of the new scheme are—

1. The loan amount is raised to 60,000 for M. I. G. and 20,400 for L. I. G.

2. Repayment period is increased to 15 years including construction period of one year.

3. Overhead charges levied from the beneficiaries is reduced to 5per cent.

4. Initial deposit is proposed to be abolished.

5. The entire loan amount will be released in three instalments, i.e., 15% as the 1st instalment, 45% as the 2nd instalment, and 40% as the 3rd instalment.

6. The rate of interest will be 9%, i.e., the same rate of interest collected by Government from their employees for house construction advance sanctioned by them from time to time.

7. The amount of repayment of each monthly instalment will be less than Rs. 200 for L.I.G. and Rs. 600 for M.I.G.

## 7. GRANTS TO LIBRARIES

Rules governing the payment of grants to libraries are dealt within G. O. Rt. 843/66/Edn. dated 30th March 1966.

The libraries affiliated to the Kerala Grandhasala Sangom should submit their application for annual grant to the Administrative Assistant, Kerala Grandhasala Sangom in the prescribed form. After inspection, the gradation committee will fix the grade of the libraries and after verification by the Administrative Assistant with reference to the rules the proposal shall be submitted to Government for sanction of grant to libraries and allowance to librarians.

The application for annual grants in respect of the libraries which are not of affiliated to the Kerala Grandhasala Sangom should be submitted to the District Educational Officer concerned. The District Educational Officer with specific recommendation and utilisation certificate will forward the application to the Director of Public Instruction who in turn will forward the application to Government.

For payment of building and furniture grant, the library buildings are graded into three types. Grant not exceeding one half of the estimated cost of the building and of furniture or Rs. 6,015 in the case of type I, Rs. 4,070 for type II or Rs. 2,340 for type III whichever the lower may be sanctioned. The estimated cost should be certified by an officer in P. W. D. not below the rank of a Junior Engineer.

For the construction of a highest type design building and furniture grants up to a maximum of Rs. 25,000 may be sanctioned as a special case. In special cases grants up to Rs. 1 lakh will be granted by Government.

Government will pay annual grant to the Kerala Grandhasala Sangom for its establishment and organisation expenses.

### **Local Library Authorities**

There are three local library authorities at Kozhikode, Palghat and Tellicherry (Cannanore District). The District Educational Officers concerned are the Secretaries to the Local Library Authorities.

### **Payment of Grant to Local Library Authorities**

Advance grant will be paid to the Local Library Authorities on the basis of the latest audited accounts and the balance amount for that year will be paid after the audit of accounts of that year is completed and eligibility certificate from the Local Fund Examiner is obtained. The grant equal to the cess collected by the Local Library Authority is sanctioned by the Government.



## 8. SCOUTING AND GUIDING

The Scout/Guide Movement is a World wide movement, true to its spirit of international brotherhood, spread over 150 countries and territories around the world. This reflects the usefulness of this movement as an effective instrument of training young people to face the future with confidence.

Lord Baden Powell, the founder of this movement has stated in his book "SCOUTING FOR BOYS" that the "aim of scouting is character development towards happy citizenship through natural rather than artificial means". Through the international training and relationship in scouting, the future generation in all countries is being brought up with a new outlook of citizenship. Real citizenship is the outcome of character and a sense of service to country and humanity. Scouting/Guiding aims to make children physically fit, mentally awake, spiritually aware and morally strong.

The movement gives training to adults, mostly teachers in schools, who in turn train the children in this way of life. Through games indoor and outdoor, picnics, hikes, camping, woodcraft etc., the children are taught to be self reliant, kind hearted, healthy and cheerful and helpful to others with a sense of duty to God and Country.

A group is the basic unit which may consists of the three sections namely the Cub Pack (age 6 to 10), the Scout Troop (age 10 to 18) and the Rover Crew (age 18 to 35). Similarly three sections in the Guide Group are the Bulbul Flock, the Guide Company and the Ranger Team.

The Bharat Scouts and Guides, established in 1950 as a result of the merger of erstwhile three organisations, is the fourth largest organisation in the world with 16 lakh scouts and guides in India. The organisation functions as a non-official body harnessing the adventurous spirit of the young people in the service of mankind, transcending all barriers of caste, colour and creed. As a voluntary and non-governmental organisation it is fully committed to imparting value-based education with emphasis on community service. It has been instrumental in involving children in national priorities like family life education, adult education, sanitation promotion and leprosy control.

The Bharat Scout and Guides is affiliated to the World Bureau of Scouts and the World Association of Girl Guides and Girl Scouts. It is collaborating with the UNICEF in the Sanitation Programme, and with Family Planning, Association to promote family life education.

Being manifestedly a service-oriented organisation, it has also been undertaking programmes and projects according to the local needs.

The attention of heads of schools are drawn to the D. P. I's Circular No. M1-76267/73 dated 20-7-1973. All the High Schools and Upper Primary Schools have to pay the institutional membership fee (I.M.F.) every year to the State Headquarters of Bharat Scouts and Guides before the end of July at the rate noted below irrespective of the fact whether there is a Scout/Guide unit in the school or not.

<i>School</i>	<i>I. M. F.</i>	<i>Registration/Renewal</i>
High School	Rs. 25	Rs. 10
Upper Primary School	Rs. 10	Rs. 2

In addition to this, an amount at the rate of Rs. 2 per Scout, Guide, Scout master, Guide Captain, Rover and Ranger has to be paid to the State Headquarters of Bharat Scouts and Guides, Kerala as individual registration fee (I. R. F.). For Cubs and Bulbuls, I. R. F. is Re. 1 per head only.

The scout fee and guide fee can be utilised for expenses such as camp fee, travelling allowances to Scouts/Guides/Scouters/Guiders for attending meetings, camps, conferences, hikes and rally, cost of parts of uniform such as caps, belts, scarves, badges harversacks, whistles, whistlecords, knife, campkits etc.

In G. O. (P) 53/65/Fin. dated 5-2-1965, Government have granted special casual leave to scouters and guiders and office bearers of the Bharat Scouts and Guides Association for attending camps, conferences, rallies etc.

In G. O. Ms. 2/73/S. Edn. dated 2-1-1973 (School Education J Department) Government have ordered that the benefits of earned leave allowed to N. C. C. Officers will as contemplated in Rule 18 of Part I KSR be extended to Scout masters and Guide Captains also.

In G. O. No. 7315/Edn. dated 2-1-1973 Government have accorded sanction to treat the period during vacation as on duty when Scouters/Guiders take part in training or refresher courses and they will be allowed the benefits of earned leave as contemplated in Rule 81 of Part I, K. S. R.

Active Scout Masters and Guide captains doing scouting and guiding activities are eligible for an extra leisure of 5 periods a week as per D.P.I's. Circular No. M1-76267 dated 20-7-1973.

In G. O. Ms. No. 122/75/Gl. Edn. dated 27-5-1975. Government have ordered that in the matter of appointment of teachers, preference will be given to those who are a First Class Scout/Guide.

The State Headquarters is publishing a monthly Bulletin for the benefit of the Scouts/Guides/Scouters/Guiders and the cost of the Magazine is Rs. 15 annually for High Schools and Rs. 10 for U. P. Schools. As per circular No. M1-80024/76/D. Dis. dated 2-7-1976, all the heads of schools are to subscribe for this Bulletin from the Library fee items of the Special Fees.

As per G. O. Rt. No. 1234/79/H. Edn, dated 7-7 1979, Government have ordered that an additional 10 marks will be given to the holders of President's badges in Scouting and Guiding for admission to pre-degree classes.

In G. O. Rt. No. 1314/83/LBR dated 17-11-1983, Government have accorded sanction for the reservation of one seat in each Industrial Training Institute to the holders of the President's Badges in Scouting and Guiding as a supernumerary case.

The 40% of the special fees under Excursion and Scouting should only be utilised for Scouting and Guiding purpose, vide D. P. I's. Circular No. H2-71129/85 dated 25-7-1985. On no account the unspent balance of the previous years under Scouting and Guiding and the current years fund, can be diverted for any other purpose.

As per D. P. I's. Circular No. H2-60617/85/K. Dis. dated 29-5-1985, all heads of schools have to start Scout/Guide Units or both in their schools.

The District Training Commissioners and District Organising Commissioners of Kerala State Bharat Scouts and Guides are also eligible for the extra leisure of two afternoons—vide D. P. I's. letter No. M3-30342/87/D. P. I. dated 28-8-1987.

As per the D. P. I's. Circular No. M3-109097/87/General. Edn. dated 13-10-1987 subsequently modified in Circular No. M3-39207/88 dated 11-4-1988, the work of distribution of the Token Flags of the Movement, collection of its price and remittance of the same to the State Headquarters has been entrusted with the D. E. Os. and A. E. Os. concerned. 25% of the sale proceeds of the flags can be utilised for Scout/Guide activities in the schools. This amount should on no account be diverted to any purpose other than Scouting and Guiding. The D. E. Os. and A. E. Os. have to remit 74% of the sale proceeds to the State Headquarters and the remaining 1% is allowed to the A. E. Os. and D. E. Os., for giving incentives to the staff engaged in the work connected with sale of flag.

## 9. N. C. E. R. T. AND ITS ACTIVITIES

The national Council of Educational Research and Training is an apex body under the Ministry of Human Resource Development of the Government India. It has been entrusted with the work of improving the quality of school education in the country. The N.C.E.R.T. has set up four regional colleges of education and 18 Field Offices in the country to monitor educational development in the various States and Union Territories.

The Field Advisor, N.C.E.R.T., Trivandrum is looking after the educational needs of Kerala and Lakshadweep. For the last 25 years N.C.E.R.T. has been conducting training courses to improve the quality

of teaching in our schools. Secondly, N.C.E.R.T. has some projects/schemes to improve the professional growth of teachers. Some of the national level programmes of N.C.E.R.T. are given below:

### **1. National Talent Search Examination**

The purpose of this scheme is to identify brilliant students at the end of class X and give them financial assistance towards getting good education so that they may serve the country well. Under this scheme 750 scholarships are awarded to the students all over the country. The state level examination is conducted by the State Institute of Education, Trivandrum and the national level examination is conducted by N.C.E.R.T., New Delhi.

### **2. Seminar Readings**

The main objective of this scheme is to motivate teachers to try out useful innovations in schools. Teachers working in recognised elementary and secondary schools are eligible to participate in this scheme. Altogether there are 50 cash awards given to teachers for their best essays.

### **3. National Prize Competition for Children's Literature**

Prizes are awarded for good story books which generally appeal to children in the age group of five to fifteen. Authors are given awards and certificates to encourage them to produce children's literature.

### **4. Toy Making Competition**

Another important scheme of the N.C.E.R.T. is to encourage the teachers to teach their classes with toys of educational values. Every year, state level and national level competitions are held and prizes are given to teachers.

### **5. Experimental Projects**

Under this scheme the school teachers are encouraged to undertake innovative practices in classroom teaching and they are given academic and financial assistance to conduct classroom researches.

### **6. National Educational Surveys**

So far N.C.E.R.T. had conducted four national level educational survey to help the planners and educational administrators in our country. The Fifth all India Educational Survey is in progress.

### **7. Massive Teacher Orientation Programme**

Under this scheme the N. C. E. R. T. has helped the State Government to conduct orientation courses under new National Education Policy 1986. N.C.E.R.T. is also helping the States in the revision of text books, syllabi etc.

### 8. National Integration

N.C.E.R.T. is conducting community Singing Camps to foster national integration. Every year inter-state student teacher camps are held in the various parts of the country and national integration songs on various languages are sung to foster national integration.

### 9. Navodaya Vidyalaya

Under the National Education Policy 1986 the Government of India has decided to set up Navodaya Vidyalayas in every district. In Kerala, there are ten Navodaya Vidyalayas. Besides one Navodaya Vidyalaya is also functioning in Lakshadweep. 80 students are given admission every year in class VI in the Navodaya Vidyalaya. The students and teachers are expected to live in the same campus.

### 10. Training courses in various School subjects

Apart from the schemes mentioned above there are various types of inservice training courses for teachers being conducted by N. C. E. R. T. New Delhi, Regional College of Education Mysore, and Field Office, Trivandrum to improve the quality of teaching in our schools.

### 10. ADULT EDUCATION PROGRAMME IN KERALA

The State Adult Education Programme in Kerala was launched on 2-10-1978 (Gandhi Jayanthi Day) with a view to covering the entire illiterates, especially of the age group 15-35 by 1990, giving due preference to women and Sch. Caste/Sch. Tribe people. The aim is to make the illiterate adults to attain functional literacy and numeracy and also to promote awareness and knowledge essential for developing qualities of good citizenship and to enable them to participate in the developmental activities of the Government.

The State Government has been implementing the programme through the following agencies since 1978-79:—

<i>Central Sector</i>	<i>State Sector</i>
1. Rural functional literacy Project	1. State Adult Education Programme
2. University Grants Commission	2. Voluntary agencies
(i) Centre for Adult Education and Extension, Kerala University.	(i) KANFED
(ii) do. Calicut University	(ii) All India women's conference, Alwaye and similar others.

*Central Sector*

## 3. Mass programme for functional literacy.

(Started only from 1-5-1986).

- (i) Kerala University
- (ii) Calicut University
- (iii) Mahatma Gandhi University
- (iv) Agricultural University

*State Sector***State Adult Education Board**

The State Adult Education Board is formed for the following activities:—

## 1. To advise the State Government in regard to preparation and implementation of State Adult Education Programme particularly—

- (a) Regarding involvement of various agencies such as voluntary organisations, Youths and students, Employees and trade unions.
- (b) Regarding creation of an environment favourable for launching and implementation of a massive programme of adult education.
- (c) Regarding resource development, in particular teaching/learning materials and training.
- (d) Regarding special measures necessary to extend this programme to women and persons belonging to the Sch. Caste and Sch. Tribe.
- (e) Regarding organisation of Post Literacy activities by production and dissemination of literature for neo-literates, organisation of discussion and action Groups etc.

## 2. To take necessary measures for co-ordination among various Departments of Government on the one hand and various other agencies on the other.

## 3. To oversee and evaluate from time to time the progress of preparation for launching of State Adult Education Programme and its implementation.

The Hon. Minister of Education is the Chairman and the State Adult Education Officer the member convener.

**Steering committee for Adult Education Programme**

There is State level steering committee under the Chairmanship of the Commissioner and Secretary to Government General Education for

ensuing Co-ordination between the development programme and adult Education Programme, to oversee programme formulation and to review periodic reports regarding the implementation.

### **District level Committee**

In every district there will be a district committee with the District Collector as Chairman and the District Adult Education Officer as convener. Officers from departments such as development, agriculture Animal Husbandary, Industries, Health and Social Welfare etc. and the D.E.O.'s, M.L.A.'s M.P.'s and other prominent persons of the district are included in the district committee which must meet at least twice a year.

### **Local Committees**

There will be local committees for looking after the affairs of each centre. A reputable person of the locality is the chairman and the instructor of the centre the convener.

### **State Adult Education Programme**

The state Adult Education Programme is being implemented under the auspices of the State Adult Education Officer (Joint Director) who is also the monitoring authority of the entire Adult Education Programme in the state under the various agencies detailed in para 2. As there is no separate Directorate of Adult Education in Kerala, the Director of Public Instruction is in control of the State Adult Education programme while the State Adult Education wing is manned by State Adult Education Officer.

### **Administrative set up of State Adult Education Programme**

The State Adult Education Programme is being implemented by the General Education Department. There is a State Adult Education Officer who is controlling the whole programme under the guidance of the Director of Public Instruction. The State Adult Education Officer is assisted by the Asst. State Adult Education Officer in the cadre of an Administrative Asst. and other office staff. There are 11 district officers in each of the Districts except Pathanamthitta, Wund and Kasaragode. The jurisdiction of these three districts is with the concerned district officers of the parent districts viz. Quilon, Kozhikode and Cannanore respectively. The District Officers are assisted by other office staff. The District Officer is the Project Officer as well as the Inspecting officer in respect of the Adult Education Centres run under State Adult Education Programme, in his Revenue District.

### Adult Education Centres

Adult Education Centres are sanctioned in each year to each Revenue District with due reference to priority based on illiteracy of each area and also subject to availability of funds. The number of learners in each centre is 30. Each centre is manned by an instructor who is paid honorarium at the rate of Rs. 100 per month. The duration of the course is 12 months on basic learning and another 12 months on post Literacy course, after the learning in the Adult Education centres. The learners are supplied with necessary learning materials while opening centres 50% centres are set apart for women, 34 for Sch. Caste learners and 16% for Sch. Tribe learners.

### Post Literacy Centres

For the neo-literates emerging from the Adult Education Centres, there will be Post Literacy centres which facilitate continuing Education after the basic Adult Education Course. The post literacy centres provide library facilities to the literates. The details of targets and achievements in the field of Adult Education in Kerala under the various agencies for the past years are given below.

<i>Year</i>	<i>Targets (No. of persons)</i>	<i>Achievements (No. of persons)</i>
1978-79 to		
1982-83	1350000	443174
1983-84	100000	113450
1984-85	100000	108097
1985-86	100000	169912
1986-87	100000	170527
1987-88	100000	157250
1987-88		(except M.P.F.L.) *
		9838
		(M.P.F.L.)

\*M.P.F.L./Mass Programme Functional literacy.

Mass Programme Functional Literacy was launched on 1-5-1986 by involving N.S.S. and Non N.S.S. volunteers of College Students in the Universities to impart functional Literacy to people of the age group of 15-35 by personal contact at the learners residence. Now Government of India have launched the national Literacy mission from 1-4-1988 with a view to strengthening the programme applying new strategies. The aim is to cover 3 crores illiterates by 1990 and 5 crores by the end of 1995, the total target being 8 crores. According to the National Literacy Mission there will be Jana Sikshan Nilayams in the place of post



literacy centres and the J.S N.'s will be a place of imparting continuing Education "Churchamandal", Short training programmes, Sports, Arts and Cultural activities and a window for accruing all sorts of information the people of the locality.

## 11. NAVODAYA VIDYALAYA SCHEME

1. National integration should inform the activity of the Government and the people alike. One way of bringing this about is to orient the education of boys and girls towards integration at an early age. One important vehicle of integration is the core curriculum adumbrated in the New Education Policy. The core curriculum would naturally and inevitably contain inputs from all regions of the country and contribution from the States in ample measure. In higher and technical education, mobility of students across the country is another crucial factor. Another important measure is the opportunity afforded to students, at an impressionable age, to live and learn along with their peers from States other than their own and to get acquainted with, and motivated by, experience of national integration in action.

2. It has been well accepted that children with special talent or aptitude should be provided opportunities to proceed at a faster pace than others. Such children are in fact found in all sections of people, and in all areas including the most backward. However, so far, good quality education has been available only to well-to-do sections of society, the poor have been left out.

3. Keeping in view these considerations, the Education Commission (1964-66) had recommended selection of a certain percentage of schools as pace-setter institutions. It has, however, been noticed from past experience that due to the following reasons it is not practicable to select schools/institutions within the existing system for a pace-setter improvement programme:

(a) In view of competing local claims, selections of a few suitable institutions out of many becomes difficult;

(b) Transferability of principals and teachers make it difficult to maintain continuity and concentrate attention on selected schools; and

(c) There are so many claims on the available financial resources that the State Government are not able to earmark funds to pay special attention to quality.

4. It has therefore, been decided to set up residential schools, to be called Navodaya Vidyalayas, on an average one in each district, during the Seventh Five Year Plan. The broad aims for establishment of Navodaya Vidyalayas are to serve the objective of excellence coupled with equity, to promote national integration, provide opportunities

to the talented children to develop their full potential, and to facilitate the process of school improvement. Within this broad framework, the specific objectives of this scheme are as follows.—

(a) to provide good quality modern education—including a strong component of culture, inculcation of values and awareness of the environment, adventure activities and Physical education to the talented children, predominantly from the rural areas without regard to their family's socio-economic condition.

(b) to ensure that all students of Navodaya Vidyalayas attain a reasonable level of competence in three languages as envisaged in the Three-Language Formula; and

(c) to serve, in each district, as focal points for improvement in quality of school education in general through sharing of experiences and facilities.

5. Admission to Navodaya Vidyalayas will be at the level of class VI. In view of the fact that most of the students so admitted would have been taught earlier through the medium of the mother-tongue/regional language, instruction will be provided through the same medium upto VII or VIII class, during which time intensive teaching of Hindi/English, both as language subjects and co-media, will be undertaken. Through skilful use of the media and of modern techniques of teaching languages, switch-over to Hindi/English after VII to VIII class would present no difficulty. Thereafter, the common medium would be Hindi/English in all Navodaya Vidyalayas.

6. At this stage, there will be a migration of 20% students from each Navodaya Vidyalaya to another Navodaya in a different linguistic region. The migration will be approximately speaking, between Hindi-speaking regions, and Non-Hindi speaking regions. In the Hindi speaking regions the third language taught in a Navodaya Vidyalaya would be the language of the 20% students migrating to that Vidyalayas from a non-Hindi region. This language will be compulsory. In the non-Hindi regions, Navodaya Vidyalayas will follow the normal Three language formula, viz. regional language, Hindi and English with Hindi/English as medium from class VIII or IX.

7. Teachers of the requisite calibre will be appointed to teach the third language referred to in para 5, in the respective Navodaya Vidyalayas. Efficient and time-bound course in the language would be introduced to acquaint the students, particularly those from outside the language group in the concerned Vidyalaya, with the genius and literary heritage and special characteristics of the language of its area and those who speak it. A whole vista of comparative study and deeper mutual comprehension and appreciation among the different language groups will open up, strengthening national integration. It will also give an impetus to the preparation of massive inter-lingual reference material as well as literary exchange to pull down language barriers and the prejudices built into them.

8. The basis of admission to Navodaya Vidyalayas will be a test conducted in the concerned district, in which all children who have studied in and passed class V from any of the schools of any tehsil/block in the district would be eligible to appear. The test is being designed by NCERT and they will be associated in its conduct and evaluation. The medium of the test will be the mother-tongue or regional language. Tests, would be largely of non verbal nature, culture-neutral and so designed as to ensure that talented children from rural schools are able to compete without suffering a disadvantage.

9. Navodaya Vidyalayas will be co-educational at primarily for children from rural areas. Hence admission of children from urban areas will be restricted to a maximum of one-fourth. Effort will be made to ensure that at least one-third of the students in each Navodaya Vidyalas are girls.

10. Reservation of seats in favour of children belonging to the Scheduled Castes and Scheduled Tribes will be provided in proportion to their population in the concerned district, provided that in no district such reservation will be less than the national average. If sufficient number of children of one of these two categories do not qualify, it would be possible to interchange seats between the two categories, Necessary improvisation will be made in the testing techniques to ensure that SC/ST children secure admission in Navodaya Vidyalayas in accordance with the reservations laid down for them.

11. Education in Navodaya Vidyalas, including boarding and lodging as well as the expenses on uniform, text-books, stationery, rail/bus fare from and to the homes, etc., would be free for all students.

12. The Navodaya Vidyalayas will be affiliated to the Central Board of Secondary Education. There will, ordinarily, be two sections, in each class, with a maximum of 40 students in each section. The schools will be for classes VI to XII. These will be residential, with hostel facilities provided for all children. They will have adequate laboratories and modern aids to education like radio, T.V. and micro-computers which will be provided in sufficient numbers so that all the classes can have the benefit of their use. The schools will have all the four streams, i.e. Humanities, Science, Commerce and Vocational, Physical Education, games, sports, yoga, cultural activities and fine arts, project work, hiking, visit to places of educational, cultural and historical interest and work experience will be assiduously promoted and adequate arrangements made for them. The students will share responsibility for cleanliness, for plantation of trees, and campus improvement. Specific programmes will be undertaken to imbibe dignity of labour and awareness of the environment. Life in the hostels will be organised as an integral component of the educational process. Full scope will be provided for innovation and

experimentation in the Navodaya Vidyalayas. The entire educational activity will be organised, *inter alia*, with a view to removing the psycho-social impediments to the development of personality and educational attainment because of complexes and prejudices transmitted through the social environment and the accident of birth.

13. There will be inter-active teaching in preference to lecture-teaching. Students will be encouraged to identify and take up project activities in areas that interest them. Since such curricular and co-curricular activities will be a crucial input in the development of the potential of the students and for inculcation of value, a teacher would be exclusively provided in each school for such activities. These schools have many-sided and ambitious aims and, therefore, the international centre for science and Technology Education, NCERT will be associated for advice regarding curriculum and testing, extra-curricular activities and for training of teachers.

14. It is proposed to provide sufficient buildings for teaching, laboratories, co-curricular activities, boarding houses and staff quarters. Hostels accommodation will be in the form of dormitories with attached living quarters for the warden and his/her family to promote a congenial, family like atmosphere for students. Separate dormitories and staff quarters would be provided. The location and infrastructure would be selected, based on the offer of the State Governments in the first instance. Existing school buildings, project buildings not in use, and other similar premises with adequate vacant land will be considered. The location of these schools, as far as possible, would be in rural areas. Efforts will also be made to attract contributions from philanthropists and local people. It is proposed to undertake construction of new building only as a last resort and only functional structures, using local material as far as possible, would be constructed to minimum cost and to ensure that the students are not alienated from the environment from which they come.

15. Recruitment of teachers would be made on an All India basis, and teachers would be transferable among Navodaya Vidyalayas. In-service training courses for these teachers would be organised in institutions like Regional colleges of Education managed by NCERT. It is also proposed to take the service of experienced and meritorious teachers on deputation from KVS, State Government and non-Government Institutions. To attract and retain talented and highly motivated teachers, special non-monetary incentives will be provided to them, besides financial incentives. At the same time, the accountability of teachers for results (not only examination results, but results in all respects) will be enforced according to a well-thought-out pattern.

16. An autonomous organisation has been set up as a Society under the Societies Registration Act, in the Ministry of Human Resource Development (Department of Education) to establish and run

these schools. The Society will also establish appropriate arrangements not only for monitoring and evaluation but also more importantly, for pilot experimentation and progressive improvement of the Navodaya Vidyalayas system. Minister of Human Resource Development is the Chairman of the Society. Since schools can develop well by developing their own traditions and expertise in the context of the local situation, it is proposed to give day-to-day administrative and academic management powers to individual schools, to the extent necessary.

17. Once the Navodaya Vidyalayas begin to function at a reasonable level of efficiency, these would be required to establish support with the schools in their vicinity. This could take the shape, inter alia, of providing guidance to primary schools for improvement of standards, starting of facilities such as audio-visual equipment, micro-computer, etc., The role of Navodaya Vidyalayas as pace-setter institutions vis-a-vis other schools would be realised through their participation in the training of staff, in jointly organised activities, in the extension of new methods of teaching and in dissemination of information and in evaluation. Funds would be provided for this specific purpose.

### **List of Navodaya Vidyalayas in Kerala 1988**

1. Navodaya Vidyalaya, Periya P. O., Kasaragod District, Pin. 670 316
2. Navodaya Vidyalaya, Vechoochira P. O., Pathanamthitta District, Pin. 686 511
3. Navodaya Vidyalaya, Painavoo P. O., Idukky District, Pin. 685 603
4. Navodaya Vidyalaya, Neriya Mangalam P. O., Ernakulam District, Pin. 686 696
5. Navodaya Vidyalaya, Payippattu Government High School, Changanassery, Kottayam District.
6. Navodaya Vidyalaya, Bhagavath Padhapuri, Cheruvancherry, Cannanore District.
7. Navodaya Vidyalaya, Palayad, Badagara, Kozhikode District.
8. Navodaya Vidyalaya, Mayanoor, Trichur District.
9. Navodaya Vidyalaya, Agali, Palghat District.
10. Navodaya Vidyalaya, Oorakam, Malappuram District.

## 12. NATIONAL CADET CORPS ( N. C. C. )

### **Aims and Advantages**

The National Cadet Corps (NCC) came into existence in 1948 by an Act of Parliament on the recommendations of the Pandit H. N. Kunzru Committee. Initially, the N. C. C. consisted only of boy cadets, but in 1949 the Girls Division was added. The Air and Naval Wings of the NCC were constituted in 1950 and 52 respectively. NCC is immensely popular with the students and it is by far the biggest and the most prestigious youth organisation in the country with an enrolled strength of 11.20 lakhs cadets at present.

The aims of the NCC are—

(a) Development of leadership, character, comradeship, spirit of sportsmanship and the ideal of service.

(b) to create a force of disciplined and trained manpower which in a national emergency could be of assistance to the country.

(c) To provide training to students with a view to developing in them officer like qualities, thus also enabling them to obtain commission in the Armed Forces.

The motto of the NCC "Unity and Discipline" was adopted on 23rd December 1957. The underlying principle of this motto is that the NCC is a great cohesive force which unifies the youth of the country. Its training camps and social service activities bring together, young boys and girls from all sections of society and all parts of the country.

NCC Directorates located in the State capitals look after the NCC activities of the State and sub-units in schools are commanded by the NCC part-time officers, who are essentially school teachers.

The NCC cadets are divided into three divisions, the Senior, Junior and Girl Divisions. Divisions have three wings each, namely the Army, Navy and Air force Wings. The Girls Division, on the other hand has two wings, namely Senior and Junior. The Senior Division and Senior Wing are open to all the students studying at +2 level and above. The Junior Division and the Junior Wing are open to all the students studying upto the 10th standard. The Junior Division and Wing have an authorised strength of seven lakhs.

### **Institutional and Camp Training**

#### **INSTITUTIONAL TRAINING**

The training in the N.C.C. is broadly divided into two parts— institutional and camp. The institutional training goes round the year in schools and colleges and covers subjects like drill, weapon training, civil defence, lessons to acquire leadership qualities, health, hygiene etc.

The NCC training syllabi prepare the cadets for three progressive certificate examinations 'A' certificate is for the Junior Division/Wing cadets.

#### CAMPS IN THE N. C. C.

The aim of the camps is to provide collective training to the cadets in addition to institutional basic training. It also provides opportunity to the cadets to learn team work and to develop qualities of leadership, discipline and character.

*Annual Training Camps (Both for Boys and Girls).*—The aim of annual training camps is to impart collective training to the cadets and to provide them an opportunity to experience the life under tents. When the cadets rough it out in the open, they get toughened and become confident enough to meet bigger challenges of the future.

*Basic Leadership Camps.*—These camps are designed primarily to cultivate the spirit of comradeship amongst the cadets from different parts of the country. These camps are arranged on an all India basis and are held at selected places during summer and winter holidays.

*National Integration Camps.*—In these camps cadets from one State move to another State and live in camps with the cadets of the host State. This exchange enables the cadets to learn the way of life, customs, traditions and the cultural heritage of the host State.

*Attachment Training Camps.*—Every year selected NCC cadets are attached to the units of the Armed Forces for a duration of 21 days. During this period, the cadets are exposed to the military way of life and are motivated to join the Services.

*Vayu Sainik Camps.*— This is a special camp held annually for the cadets of the Air Squadrons. In this camp, apart from training, competitions are held for the best technical air Squadron, the best skeet shooting Squadron, the best Squadron in flying, the best Squadron in gliding and the best Air Wing contingent.

*Nau Sainik Camps.*—This is a centrally organised camp and is conducted annually for the Naval Wing cadets. A few cadets of the Army and Air Wings also attend this camp and experience the naval way of life. Besides lectures on professional subjects, such as communication, navigation and seamanship, etc., the cadets take part in boat pulling, sailing, ship modelling, fire fighting and Semaphores. Another attraction of this course is the visit to Naval establishments nearby and the IN ships.

*Rock Climbing Training Camps.*—These camps are designed to encourage the cadets to learn the skills of rock climbing through actual experience and example.

*Attachment to Military Hospitals.*—Every year 1000 Girl cadets are attached to various military hospitals. These hospitals impart specialised training in nursing for a period of 12 days.

*Republic day camp and Prime Minister's Rally.*— Every year in the month of January, an All India NCC Republic Day Camp is held at the Garrison Parade Grounds, Delhi Cantonment. This camp is attended by 1700 cadets from all the States and Union Territories. In addition, cadets from friendly foreign countries also participate. The Prime minister's Rally on the 27th January is the culmination of all the NCC activities during the year.

#### ACTIVITIES

Adventure activities form an important part of the training of NCC cadets. These activities include mainly mountaineering, trekking, hang gliding, micro-light flying, para-sailing, river rafting and kayaking, visits to wild life sanctuaries, skin and scuba diving, cycling, civil defence and hygiene and sanitation.

Social Service activities are made an integral part of the scheme. The NCC cadets actively participate in relief work during natural calamities. The various other social service activities in which the NCC is engaged cover adopting villages for construction activities, tree plantation under "one cadet one tree" programme, blood donation and donation of eyes, anti-leprosy drive and slum clearance, anti-dowry pledge, traffic control and road construction.

#### INCENTIVES/AWARDS

Numerous incentives are available to NCC cadets from Central and State Governments including the award of scholarships to attract meritorious students to NCC. The following incentives and awards are given by the State Government.

##### A. Incentives:

1. Bonus marks for admission to Pre-degree (10), Degree (15) and post-graduate (5) courses.
2. Reservation of seats for NCC cadets in—
  - (a) Engineering Colleges (b) Regional Engineering colleges (c) Polytechnics (d) Women's Polytechnic.

##### B. Awards:

1. Cash award of Rs. 500 to all NCC cadets who participate in the Republic day parade and Prime Minister's Rally at New Delhi.



2. Cash awards as shown below to cadets who secure first, second and third positions in competitions held in connection with the Republic day Parade at New Delhi.

	I	II	III
	Rs.	Rs.	Rs.
(a) Individual events	1000	500	300
(b) Team events	500	250	100
(c) Contingent events	100	75	50

### 13. PARENT-TEACHER ASSOCIATION

#### **Instructions to schools for the Organisation of Parent-Teacher Associations**

##### I. WHY PARENT-TEACHER ASSOCIATION

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

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

Parents form an important part of the machinery of Education. Along with the teachers and educational administrators they also form part of the machinery which mould the quality of education. But even today parents have not been sufficiently involved in the process of education. Perhaps that is the reason why parent teacher associations have not made such progress. Parents can and should play a very important and positive role in education. This can be

achieved only by the formation of clubs and associations. Parents should come into contact with teachers and teachers should come into contact with the parents. Parents should regard themselves as part of the educational system and teachers should regard parents as part of the educational process. Parents can participate in the work of the school, find solutions for its problems, take part in discussions and serve on school committees. For improving the quality of education, this kind of getting together and establishing a positive link of understanding and appreciation between parents and teachers is essential.

The school and home build up the mental health of our children. The teacher can give suggestion and guidance to organise home environment to suit the growth of children and the background information which the parent alone can give, can help the teacher to understand his ward better. Such a joint effort will be an effective check against the growth of indiscipline and indulgence in acts of lawlessness among students which are always against their own interests and the interest of the nation. The parents and teachers can co-operatively take up many programmes for mutual benefit and for the improvement of education in the country. They can set up adult education centres. Some schools may even be able to help to enhance a social and cultural standard of community life. They can arrange special lectures and discussions for the benefit of the community.

No other body can function more effectively than the Parent-Teacher Association in the task of harnessing community efforts and resources for education. The Government have various schemes of grant-in-aid and matching grants for helping the schools, Parent Teacher Associations can help a lot in this sphere.

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

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

## 2. HOW TO ORGANISE PARENT-TEACHER ASSOCIATIONS

Though parents are inherently anxious to contribute their best to their children, in actual experience parental co-operation in education is terribly lacking. This does not necessarily mean that the parents are unwilling to co-operate with the school, but on the other hand they are not conversant with the need of parental co-operation in the educational development of their children. Most of the time people feel that their duty as parents terminate after the children are admitted to school. They remain either indifferent to what happens in the school or are highly critical about what happens in the school. So as a first step towards the organisation of Parent-Teacher Associations the teacher has to make a genuine attempt to win the confidence and co-operation of the parents. To do this, he needs sound human relations, skill and understanding. The parent cannot but offer his co-operation when he realises that the teacher is interested in the growth and well-being of his child. The following tips may help the teacher to win the co-operation of parents.

(1) Invite and encourage the parents to talk freely on all matters relating to the education of their children.

(2) Patience to understand the child in the socio-cultural back ground from which he comes.

(3) Ability to interpret the functions of the school in relation to home and show how parental co-operation facilitates education and pupil growth.

(4) Extending understanding to the parent's point of view.

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

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

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

## 3. FUNCTIONS OF THE ASSOCIATION

The following can be the functions of the association:—

(1) To promote understanding and co-operation between parents and teachers for the welfare of children and youth.

(2) To work for the social, economic, cultural and educational advancement, for better schools and better homes.

(3) To organise teaching of arts and crafts and arrange for cultural programmes, conferences, functions and seminars.

(4) To organise the study, teaching and research in educational, social and cultural matters, with a view to making the life of the community richer and happier.

(5) To help and develop in children respect and regard for elder and teachers, common institutions, our traditions and culture etc.

(6) To help parents assist the teachers in their work by taking a keen interest in the educational progress of their children and by periodical check up at home.

(7) To help in improving the physical facilities in the schools.

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

#### 4. DUTIES OF THE CONVENER

The following shall be the duties of the convener:—

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

(2) To conduct the official correspondence on behalf of the association

(3) To convene meetings of the Associations or sub-committees appointed by the Association.

(4) To keep the minutes of all the meeting.

(5) To maintain accounts of the association.

#### 5. THE FUNDS OF THE ASSOCIATION

The funds of the association shall consist of:—

(i) Membership fee from its members and

(ii) Donations from the members.

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

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

The Inspecting Officers are also expected to take a keen interest in the working of the Parent-Teacher Associations of the schools under them.

## 6. HOW TO OBTAIN ACTIVE PARENT-TEACHER CO-OPERATION

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

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

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

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

(5) Home visits may be allotted to all teachers in specified or selected areas.

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

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

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

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

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

## 7. A FEW SUGGESTED ACTIVITIES FOR PARENT-TEACHER ASSOCIATIONS

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

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

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

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

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

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

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

8. Parent-Teacher Associations may take up schemes to honour teachers who have done good work in the schools.

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

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

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

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

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

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

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

### 8. ADMINISTRATION

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

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

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

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

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

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

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

8. The Senior Assistant of the school and the Secretary of the Staff Association of the school shall be members of the Executive Committee.

9. The President, Vice-President and Convener of the Association will be the Chairman, Vice-Chairman and Secretary respectively of the Executive Committee.

#### 9. BYE-LAWS OF SCHOOL ASSOCIATIONS

The Parent Teacher Associations of a school will frame and accept its own bye-laws consistent with this instrument of instructions. Such Bye-laws must be got approved by the Educational Officer in control of the School.

According to G.O. (P) 169/84 G. Edn. dated 20-8-1984 it was ordered that henceforth people other than teachers of schools, who do not have children studying in a particular school will be debarred from being member of the Parent-Teacher Association of that school.

*Copy of Circular No. H1-72607/83 dated 7-4-1985 from the Director of Public Instruction, Trivandrum.*

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

*Ref.—1. G.O. (P) 138/69 Edn. dated 31-3-1969.*

*2. G.O. (P) 178/81/G. Edn. dated 13-10-1981.*

*3. G.O. (P) 189/84/G. Edn. dated 20-8-1984.*

*4. Govt. letter No. 57874/82/Ji/G. Edn. dated 11-2-1985.*

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

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

The Deputy Directors (Edn.), Dist. Edl. Officers, Asst. Edl. Officers and heads of all schools in the State are hereby directed to constitute Parent-Teacher Associations in schools according to these rules, also.

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

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

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

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

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

6. The income and expenditure of the Association shall be audited every year by a Committee consisting of two parent representatives elected from the General body.

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

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



CHAPTER XI  
**DELEGATION OF POWERS**

[REF: G. O. (P) 350/65/Edn. DATED 25TH JUNE, 1955 OF THE  
EDUCATION (O) DEPARTMENT

**1. Director of Public Instruction**

1. To appoint and promote non-gazetted officers and to make promotions to lowest appointments in the Gazetted cadre in each service in sanctioned posts other than the post of District Officers subject to Public Service Recruitment Rules.

2. To transfer and post non-gazetted officers from the jurisdiction of one Regional Deputy Director of Public Instruction to the jurisdiction of another or to and from his office.

3. To sanction all kinds of leave except study leave and special disability leave to non-gazetted officers and to all Gazetted Officers whose maximum pay does not exceed Rs. 700 and to make charge arrangements in such cases.

4. To sanction casual leave to Regional Deputy Directors of Public Instruction, Deputy Director and Administrative Officer, Finance Officer, Research Officer and Basic Education Officers.

5. To sanction vacation duty to officers.

6. To institute disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, control, and appeal) Rules.

7. To be appellate authority in respect of original orders imposing penalty on Government Servants by the Regional Deputy Directors, Deputy Director and Administrative Officer.

8. (a) To sanction or to withhold increments in the case of all officers whom he is competent to appoint.

Note:—The provisions of the Kerala Civil Services (C.C. & A) Rules should be observed before an order withholding increment is passed.

(b) To sanction payment of belated increments in respect of all officers whom he is competent to appoint.

9. To sanction the creation of part-time posts paid for from contingencies subject to budget provision and subject to standing orders of Government in the matter.

Note:—The actual filling up of the post will however be done by the Heads of offices concerned.

10. To fix Headquarters of the subordinate offices of the Department other than District Offices.

11. To sanction journey on duty of non-gazetted officers outside the State.

12. (a) To convene or issue sanction to convene conferences of Departmental Officers and sanction Payment of T. A. for the purpose.

(b) To depute officers of the Department to attend conferences convened in the State and to sanction T. A. for the purpose.

13. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores not exceeding Rs. 1,00,000 (Rupees one lakh) at a time subject to budget provision and stores and Purchase Rules.

14. To sanction purchase of furniture from P. W. D. Workshops or any Government Agency subject to Budget provision.

15. To sanction advertisement charges upto Rs. 1000 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.

16. (a) To sanction write off of the value of unserviceable articles subject to the annual limits of Rs. 5000 when the book value does not exceed Rs. 500 in each case.

(b) To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts upto Rs. 2000 in each case subject to an annual limit of Rs. 10,000.

Write off should be communicated to Audit with specific mention of circumstances of the same.

17. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 500 in each case without annual limit.

18. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 25000 in each case.

[G. O. (P.) NO. 243/70/FIN. dt. 20-7-70 OF PUBLIC MISC. DEPARTMENT]

19. To sanction the sale in auction of fallen and dead trees standing on Government lands under the control of the Department.

[G. O. (P) 22/71/PD dt. 14-1-71 OF PUBLIC (MISC) DEPARTMENT]

20. To sanction the sale in auction of living trees standing on Government lands under the control of the Department.

21. To sanction investigation of arrear claims by accountant General to all and officers under contingencies which are not more than five years old.

Note:—Time barred claims under Art. 65, K.F.C. are excluded.

22. To accord administrative sanction for estimates of works, the cost of which does not exceed Rs. 1,00,000.

23. To sanction maintenance and petty construction and repair works upto Rs. 5000 in each case a proper estimate.

24. To incur non-recurring contingent expenditure upto Rs. 1000 in each case subject to Budget provision.

25. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case, subject to an annual limit of Rs. 1000 (This power will be exercised only in urgent and unforeseen case and subject to rules).

Note:—If the amount exceeds Rs. 50 the purchase should be made after inviting competitive quotations.

26. To sanction shifting of an office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 200 per mensem subject to the condition laid down in G. O. (P) 400/58/PAR dt. 31-3-1958.

27. To sanction re-appropriation of funds from one minor head to another according to the rules of the Budget Manual.

28. To sanction distribution of budget allotment under several items of expenditure subject to the rules in the Budget Manual.

29. To sanction printing of forms, circulars, pamphlets etc. in Government Presses.

Note:—Printing of new forms and registers should have the approval of Government.

30. To sanction destruction of all records as per rules.

31. To incur all expenditure in connection with the conduct of public Examinations in the Department subject to rates which may be approved by Government.

32. To sanction the drawal of T. A. and contingent charges not exceeding the estimated expenditure sanctioned by Government subject to a maximum of Rs. 5000 in respect of conference, refresher courses, seminars etc.

33. To sanction refunds of revenue as contained in the Book of Financial Powers (vide rules 41 to 48, KFC).

34. To sanction subject to the rules of the Fund, withdrawals from P. F. Deposits in all normal case without limit and in cases requiring special sanction upto a maximum limit of Rs. 1000.

35. To sanction pension to officers whom he is competent to appoint.

36. To award scholarships of a stage-wise nature according to rules approved by Government.

37. (a) To place orders for printing of books in Government Presses.

(b) To place orders for printing of books in private presses after inviting tenders and after selection of the tender by the committee constituted for the purpose by the Government provided the rates have the approval of the Superintendent of Government Presses.

(c) When the Superintendent of Government Presses cannot meet the requirement of the department within a month, the work will be got done locally at a cost not exceeding at a time Rs. 2,000 on condition that the rates should not be above the rates to be prescribed by the Superintendent of Government Presses, in emergent situation authorised without referring to the Superintendent of Government Presses to entrust with private presses jobs of work and costing more than Rs. 50 at a time and subject to annual monetary limit of Rs. 500. In all such cases quotations should be invited, and other formalities observed. The schedule of rates prescribed by the Superintendent of Government Presses should also be followed.

38. To approve tour programmes of Regional Deputy Directors of Public Instruction and countersign their T. A. Bills and also of all the Gazetted Officers in his office.

39. To sanction renewal and supply of uniforms according to the pattern and scale approved by Government.

40. To accept endowment and prizes and approve rules therefore in respect of schools.

41. To execute agreements with managements of schools on behalf of the Governor under Art. 229 (i) of the constitution of India.

[G. O. 394/Edn. dated 13-7-1962]

42. To sanction advance against examination contingent charges upto Rs. 15,000. at one time subject to provision in the Budget.

[G. O. Ms. 345/68/Edn. dated, 24-7-1968]

43. To incur expenditure on account of advance payment upto 90% of the cost involved in the purchase of stores against Railway Receipt subject to the conditions in Art. 159 (a) Kerala Financial Code Volume I.

44. To sanction printing or re-printing of priced Government Publications.

Note:—The rules regarding the pricing of Govt. publications in Art. 32, Kerala Financial Code, Volume I should be followed.

[G.O. (MS.) No. 29/69/Edn. dated 16-1-1969]

45. To accord sanction for the electrification of Department U. P. Schools at the expense of outside agencies, without reference to Government and subject to the conditions that there should not be more than two light points and one plug point in an Upper Primary School and that the annual recurring charges should be limited to Rs. 60 (rupees sixty only).

## 2. Administrative Officer

1. To appoint and promote non-gazetted officers to the sanctioned posts in the office of the Director of Public Instruction subject to the Public Service Recruitment Rules.

2. To sanction leave other than study leave and special disability leave to all those whom he is competent to appoint and casual leave to all non-gazetted officers in the office below the rank of Deputy Director and Finance Officer.

3. To institute disciplinary proceedings against those whom he is competent to appoint.

4. To sanction increment to those whom he is competent to appoint.

5. To sanction non-recurring contingent expenditure upto Rs. 500 in each case provided there is budget provision.

6. To sanction pension to officers whom he is competent to appoint.

7. To organise sections in the office of the Director of Public Instruction.

8. To draw establishment pay bills, T. A. Bills and contingent bills and P. F. Bills relating to Director of Public Instruction's Office and countersign T. A. Bills of Text Books Officer and contingent bills of Text Books Office.

9. To draw bills for claims relating to purchase of stores.

10. To write off unserviceable articles including damaged and worn out articles, book, etc. in the Office of the Director of Public Instruction subject to the annual limit of Rs. 1000 when the book value does not exceed Rs. 100 in each case.

11. To countersign T. A. Bills of Gazetted Officers below the rank of Deputy Director and Finance Officer.

12. To sanction sale or auction of fallen trees and standing trees when absolutely necessary in the premises of the office of the Director of Public Instruction.

13. To sanction auction sale of usufructs of trees and the lease of premises of the office of the Director of Public Instruction, for cultivation.

14. To sign 'For Director of Public Instruction' fair copies of letters and orders of the Director of Public Instruction.

15. To sanction investigation of arrear claims which are not more than 5 years old excluding time barred claims.

16. To exercise the same powers as the Director of Public Instruction regarding sanctioning of temporary withdrawals from Provident Fund Deposits.

17. To forward application for admission to the Provident Fund from members of the staff Office of the Director of Public Instruction and to countersign applications for admission to the State Provident Fund.

18. To sanction payment of belated increment in respect of non-gazetted officers whom he is competent to appoint.

19. To sanction purchase of furniture from P. W. D. Workshop or any Government Agency subject to budget provisions.

20. To sanction T. A. Bills for December and previous months preferred after March next year.

21. To make all appointments in temporary posts in the lowest cadre (Ministerial and Last grade) created every year in connection with the distribution of Text Books in the reopening season, both in the office and in the stores subject to the general instructions relating to the filling up of temporary posts.

22. To fine or cancel the licence of any Text Books seller who violates the rules of the Department for sale of Text Books.

23. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 50 in each case subject to an annual limit of Rs. 250 after inviting quotations.

24. To sanction repairs to the motor vehicles in the Department and to arrange for payment of bills not exceeding Rs. 1000 in each case subject to rule in G. O. (P) 248/Pub. dated 24-4-62 after inviting competitive tenders of quotations.

25. To sanction maintenance and P. C. R. Works upto Rs. 2500 on a proper estimate in each case after inviting competitive tenders in respect of Director of Public Instructions Office and Text Books Office.

26. To sanction destruction of old records as per rules.

27. To sanction refunds as per instructions in the Books of Financial Powers (vide Rule 41 to 43 of K. F. C.)

28. To arrange for the preparation of sketches, illustrations, blocks, etc. required for inclusion in Text Books and payment of the work done according to the approved scheduled rates by Government by inviting tenders.

29. To sanction advertisement charges upto Rs. 250 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.

### 3. Deputy Director (Office)

1. To sanction admission of pupils, migrating from other States and exempting from the written test in language or languages.

2. To draw scholarship bills.

3. To sign all Bills relating to CARE.

### 4. Finance Officer

1. To conduct and supervise the audit of the accounts of institutions and office under the control of the Director of Public Instruction for such periods and at such intervals as may be prescribed or found necessary.

2. To review the audit reports issued by the Regional Deputy Directors as and when required under the orders of Director of Public Instruction.

3. To issue necessary directions to the Accounts Officers in the Offices of the Regional Deputy Directors from time to time in matters relating to audit and accounts.

4. To conduct surprise inspection of the accounts, registers and the cash balance in the offices and institutions under the control of the Director of Public Instruction.

5. To conduct or supervise the audit of the accounts and verification of cash balance of the aided schools if and when required by the Director of Public Instruction by specific orders in each case.

6. To be in charge of the preparation and submission of the annual budget estimates of all the institutions under the Director of Public Instruction.

7. To sanction and communicate the distribution of budget allotments to the subordinate controlling officers according to their requirements.

8. To obtain and scrutinise the D. C. B. of the different institutions under the control of the Director of Public Instruction and to take prompt action against irregularities if any detected.

9. To scrutinise periodically and watch the progress of expenditure of the Department and take further action necessary.

10. To enforce and supervise the work of reconciliation of the departmental figures of expenditure with those of the Accountant General's Office.

11. To sanction the re-distribution of the allotments among detailed heads of account under a unit of appropriation.

12. To sign 'For Director' sanctions accorded by the Director of Public Instruction to be communicated to the Accountant General. There should have clear indication of the approval of the Director of Public Instruction in the sanction communicated, by the Finance Officer.

13. To sign 'For Director' fair copies of letters to Government and the Accountant General in matters relating to Finance and Accounts.

14. To supervise the work relating to clearance of audit objections and inspection reports of the Accountant General.

15. To advise the Director of Public Instruction generally in financial and account matters.

16. To make reports, if necessary, directly to the Secretary to Government in the Finance Department (with copy to Director of Public Instruction) on any important matter involving financial irregularity.

### **5. Director, State Institute of Education**

1. To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers and to all Gazetted Officers below the rank of District Educational Officers.

2. To sanction vacation duty to teachers and Heads of School who may be required to attend to duties in connection with the various programmes organised by the institute.

3. To appoint part-time contingent employees to posts sanctioned in the institute by the Director of Public Instruction subject to the general orders of Government in the matter issued from time to time, in the case of part-time contingent post of sweepers the instructions contained in G. O. (P) 248/dated 24-4-1962 should be followed.

4. To be the Sub Controlling Officer according to the Budget Manual in respect of posts and establishments which form part of the institute but which are not included among the sanctioned posts of the institute like Guidance Unit, Evaluation Unit, Science Consultant and Central educational Library.

5. To sanction contingent charges in connection with the meeting of the institute Advisory Board and Conference of officers convened by the institute in accordance with the rates approved by Government the annual amount limited to Rs. 500.



6. To convene conferences of Departmental Officers below the rank of District Educational Officers.

7. To inspect or arrange to inspect teachers training schools.

8. To incur expenditure not exceeding Rs. 10,000 at a time for the purchase of books, appliances, test materials and other stores for the institute, subject to budget provision and stores purchase and Kerala Financial Code Rules.

9. To sanction purchase of furniture from Government Agencies subject to budget provision.

10. To sanction at a time local purchase of articles of furniture up to Rs. 10,000 required for the institute provided that no Government Agency is able to supply the required furniture in time and also subject to Stores Purchase Rules and in accordance with the standards prescribed in Appendix to G. O. (P) 248 dated 24-4-1952.

11. To sanction advertisement charges upto Rs. 250 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.

12. To sanction write off of the value of unserviceable articles upto the book value of Rs. 200 in each case, subject to an annual limit of Rs. 2000 and also subject to the relevant rules in the K. F. C. Every order sanctioning write off should be communicated to the Accountant General.

13. To sanction the disposal of unserviceable articles of surplus stores when the book value does not exceed Rs. 250 in each case, subject to the rules in Article 165-1968-K. F. C. Vol. I.

14. To sanction investigation of arrear claims by the Accountant General of all officers and under contingencies which are not more than 5 years old excluding time barred ones.

15. To incur non-recurring contingent expenditure upto Rs. 1000 in each case subject to budget provision and the general rules in Appendix 4 K. F. C. Vol. II.

16. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case, subject to an annual limit of Rs. 1000.

17. To sanction distribution of budget allotment relating to institute under several items of expenditure subject to rules in the Budget Manual.

18. To sanction printing of forms, circulars, pamphlets etc. in Government Presses, sanction of Government being obtained in printing new forms and registers.

19. To sanction printing of journals, guide books, pamphlets, bulletins, questionnaires, forms etc. prepared by the institute in private presses, when Government Press cannot meet the requirements,

within a month at a cost not exceeding Rs 2000 at a time on condition that the rates are not above those prescribed by the Superintendent of Government Presses. In emergent situation also to entrust with private presses without referring to the Superintendent of Government Presses works not costing more than Rs. 50 at a time and subject to annual monetary limit of Rs. 500. In all cases quotations should be invited and other formalities observed. The schedule of rates prescribed by the Superintendent of Government Presses should also be followed.

20. To sanction distruction of old records as per rules.

21. To sanction the drawal of T. A. and contingent charges not exceeding the estimated expenditure sanctioned by Government subject to a maximum of Rs. 500 in respect of conference, refresher courses and seminars etc.

22. To sanction withdrawals from Provident Fund Deposits by subordinates in all normal cases without limit and in cases requiring special sanction up to a maximum limit of Rs. 500 in each case and subject to all other conditions under the rules of the fund.

23. To sanction pension of officers whom he is competent to appoint.

24. To approve tour programmes of all officers in the Institute and countersign their T. A. Bills.

25. To approve films and filmstrips for use in schools.

26. To sanction repairs to the motor vehicles in the Department and to arrange for payment of bills not exceeding Rs. 750 in each case subject to budget provisions and the rule in G. O. (P) 248/Pcb. dated 24-4-1962, after inviting competitive tenders or quotations.

27. To sanction maintenance and P. C. R. works upto Rs 2500 on a proper estimate in each case after inviting competitive tenders in respect of the institute buildings except in the case of buildings included in the P. W. D. Register.

### **Assistant Director, State Institute of Education**

1. To draw establishment pay bills, T. A. bills, contingent bill and P. F. bills relating to the State Institute of Education and institute of Science and Central Educational Library.

2. To sanction all kinds of leave except study leave, special disability leave to members of staff whom he is competent to appoint and also to officers in the Institute of Non-gazetted category.

3. To sanction increment to those whom he is competent to appoint.

4. To sanction pension to the officers whom he is competent to appoint.

5. To sanction investigation of arrear claims of the Gazetted/ Non-gazetted officers in the Institute whom the claim has remained in abeyance for not more than 3 years.

6. To sanction withdrawals from P. F. deposits by subordinates in all normal cases upto a maximum of Rs. 600 and in cases requiring special sanction up to a maximum limit of Rs. 300 in each case subject to the other conditions and limitations under the rules of the fund.

7. To be in-charge of the State Institute in the absence of the Director at Headquarters.

8. To prepare and forward indents for stationery articles.

9. To sign fair copies of letters to Government.

10. To incur non-recurring contingent expenditure up to Rs. 50 (Rupees fifty only) in each case subject to budget provision and the general rules in Appendix K. F. C. Vol. II.

11. To countersign T. A. Bills of all officers below the rank of District Educational Officers.

12. To sanction advertisement charges up to Rs. 75 in each case subject to budget provision and also to the condition that the rates are approved by the Director of Public Relations.

13. To sanction write off of the value of the unserviceable articles upto a book value of Rs. 200 in each case subject to an annual limit of Rs 1000 and also subject to the relevant rules in K. F. C. Every order sanctioning write off should be communicated to the Accountant General.

### **7. Commissioner for Government Examinations**

1. To make changes under special circumstances, in the dates of public examinations already notified in Government Gazette.

2. To grant extension of time for answering questions in the case of candidates with physical disabilities.

3. To condone delay in remittance of examination fees and in the submission of application for admission to the examinations in deserving cases.

### **8. Deputy Commissioner for Government Examinations**

1. To accept or reject certificates issued by the Board of Education in other States for admission of candidates to Educational Institutions in this State but not to the public service.

2. To sanction the opening of new centres and cancellation of existing centres of examinations.

3. (a) To prepare lists of Chief Examiners and paper setters for the several public examinations in accordance with the principles laid down by the Board of Public examinations in this respect and to appoint them after approval by the Director of Public Instruction.

(b) To appoint examiners according to the principles laid down by the Board of Public Examinations in this respect.

4. To order reduction in emoluments up to 25% to persons appointed as Examiners, Chief Superintendents and scrutiny officers for irregularities in connection with the examinations.

5. To sanction examination contingent charges up to Rs. 10,000 in each case, subject to the rates prescribed by Government from time to time, and also subject to budget provision.

6. To draw the establishment pay bills, T. A. Bills,, Provident Fund Bills and contingent bills of the examination branches.

7. To pass and countersign T. A. bills of non-officials arising in the examination branch.

8. To hire lorries of the Transport Department for purposes of taking delivery of answer books from the Government Presses meeting the expenditure from contingencies.

9. To function as Chairman of the Board of Public Examinations in the absence of the Director.

10. To take disciplinary action on candidates for malpractices committed in the examinations.

11. To pass orders on the scrutiny of valued answer scripts when difference is noted.

12. To modify the examination results, if the mistakes are due to bonafide clerical error.

13. To pass orders on the issue of duplicate certificates in doubtful cases.

14. To draw advance against sanction for examination contingent charges up to 75% of the amount, he is competent to incur [G. O. (P) 562/Edn dt. 21-8-1962].

15. To permit pupils in secondary schools to change over from one language study to another or from one course of study to another.

16. To appoint staff charged to examination contingencies at rates approved by Government.

17. To appoint tabulators for the tabulation of marks of public examinations at rates prescribed by Government.

18. To order reduction in emoluments up to 25% of persons appointed as examiners, Chief Superintendents, Assistant Superintendents and Scrutiny Officers for irregularities in tabulation works.

19. To countersign contingent bills of the various public examination centres.

20. To cancel qualification certificates for tampering with entries in the certificates or for other reasons.

21. To prepare the list and make appointment of Chief and Additional Chief Examiners and Assistant Examiners according to the principles laid down by the Board of Public Examinations in this respect.

22. To sanction all kinds of leave except study leave and special disability leave and leave without allowances exceeding 4 months at a time to all Gazetted and Non-Gazetted Officers in his office whose maximum pay does not exceed Rs. 500.

### **9. Secretary to the Commissioner for Government Examinations**

1. To control the work in the section generally and to be in direct charge of the arrangements for the conduct of all examinations conducted by the Department.

2. To issue certificates in respect of the Examinations conducted by the Department under his signature.

3. To sanction casual leave and all other kinds of leave except study leave, special disability leave and examination leave to non-gazetted employees of the Examination Branch.

4. To appoint Chief Superintendents in Examination Centres.

5. To issue extract of marks as per rules.

6. To take steps for the scrutiny of valued answer scripts and pass orders thereon in cases when no differences are noted.

7. To forward indents for printed forms and stationery connected with the conduct of Public Examinations and for the use of office.

8. To correct entries in qualification certificates as per rules.

9. To issue duplicate certificates.

10. To countersign the remuneration bills of examiners.

11. To countersign the T. A. bills of non-official members appointed as examiners.

12. To incur contingent charges upto Rs. 50 in each case.

13. To officiate as the Secretary to the Board of Public Examinations and Board of Technical Examinations.

14. To issue certificates and mark lists under his signature in respect of all public examinations conducted by the Department.

15. To appoint Chief Superintendents and Scrutiny Officers in Examination Centres.

16. To pass orders on the request for cancellation of candidates and to cancel candidature in the case of irregular admission to examinations.

17. To sanction increments to all non-gazetted officers in the examination unit.

18. To sanction destruction of records as per rules.

19. To pass orders on the scrutiny of valued answer scripts in which revision of results are not involved.

20. To pass orders on the issue of duplicate certificates and admission tickets.

21. To appoint staff-charged to examination contingencies of the rates approved by government.

22. To appoint tabulators for the tabulation work relating to Public Examinations at the rates prescribed by Government.

23. To countersign contingent bills submitted by the Chief Superintendents relating to conduct of Public examinations.

24. To countersign T. A. claims of members of staff of private institutions arising in connection with public examinations.

### **10. Regional Deputy Directors of Public Instruction**

1. To appoint and promote non-gazetted officers to sanctioned posts in all non-gazetted scales in his office and offices under his control subject to the Public Service Recruitment Rules.

2. To transfer and post Non-gazetted Officers from the jurisdiction of the District Educational Officer to the jurisdiction of another District Educational Officer or to and from his office.

3. (a) To sanction all kinds of leave except study leave and special disability leave to Non-gazetted officers in the Region whose maximum pay does not exceed Rs. 500 and to make charge arrangements in such vacancies of Gazetted Officers.

(b) To sanction additional pay while making charge arrangements in leave vacancies of Heads of High Schools.

4. To sanction casual leave to District Educational Officers and the Gazetted Officers in his office and Social Education Officers.

5. To sanction vacation duty to Officers under his Control.

6. To institute disciplinary proceedings against Non-gazetted officers whom he is competent to appoint as per Kerala Civil Services (C. C.&A.) Rules.

7. To be appellate authority in respect of penalty imposed on Government Servants by District Educational Officers/Assistant Educational Officers.

8. To sanction or withhold increments including those at the stage of efficiency bar, in the case of all Non-gazetted Officers in the Region.

*Note:*—The provisions of the Kerala Civil Service (C. C. & A.) Rules should be observed before an order withholding increment is passed.

9. To sanction payment of belated increment in respect of all non-gazetted Officers in the Region.

10. To appoint part-time contingent employees to posts sanctioned by the Director of Public Instruction subject to the general orders of Government in the matter.

11. To sanction the convening of conferences within the region of Departmental Officers subordinate to him.

12. To depute officers of the Department to attend conferences convened in the State subject to the condition that the journeys undertaken beyond the limit of jurisdiction of the Regional Deputy Director should, however obtain the approval of the Director of Public Instruction.

13. To sanction purchase of books, laboratory accessories and educational appliances and other stores, subject to budget provision and Stores Purchase Rules, not exceeding Rs. 20,000 at a time.

14. To sanction purchase of furniture from PWD workshop or any Government Agency subject to Budget Provision.

15. To sanction at a time local purchase of articles of furniture upto Rs. 15,000 required for schools in his region subject to an annual limit of Rs. 2 lakhs provided that no Government Agency is able to supply the required furniture in time and subject to Stores Purchase Rules and availability of funds.

16. To sanction advertisement charges upto Rs. 250 in each case subject to Budget Provision and also subject to the condition that the rates are approved by the Director of Public Relations.

17. To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 2000 when the book value does not exceed Rs. 200 in each case and also subject to the condition that such sanction will be communicated to audit with specific mention of the circumstances of the same.

18. To sanction the disposal of unserviceable articles or surplus stores when the value does not exceed Rs. 250 in each case. Craft articles produced in schools can be disposed of in auction without limit.

19. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 10,000.

20. To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.

21. To sanction auction sale of usufructs of trees and lease of premises of his office for cultivation.

22. To sanction investigation of arrear claims by the Accountant General of all officers and under contingencies in all cases except time barred ones.

23. To accord administrative sanction for estimate of works, the cost of which does not exceed Rs. 75,000.

24. To sanction maintenance and petty construction and repairs for execution upto Rs. 3,000 on a proper estimate in each case.

25. To incur non-recurring contingent expenditure upto Rs. 500 in each case subject to Budget provision.

26. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 50 in each subject to annual limit of Rs. 250 after inviting competitive quotations.

27. To sanction shifting of an office from one building to another and hiring and private buildings the rent of which does not exceed Rs. 150 per mensem subject to the conditions laid down in G.O (P) No. 400/PAR dated 31-3-1953.

28. To sanction printing of forms, circulars and pamphlets in Government Presses.

*Note:*— Printing of new forms and registers should have the approval of Government.

29. To sanction destruction of old records as per rules.

30. To sanction refund as per instructions in the Book of Financial Powers.

31. To sanction subject to the rules of the fund, withdrawals from Provident Fund Deposits in normal cases without limit and in cases requiring special sanction upto a maximum limit of Rs. 500 in respect of officers under his control.

32. To sanction pension to officers whom he is competent to appoint.

33. To arrange for the audit of accounts of the Officers and institutions under his control including aided schools.

34. To pre-audit claims relating to grant-in-aid bills and post audit of all grant-in-aid bills.

35. To forward applications to District Collectors for acquisition of land for school purposes.

36. To review inspection reports sent by District Educational Officers, Social Education Officers and Inspectors of Muslim Education

37. To supervise the distribution of Text books to Schools within the Region.



38. To approve tour programmes of District Educational Officers Inspectors of Muslim Education and countersign the T. A. Bills.
39. To sanction journeys on duty of other officers under him.
40. To inspect offices of the District Educational Officers, Social Education Officers, Assistant Educational Officers and Inspectors of Muslim Education.
41. To sanction the reimbursement of medical expenses of his subordinates subject to rules.
42. To accord sanction for the grant of cycle advance subject to rules.
43. To place Departmental Buildings declared unsafe by the Public Works Department at the disposal of that Department for being demolished or auctioned:
44. To place lands required for construction of buildings etc. at the disposal of the Public Works Department.
45. To effect transfer during first year from one Training School to another in the same region to trainees undergoing T.T.C. courses in exceptional cases and for sufficient grounds.
46. To effect transfer of trainees during second year of T. T. C. course from one Training School to another within the same Region during vacation or one week from the date of reopening of exceptional cases and for sufficient reasons.
47. To meet the expenditure on account of T. A. in respect of claims to last December and previous from the current years allotment.
48. To sanction repair charges of motor vehicles upto Rs. 500 in each case subject to Budget provision and competitive tender or quotation and subject also to the procedure ordered in G.O. (P) 248/ Public Department dated 24-4-1962.
49. To grant stipend and subsistence allowance to the trainees under going B.Ed./T.T.C. Language Teachers Training/Post Graduate Basic Training Course according to rules in force within the region.
50. To sanction parallel divisions in English Medium in the next higher standards progressively when once a school is granted English Medium standards, under intimation to the Director of Public Instruction.
51. To condone the deficiency to attendance upto a maximum of 25% of the minimum attendance subject to the procedure ordered in G.O. (P) 669/Edn. dated 22-10-1962, G. O. Ms. 343/68/Edn. dated 23-7-1968.
52. To sanction expenditure in hot and cold weather changes in respect of their own offices as well as the other offices and institutions under their control, subject to budget provisions and subject to the limit upto which they are competent to incur non-recurring contingent expenditure.

53. To sanction repairs to furniture subject to the individual limit of Rs. 500 and annual limit of Rs. 10,000 subject to availability of funds and S. P. Rs. being observed if the work is to be entertained to private agencies.

#### **11. Administrative Assistants to the Regional Deputy Director of Public Instruction**

1. To appoint non-gazetted officers to sanctioned posts in the office of the Regional Deputy Director upto Rs. 90-190, and below.

2. To sanction all kinds of leave except study leave and special disability leave to members of staff whom he is competent to appoint.

3. To take disciplinary action against those whom he is competent to appoint.

4. To sanction increment to those whom he is competent to appoint.

5. To sanction belated increments in respect of staff whom he is competent to appoint.

6. To sanction pension to the officers whom he is competent to appoint.

7. To sanction investigation of arrear claims by the Accountant General of the Non-gazetted Officers in the Office of the Regional Deputy Director whom the claim has remained in abeyance for not more than 3 years.

8. To sanction withdrawal from Provident Fund Deposits by Non-Gazetted Officers upto maximum of Rs. 600 subject to the Rules of the Fund.

9. To organise and control the working of various sections in his office.

10. To be in charge of the Office when the Regional Deputy Director is out of Headquarters.

11. To draw establishment pay bills, T.A. Bills, P. F. Bills and contingent bills, relating to the office of the Regional Deputy Director.

12. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 50 in each case subject to an annual limit of Rs. 1000.

13. To sanction auction sale of fallen and dead trees in the premises of the office.

14. To sanction auction sale of usufructs of trees and lease of premises of his office for cultivation.

15. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 50 in each case subject to an annual limit of Rs. 250 after inviting competitive quotations.

16. To attend to destruction and preservation of records in the office.

17. To sign for 'Regional Deputy Director' fair copies of letters to higher authorities approved by the Regional Deputy Director.

## 12. District Educational Officers

1. (a) To appoint and promote Non-gazetted Officers to sanctioned posts (in the scale of Rs. 90-190 and below) subject to public service recruitment rules.

(b) To appoint part-time contingent employees to posts sanctioned by the Director of Public Instruction subject to general orders of Government.

2. To transfer and post Non-gazetted officers within his jurisdiction.

3. To sanction all kinds of leave except Study leave and special disability leave to Non-gazetted Officers under his control. To sanction also casual leave to Heads of offices and heads of Secondary and Training Schools under his control and also to gazetted members in his office.

4. To sanction vacation duty to officers under his control.

5. To institute disciplinary proceedings against Non-gazetted officers whom he is competent to appoint as per Kerala Civil Services (C. C. & A) Rules.

6. To sanction of withhold increments in the case of all Non-gazetted officers in his District.

*Note:*—The provisions of the Kerala Civil Services (C.C. & A.) Rules should be observed before an order with holding increment is passed.

7. To sanction payment of belated increments in respect of all Non-gazetted Officers in the District.

8. To sanction purchase of books, maps, laboratory accessories, educational appliances and other stores, subject to budget provision and stores purchase Rules not exceeding Rs.10,000 at a time.

9. To sanction local purchase of articles of furniture upto Rs. 5,000 subject to an annual limit of Rs.50,000 provided that no Government Agency is able to supply the required furniture in time and also subject to Stores Purchase Rules and on availability of funds.

10. To sanction purchase of furniture from P.W.D. work shops or any Government Agency subject to Budget provision.

11. To sanction advertisement charges upto Rs. 100 in each case subject to Budget Provision and also the condition that the rates are approved by the Director of Public Relations.

12. To sanction write off of the value of unserviceable articles, subject to the annual limit of Rs. 1000 when the book value does not exceed Rs. 100 in each case.

13. To sanction disposal of unserviceable or surplus stores when the book value does not exceed Rs. 50 in each case subject to an annual limit of Rs. 2,000.

14. To sanction auction sale of living trees when it endangers life or property and fallen and dead trees in departmental premises.

15. To sanction auction of usufructs of trees and lease of premises of his office and High and Training Schools for cultivation.

16. To sanction investigation of arrear claims by Accountant General to all Officers and under contingencies when the claim has remained in absence for 3 years or less.

17. To accord administrative sanction for estimates of works the cost of which does not exceed Rs. 50,000.

18. To sanction maintenance of P.C.R. works for execution upto Rs. 2,000 on a proper estimate in each case and subject to the provisions in Articles 176 and 177 of Kerala Financial Code Vol. I.

19. To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provision.

20. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 25 in each case subject to an annual limit of Rs. 150 after inviting quotations.

21. To sanction shifting of the office from one building to another and hiring of private building the rent of which does not exceed Rs. 100 per mensem for office and Departmental Schools subject to the conditions laid down in Govt. order No. 400/PAR dt. 31-3-1958.

22. To sanction distribution of budget allotment for the institutions under his control subject to the rules in the budget manual.

23. To countersign T.A. Bills of Heads of High Schools, P.A. to the D.E.Os. and CARE Supervisors in the case of CARE Supervisors the D.E.Os. at Revenue Headquarters will exercise this power.

24. To sanction withdrawals in normal cases from Provident Fund Deposits by Subordinates upto a maximum of Rs. 600 and Rs. 300 in special cases to rules of the fund.

25. To sanction pension to officers whom he is competent to appoint.

26. To award scholarships in cases when the selection is confined to a particular institution.

27. To give recognition to Nursery Schools.

28. To inspect Secondary and Training Schools and Offices of the Assistant Educational Officers and submit inspection reports to Regional Deputy Director.

29. To decide finally complaints regarding class promotions.
30. To permit change of language and subject to study of pupils up to Std. VII.
31. To dispose of questions relating to collection, remission of refund as per rules of fees and fines levied on pupils.
32. To condone break of study for purpose of fee concession.
33. To withdraw ordinary fee concessions, revenue fee concessions awarded by Headmasters and decide complaints regarding grant of the same.
34. To grant special fee concession to children of deceased Government Servants and aided School Teachers who die in harness or within six months from the date of retirement,
35. To accept cash contribution as also lands and buildings from public for educational purposes.
36. (a) To sanction collection of funds for purposes of providing building, furniture, equipment etc., for Departmental Schools.
- (b) To grant permission under Rule 14 of the Government Servants Conduct Rules, 1960 to Teachers and Headmasters and other staff of the schools to participate in the collection of funds as sanctioned above.
- (c) Where the collection is done by the staff direct, it should be done by a committee, in which there should at least be 3 teachers as members and the Headmaster as the Chairman. The amount collected shall not be retained by the persons collecting it, but should be deposited in appropriate manner in the name of the Chairman in Banks including Co-operative Banks/Savings Bank Account/Treasury where such facilities are available. The actual expenditure of the funds should be with the prior approval of the Asst. Educational Officer or Dist. Educational Officer as the case may be.
- (d) Where the collection is effected by the Parent Teachers Association or a similar body there should be clearly laid down procedure for receipt and deposit of funds.
- (e) The collection and deposit of the funds and its utilisation should be liable to check by the visiting or inspecting officers of the schools.
37. To sanction farewell parties and addresses to officers of the Department under his control arranged by teachers and pupils.
38. To sanction grant-in-aid to hostels and special institutions in the State according to rules.
39. To arrange for the distribution of text-books to schools under his control.
40. To sanction reimbursement of medical expenses to Non-gazetted officers under him subject to rules.

41. To sanction disposal of condemned buildings of primary schools by auction when the book value does not exceed Rs. 5,000.

42. To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

43. To condone deficiency in attendance up to a maximum of 15% of the minimum attendance. There shall be no appeal against the decisions of the District Educational Officer.

44. To permit the introduction of sessional system in schools where the strength of pupils is 1000 or above.

45. To sanction aid to recognised nursery schools according to rules approved by Government within the budget allotment.

46. To sanction repairs of furniture subject to individual amount of Rs. 250 and annual amount of Rs. 5,000 subject to availability of funds and S.P. Rules being observed if the work is to be entrusted to private agencies.

### **13. Personal Assistants to the District Educational Officers**

1. To be in charge of the office when the District Educational Officer is out of Headquarters.

2. To organise and control the working of the various sections of the office.

3. To approve drafts of letters and Memos to subordinate officers and private schools.

4. To sanction all kinds of leave except study leave and special disability leave to Non-gazetted officers in the District (Except Assistant Educational Officers and Headmasters of Aided Schools on Rs. 350—600).

5. To countersign T.A. Bills and contingent Bills of all officers other than the gazetted Headmasters working under the District Educational Officer subject to rules and budget provision.

6. To attend to destruction and preservation of records in the Office.

7. To countersign the establishment pay bills of Aided Schools.

8. To sign 'For District Educational Officer' fair copies of letters to higher authorities approved by the District Educational Officer.

9. To sanction increments to all Non-gazetted officers in the District (except Assistant Educational Officers and Headmasters of Aided Schools on Rs. 350-600).

10. To sanction Provident Fund advance to all Non-gazetted officers upto a maximum of Rs. 600 in normal cases subject to the rules of the fund.

11. To sanction destruction of old records as per rules.

12. To sanction refund of tuition fees and pass the bills relating to teachers of High and Training Schools.

13. To countersign stipend and subsistence allowance bills relating to teachers of High and Training Schools.

14. To pass contingent bills of High and Training Schools.

15. To countersign scholarship bills submitted by Headmasters.

16. To countersign maintenance grant bills.

17. To sign establishment pay bills of the office.

#### **14. Heads of Departmental High/Training Schools and Heads of Schools for the Handicapped**

1. To appoint ministerial staff to sanctioned posts in the lower division scale of Rs. 90-190 and below and last grade servants, provisionally for periods not exceeding three months subject to rules.

2. To sanction all kinds of leave except study leave and special disability leave to all officers working under him. In case of first grade teachers prior consultation with the District Educational Officers should be made for making substitute arrangements.

3. To sanction increments to all Non-gazetted Officers under him.

4. To draw bills relating to contingent establishment.

5. To incur non-recurring contingent expenditure up to Rs. 25 in each case subject to budget provision.

6. To sanction auction sale of fallen trees and dead trees within the school premises.

7. To write off the value of damaged class text-books subject to an annual limit of Rs. 100.

8. To sanction the disposal of unserviceable articles out of the list approved by the District Educational Officer upto a book value Rs. 25 in each case subject to an annual limit of Rs. 250.

9. To grant fee concession as per rules in force.

10. To issue extract of admission registers of schools in stamp paper by the heads of Secondary and Training Schools (Heads of other schools with the sanction and countersignature of Controlling Officers).

11. To issue extracts of mark lists of the annual examination of standards I to IX on requisition from guardians by Heads of High schools as prescribed in G.O. Ms. 766/Edn. (C) dt. 18-11-1963.

12. To incur expenditure on the repair of furniture subject to availability of funds and to an annual limit of Rs. 100.

13. To sanction purchase of articles of furniture up to a limit of Rs. 250 annually subject to budget provision and Stores Purchase Rules (Extract of the rules to be furnished to all Heads of Schools).

14. To sanction purchase of books, maps, laboratory accessories educational appliances and other stores up to a limit of Rs. 500 subject to budget provision and Stores Purchase Rules. This will not cover expenditure out of special fee collections.

15. To utilise special fee collections with the approval of the school committee constituted for the purpose.

16. To sanction subject to the rules of the fund withdrawals from Provident Fund Deposits by subordinates up to Rs. 400 in each case.

17. To sanction repairs of furniture subject to individual amount of Rs. 50 and annual amount of Rs. 100 subject to availability of funds and S.P. Rules being observed if the work is to be entrusted to private agencies.

#### **15. Chief Instructors, Hindi Teachers Training Institutes**

1. To sanction subject to rules of the fund, temporary withdrawals from Provident Fund Deposits by subordinates up to Rs. 400 in each case.

2. To sanction purchase of books and educational appliances up to Rs. 100 at a time subject to budget provision and Stores Purchase Rules.

#### **16. Assistant Educational Officers**

1. (a) To appoint to sanctioned posts at last grade servants in his office and schools under his control, subject to Public Recruitment Rules.

(b) To appoint substitutes in short vacancies of not more than 3 months duration in the cadre of last grade servants as per rules.

2. (a) To sanction all kinds of leave except study leave and special disability leave to Non-gazetted Officers under his control.

(b) To sanction casual leave to subordinates under him.

3. To sanction vacation duty to officers under his control.

4. To institute disciplinary proceedings against Non-gazetted officers under his control as per Kerala Civil Services (C.C. & A.) Rules.

5. To sanction or withhold increment of Non-gazetted officers under his control.

*Note:*—The provisions of the Kerala Civil Services (C.C. & A.) rules should be observed before any order withholding increment is passed.



6. To sanction withdrawal of T.A. to persons deputed to attend conferences, refresher courses, seminars, etc. outside the State under orders of competent authority.

7. To sanction purchase of books, maps, educational appliances, and other stores subject to budget provision and stores purchase rules, not exceeding Rs. 500 at a time.

8. To sanction local purchase of articles of furniture up to Rs. 1000 provided that no Government Agency is able to supply the required furniture in time subject to stores purchase rules.

9. To sanction purchase of furniture from P.W.D. workshops or Government Agency subject to budget provision.

10. To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 200 when the book value does not exceed Rs. 20 in each case.

11. To sanction disposal of unserviceable of surplus stores, the book value does not exceed Rs. 10 subject to an annual limit of Rs. 200.

12. To sanction auction sale of fallen and dead trees and usufructs of trees and lease of premises of his office and of Primary Schools for cultivation.

13. To approve estimates in respect of P.C.R. works of Primary Schools up to Rs. 1000 on a proper estimate, without scrutiny by the Junior Engineers.

14. To incur non-recurring contingent expenditure up to Rs. 25 in each case subject to budget provision.

15. To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 10 in each case subject to an annual limit of Rs. 50 after inviting competitive quotations.

16. To sanction destruction of old records as per rules.

17. To pass all establishment bills of the schools under his control and countersign the salary bills of graduate Headmasters of Upper Primary Schools.

18. To pass stipend and subsistence allowance bills relating to teachers under his control.

19. To countersign Scholarship bills.

20. To award scholarships in case when the selection is confined to a particular institution.

21. To inspect school, under his control and submit inspection reports to the District Educational Officers.

22. To permit change of language and subjects of study of pupils.

23. To approve the list of class-text-books and library books and maps to be purchased for institutions under his control.

24. To accept cash contributions as also lands and buildings from public for educational purposes.

25. To sanction farewell parties and addresses to officers of the Department under his control arranged by pupils and teachers.

26. To arrange for the distribution of text-books to schools under his control.

27. To arrange and supervise noon feeding in Lower Primary Schools.

28. To sanction advance from Provident Fund up to Rs. 300 in normal cases.

29. To draw without countersignature, rent bills of private buildings taken up for Government Primary Schools.

30. To correspond direct with the Director of Public Instruction in matters relating to CARE (Noon feeding programme).

31. To sanction condonation of attendance in respect of pupils of primary schools up to 15%.

32. To sanction the provisional admission pending production of T.C. after obtaining a written undertaking from the guardian in respect of Primary Schools.

33. To draw CARE feeding bills without the countersignature of the District Educational Officers.

34. To sanction maintenance grants to Primary Schools at the approved rates.

35. To sanction auction sale of fallen and dead trees within the school premises under his jurisdiction.

36. To decide finally complaints regarding the class promotions in Primary Schools.

37. To transfer Primary Teachers from one Departmental School to another within the same Sub District.

38. To incur expenditure up to Rs. 50 for repairs of furniture in individual cases subject to budget provision and annual limit of Rs. 1000.

39. To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 2500 after getting the survey report from the Public Works Department.

40. To inspect Nursery Schools and submit reports to the District Educational Officer.

#### **17. Assistant Directors (General, Planning and Hindi)**

1. To sign 'For Director of Public Instruction' fair copies of letters and the orders of the Director of Public Instruction.

2. To approve drafts of letters and memos to subordinate officers and private institutions.

### 18. Administrative Assistant

1. To sanction casual leave and restricted holidays to all non-gazetted officers and last grade employees in the office.
2. To sanction temporary withdrawal in normal cases from Provident Fund deposits by non-gazetted officers up to a maximum of Rs. 600 subject to the rules of the fund.
3. To sign (For Director of Public Instruction) fair copies of letters and orders of the Director of Public Instruction.
4. To forward applications for admission to the Provident Fund from members of the non-gazetted staff of the office of the Director of Public Instruction and to countersign their applications for admission to G.P.F.
5. To sanction destruction of old records as per rules.
6. To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 25 in each case subject to an annual limit of Rs. 200 observing stores purchase rules.
7. To sanction advertisement charges up to Rs. 100 in each case subject to budget provision and also on condition that the rates are approved by the Director of Public Instruction.

[G.O. (MS.) 185/80/GL. EDN. DATED 13TH NOVEMBER 1980]

### Deputy Director

To appoint teachers of all categories excluding Headmasters of High Schools to sanctioned posts in the Revenue District (Rules of recruitment to be followed).

To sanction charge arrangements in vacancies of all posts to which he is competent to appoint and payment of charge allowance according to rules in the K.S.R.

To promote U.P.S.As. as H.S.As./Primary School Assistants as Primary School Headmasters. To sanction higher grade/super grade to Government High and Training School Teachers.

To transfer teachers of all categories excluding Headmasters of High and Training Schools.

To sanction leave other than study leave, special disability leave and leave without allowances not exceeding 4 months to teaching staff, A.E.O.s, Educational Extension Officers and other Gazetted Officers.

To sanction C.L. to D.E.Os., Educational Extension Officers, Social Education Officers and other Gazetted Officers in his Office.

To sanction vacation duty to teaching staff under his control.

To initiate disciplinary action against Education Extension Officers, teaching staff and Gazetted Officers under his jurisdiction

and to impose punishments in accordance with C.C.A. Rules. To be appellate authority in respect of the decisions of the District Educational Officers, Assistant Educational Officers and Heads of High and Training Schools.

To sanction belated increment in respect of all non-gazetted officers excluding ministerial officers in the district. To authorise increment to non-gazetted staff in the teaching wing and those in level of/and below the class IV employees.

To convene or direct to convene conferences of Subordinate Officers including Staff of Aided Schools within the Revenue District. To depute staff and teachers in departmental schools to attend departmental conferences, seminars, courses etc., convened in the State by the Education Department.

To sanction purchase of books, laboratory accessories and educational appliances and other items of stores subject to budget provision and stores purchase rules not exceeding Rs. 30,000 at a time.

To purchase furniture of approved pattern according to the standards laid down in the rule, subject to budget provision and stores purchase rules and also subject to general orders in the matter issued by Government / D.P.I. Direct purchase can be made from P.W.D. Workshops, Jails or any other Government agency as approved and ordered by Government from time to time. To get items of class-room furniture manufactured and supplied by Parent Teachers' Association at approved rates as per the general guidelines and direction of Government/D.P.I. from time to time.

To sanction repairs of furniture according to rules subject to the limit of Rs. 1,000 at a time and subject to budget provision.

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 3,000 when the book value does not exceed Rs. 300 in each case and also subject to the condition that sanction will be communicated to audit with specific nature of circumstances of the case.

To sanction the disposal of unserviceable articles of surplus stores when the book value does not exceed Rs. 1,000 in each case and also to give confirmation subject to an annual limit of Rs. 5,000 and also subject to the provision in the Kerala Financial Code.

To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 10,000 and to give confirmation and after getting the survey report of P.W.D.

To sanction disposal in auction sale of standing trees when absolutely necessary and of fallen and dead trees in the grounds/ compounds of offices owned by Departments and under his control and to give confirmation.

To auction shifting of an office from one building to another and hiring of private buildings, the rent of which does not exceed Rs. 500 per month subject to conditions laid down in G. O. (P) 400/PAR dated 31-3-1958.

To sanction printing of forms, circulars and pamphlets in Government Press.

*Note.*—Printing of new forms and registers should have the approval of Government.

1. ADMINISTRATIVE SANCTION:

To accord Administrative sanction for estimates of works the cost of which does not exceed Rs. 1 lakh.

2. MAINTENANCE, PETTY CONSTRUCTION AND REPAIRS:

To sanction maintenance and petty construction and repairs for execution and repairs upto Rs. 5,000 on a proper estimate in each case.

3. ELECTRIFICATION AND WATER CONNECTION:

To sanction electrification, water supply and drainage facilities, etc., in departmental schools at the expense of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed.

To incur non recurring contingent expenditure upto Rs. 500 in each case subject to budget provision and observance of rules.

To sanction repair charges of motor vehicles upto Rs. 1,000 in each case subject to budget provision and competitive tenders or quotations and subject to the procedure laid down in G.O. (P) 248/PD dated 24th January 1962.

To make original selection of candidates for T.T.C. course as per rules and to effect transfer during first year from one Training school to another in the district, of trainees undergoing T.T.C. courses in exceptional cases and for sufficient reason. To grant stipend and subsistence allowance to trainees undergoing B.Ed./T.T.C./Language teachers Training Courses according to rules.

To meet the expenditure on account of T.A. in respect of claims for last December and previous period from the current years allotment. To approve the Tour Programme of Administrative Assis., A.Os, Dist. Edl. Officers, Inspector of Muslim Edn. Asst. Edl. Officers and Social Education Organisers.

To sanction journeys on duty of Officers under him.

To inspect the Offices of the D.E.Os., A.E.Os., other subordinate Offices and Edl. Institutions in the District and to review the inspection reports of subordinate offices and Educational Institutions. Inspection report of the Deputy Director will be submitted to the D.P.I.

To place departmental buildings declared unsafe by P.W.D. at the disposal of that department for being demolished or auctioned.

To place lands acquired for construction of building etc., at the disposal of the P.W.D.

To arrange and supervise the distribution of text books and note books to schools within the district.

To sanction refunds as per instructions in book of financial powers.

To sanction temporary withdrawals from GPF/KASEPF in all normal cases. In cases requiring special sanction upto Rs. 3,000.

To sanction N.R.A. from GPF/KASEPF upto Rs. 3,000 subject to rules.

To sanction pension to all non-gazetted teaching staff working under his control.

To forward applications to District Collectors for acquisition of land for school purpose.

To collect Educational Statistics.

Preparation and maintenance of seniority list of teaching staff recruited or appointed on district-wise basis.

To issue No Objection Certificate for getting passports to teaching staff whom he is competent to appoint subject to general orders in the matter.

To accept cash contribution as also lands and buildings from public for educational purposes as prescribed.

To sanction collection of funds for purposes of providing buildings, furniture, equipment etc., for departmental schools as prescribed.

To grant permission under Rule 14 of the Government Servant Conduct Rules, 1960 to teachers and Headmasters and other staff of the schools, to participate in the collection of funds as sanctioned above.

To sanction grant-in-aid to hostels and special institutions in the State according to rules.

To assist the State Institute of Education in conducting inservice courses.

To supervise examination conducted by Commissioner for Government Examinations.

#### **Administrative Assistant (Deputy Directorate)**

To appoint Part-time contingent employees—Class IV employees, Attenders and L.D. Clerks to sanctioned posts in the Revenue District (subject to recruitment rules).

To sanction charge arrangement in vacancies of all posts to which he is competent to make appointments and payment of charge allowance according to rules (other than those covered by the powers of the Deputy Director).

To sanction higher grades to class IV and ministerial staff in his office.

To transfer all class IV and ministerial staff upto and including Junior Superintendents in the Revenue District.

To sanction leave as mentioned in Col. I to Class IV employees and other ministerial staff.

To sanction Casual leave to all non-gazetted staff in the office working under him.

To initiate disciplinary action against members of class IV and ministerial staff upto the level of the Junior Superintendent and impose punishments of censure, withholding of increment on them. To impose other punishments on staff of whom he is the appointing authority.

To sanction payment of belated increment in respect of all non-gazetted ministerial officers in the district. To authorise increment to all officers in the subordinate service in the office.

To sanction sale in auction of usufructs of trees and lease of premises of offices in the district under the control of the Deputy Director.

To countersign T.A. bills of Senior Superintendents and also to draw and disburse T. A. of the non-gazetted staff in the office.

To sanction reimbursement of medical expenses, subject to rules.

To accord sanction for the grant of cycle advance subject to rules.

To sanction mosquito net advance.

To sanction withdrawal from the G.P.F. refundable:

- (i) Normal cases upto Rs. 3,000.
- (ii) Special cases upto Rs. 2,000. Non-refundable upto Rs. 2,000.

To sanction pension to all non-gazetted, non-teaching staff in the district.

Preparation and maintenance of seniority list of non-teaching staff recruited or appointed on district-wise basis.

To issue N. O. C. for getting passports to non-teaching staff whom he is competent to appoint subject to general orders in the matter.

To be drawing and disbursing officer in respect of establishment Pay Bills, T. A. bills, P. F. bills, and contingent bills of the office.

To sanction destruction and preservation of records in the office as per rules.

### **Accounts Officer (Deputy Directorate)**

To sanction Casual leave to all non-gazetted Officers working under him.

To attend to the clearance of audit objections and inspection reports of Accountant General, Finance Department (inspection wing) etc. To conduct pre-audit of all belated claims and of aided schools.

To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots/Central Stores in the District.

To conduct stock verification of articles in the Offices/Educational Institutions/Text Book Depots/Central Stores.

To conduct post-audit of all grand-in-aid bills and pre-audit of claims relating to grant-in-aid bills.

To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred cases.

To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time barred one.

To be in charge of the preparation and submission of the annual budget estimates of all institutions and offices in the district under the control of the Deputy Director. To sanction and communicate the distribution of budget allotment to the subordinate controlling officers.

(i) To obtain and scrutinise the D. C. B. of the different institutions under the control of Deputy Director in the District and to take prompt action against irregularities if any, detected.

(ii) To scrutinise periodically and watch the progress of expenditure based on the approved budget provisions and take prompt further action.

(iii) To reconcile the departmental figures of expenditure and receipt with those booked in the Treasury and by Accountant General

### **District Educational Officer**

To sanction higher grade and super grades to teachers of Aided High and Training Schools and to class IV and ministerial staff in his office.



To sanction leave as mentioned in col. I to Officer in his office and also to teaching staff and non-teaching staff of Aided, High and Training Schools (Rules 57, 58 Chapter XIV (A) KER.)

To sanction leave to Gazetted Officers in the Office.

To sanction vacation duty to teaching staff under his control (in aided schools).

To initiate disciplinary action against the members of staff working in his office and to impose punishment of censure/fine and withholding of increments on them as per G.C. and A. Rules.

To convene conferences of Aided High and Training School staff when directed by higher officers. To depute staff of aided High and Training Schools for attending conferences, seminars, courses etc., convened by the Education Department.

To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 subject to Stores Purchase Rules.

To sanction printing of forms, Circulars and Pamphlets in Government Presses. (Printing of new forms and registers should have the approval of the Government).

To sanction electrification, water supply and drainage facilities, toilet facilities etc. in departmental schools at the expense of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed.

To incur non-recurring contingent expenditure up to Rs. 250 in each case subject to budget provision.

To sanction repair charges of motor vehicles up to Rs. 500 in each case subject to budget provision and competitive tenders or quotations and subject to the procedure laid down in G.O. (P) No. 248/P.D. dated 24th January 1962.

To countersign T.A. bills of P.A. and Senior Superintendent and to sanction journeys on duty of Officers under him.

To countersign T.A. bills of Heads of High and Training Schools and other officers under him and teachers in charge of incomplete Government High Schools.

To inspect all High and Training Schools and Special Schools including recognised schools and submit inspection reports to the Deputy Director.

To sanction reimbursement of medical expenses subject to rules to the staff in his office.

To sanction parallel divisions in English Medium in the next higher standards progressively when once the school is granted English Medium standards under intimation to the Director of Public Instruction.

To supervise the distribution of Text Books to schools within his jurisdiction.

To sanction withdrawal from G.P.F. in respect of members of his office staff and KASEPF.

1. In normal cases up to Rs. 3,000, 2. In special cases upto Rs. 2,000 non-refundable up to Rs. 2,000.

To award scholarship in cases when the selection is confined to a particular institution.

To decide finally complaints on class promotions in respect of all High and Training Schools.

To permit change of language and subject study of pupils up to Standard VII in composite Schools.

To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

To withdraw ordinary fee concessions, review fee concessions awarded by Headmasters and decide complaints regarding grant of the same. To grant special fee concessions to children of deceased Government servants and aided school teachers who die in harness or within six months of the date of retirement.

To condone break of study for purpose of fee concession.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

To assist the State Institute of Education in conducting in-service courses.

To supervise examination conducted by Commissioner for Government Examinations.

### **Personal Assistant To District Educational Officer**

To sanction leave as in column I to Officers up to and including the leave of U.D.Cs. in the District Educational Office.

To sanction leave to all non-gazetted officers in the office.

To authorise increment to all officers in the subordinate service in his office.

To countersign T.A. bill of aided high school teaching staff whenever necessary.

To sanction withdrawal from the G.P.F. and K.A.S.E.P.F. refundable.

(i) Normal cases Rs. 2,000, (ii) Special cases Rs. 1,000, N.R.A. up to Rs. 1,000.

To be drawing and disbursing officer in respect of establishment pay bills, T.A. bills, P.F. bills, and Contingent bills of the office.

To countersign the Establishment pay bills and T.A. bills of aided schools.

To sanction refund of tuition fees and pass the bill thereof.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian in primary schools.

To sanction destruction and preservation of records in the office as per rules.

### **Assistant Educational Officer**

To sanction higher and supergrades to teachers of aided and departmental primary schools and to Class IV and ministerial staff in his office according to rules.

To transfer primary school teachers.

To sanction leave as in column I to Officers in his office and also teaching and non-teaching staff of aided primary schools [Rule 57 and 58 Chapter XIV (A) K.E.R.].

To sanction casual leave to Head Clerk/Junior Superintendent and Heads of primary schools.

To sanction vacation duty to teaching staff under his jurisdiction.

To initiate disciplinary action against the officers working in his office and in departmental primary schools and to impose punishment as provided in K.C.S., C.C. and A Rules.

To authorise increment to all officers in the subordinate service in his office and also to all primary school teachers.

To convene conferences of department and aided primary school staff when directed by higher officers. To depute staff, primary schools (aided and departmental) for attending conference, seminars, courses etc., convened by the Education Department.

To sanction purchase of Books, Maps, Educational appliances and other stores subject to budget provision and stores purchase rules at a cost not exceeding Rs. 1,000 at a time. Local purchase of stationery up to Rs. 100 in each case subject to annual limit of Rs. 500.

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1,000 at a time and subject to budget provision.

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 500 when the book value does not exceed Rs. 50 in each case.

To sanction the disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 50 subject to an annual limit of Rs. 500 and subject to the provision in the Kerala Financial Code.

To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 5,000 after getting the survey report from the P.W.D.

To sanction auction sale of fallen and dead trees within the school premises under his jurisdiction. To sanction sale in auction of usufructs of trees in the compounds of Departmental Primary School and lease of premises of Departmental Primary School for cultivation.

To approve estimate in respect of P.C.R. works of primary schools up to Rs. 2,000 on a proper estimate.

To sanction electrification, water supply and drainage facilities in departmental schools at the expenses of outside agencies in accordance with the guidelines, instructions, rules etc. prescribed.

To incur non-recurring contingent expenditure up to Rs. 100 in each case subject to budget provision.

To countersign T.A. bills of teaching and non-teaching staff of Departmental and aided Primary Schools. To sanction drawal of T.A. to persons deputed to attend conferences, Refresher courses, Seminars etc. outside the State under orders of competent authority.

To inspect schools under his control and submit inspection reports to the Deputy Director. To inspect nursery schools and submit reports to the D.E.O./Deputy Director (Departmental Schools to Deputy Director and aided to D.E.O.)

To sanction reimbursement of medical expenses subject to rules.

To arrange for the distribution of text-books to schools under his control.

To sanction withdrawal from the G.P.F. and K.A.S.E.P.F. refundable.

(i) Normal cases Rs. 2,000.

(ii) Special sanction up to Rs. 1,000, N.R.A. up to Rs. 1,000.

To draw without countersignature rent bills of private buildings taken up for Government primary schools. To be drawing and disbursing officer in respect of establishment pay bills, T.A. bills P.F. bills and contingent Bills of the Office. To pass establishment bills of the schools under his control and countersign the salary bills of Graduate Headmasters of U.P. School. To pass stipend and subsistence allowance bills relating to teachers under his control.

To award scholarship to cases when the selection is confined to a particular institution.

To decide finally complaints on class promotions in respect of all primary schools.

To permit change of language and subject study of pupils up to standard VII.

To sanction destruction and preservation of records in the office as per rules.

To arrange and supervise noon feeding in lower primary schools, to draw C.A.R.E. feeding bills without the countersignature of the D.E.O. to correspond with the D.P.I. direct on matters relating to C.A.R.E. feeding programme.

#### **Asst. Educational Officer's Office Junior Superintendent (H.C.)**

To sanction in leave as in Col. I to all employees working under him.

To sanction leave to non-gazetted officers in the office.

#### **Headmaster of High and Training Schools**

To appoint graduate and undergraduate teachers to sanctioned posts on a provisional basis subject to observance of rules and advice by the Employment exchange.

To sanction leave as in Col. I to all employees working under him.

To sanction casual leave to all non-gazetted officers in the schools.

To initiate disciplinary proceedings against the members of staff (non-gazetted) working under him. To impose punishments of censure, fine and withholding of increments on them.

To authorise increment to all non-gazetted officers under him including teachers.

Local purchase of stationery upto Rs. 100 at a time and an annual limit of Rs. 500. To sanction purchase of Books, Maps, Laboratory accessories, Educational appliances and other stores subject to the annual limit of Rs. 1,000 and also subject to observance of Stores Purchase Rules (This will not include expenditure out of special fee collection).

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1,000.

To write off the value of damaged class text book subject to the annual limit of Rs. 250.

To sanction the disposal of unserviceable articles out of the list approved by the Deputy Director upto a book value of Rs. 50 and subject to the provisions in the Kerala Financial Code.

To sanction sale of fallen and dead trees within the school premises.

To carry out petty construction works of an urgent nature for an amount not exceeding Rs. 500 at a time.

To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provision.

To sanction reimbursement of medical expenses subject to rules.

To sanction withdrawal from the G.P.F. and K.A.S.E.P.F. refundable upto Rs. 2,000. Special cases upto Rs. 1,000, N.R.A. upto Rs. 1,000.

To be drawing and disbursing Officer in respect of establishment Pay Bills, T.A. bills and contingent bills of the Office.

To countersign scholarship bills. To countersign maintenance grant bills.

To countersign contingent bills and T.A. Bills of teaching and non-teaching staff of the sub district.

To issue extract of admission register in school on stamped paper. To issue extract of mark list of the annual examination of standards I to IX on requisition from the guardians.

To accept endowments upto Rs. 1,000 (One thousand).

DELEGATION OF ADDITIONAL NEW POWERS OF THE  
VARIOUS OFFICERS OF THE EDUCATION DEPARTMENT

[G. O. MS. 76/84/GL EDN. DATED 25TH APRIL 1984 OF THE GENERAL  
EDUCATION (C) DEPARTMENT]

*New/Additional Powers Delegated*

**Director of Public Instruction**

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 120 days to all officers under him and to make arrangements for additional charge and sanction charge allowance as per K. S. R.

2. To sanction creation of part-time contingent post subject to the standing orders of Government.

3. (a) To sanction journey on duty of all officers whom he is competent to appoint outside State for training if there is no financial commitment on the part of Government.

(b) To depute officers under him to all places including places outside the State for accompanying sports teams, excursion parties etc. under sanctioned schemes.

4. To sanction purchase of books, maps, laboratory accessories, Educational appliances and other stores required for educational institutions subject to budget provision and Store Purchase Rules, without monetary limit.

5. To sanction disposal of condemned and dismantled buildings under the control of the department by public auction if recommended by competent authority of P. W. D.

6. (a) To sanction without reference to P. W. D. subject to budget provision for maintenance and petty construction and repair works for execution upto Rs. 20,000 in each case on a proper estimate by a qualified engineer in the case of works executed by the P. T. A.

(b) To accord administrative sanction subject to budget provision for maintenance of petty construction and repair works upto Rs. 50,000 in each case on a proper estimate prepared by P. W. D.

7. To incur non-recurring contingent expenditure upto Rs. 5,000 in each case subject to budget provision and rules under K. F. C.

8. To sanction advance against Examination contingent charges upto Rs. 50,000 at one time subject to budget provision.

9. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000 at a time waiving Store Purchase Rules and subject to annual limit of Rs. 5,000.

10. To sanction shifting of office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per mensem on rent and non-availability certificate by P. W. D.

11. To sanction printing in private presses in emergent cases when the work cannot be got done by the Kerala Books and Publications Society or Superintendent of Government Presses subject to approval of the rates by the Superintendent of Government Presses.

12. To sanction refunds of all sums received by the Department when it is clear that Government are not entitled to such amounts.

13. To incur expenditure for ceremonial function upto Rs. 1,000 for each function.

14. To incur items of expenditure of a trivial nature not exceeding Rs. 500 at a time for bonafide purpose even if there are no specific rules to regulate such expenditure. To subscribe to the journals, newspapers etc. required for the department.

15. To sanction extensions within the office to existing telephones subject to budget provision

16. To sanction exemption from the conditions of bonds executed by the pupils of sports schools who discontinued the course in the sports school in deserving cases.

17. To sanction repairs of departmental vehicles involving expenditure of Rs. 15,000 in the case of heavy vehicles and Rs. 5,000 in the case of light vehicles including replacement of spare parts in workshops approved by Government subject to budget provision following the procedure laid down by Government.

18. To sanction local purchase of spare parts and repair of departmental vehicles in the case of breakdown during the course of journey. Such purchase and repairs should be limited to minimum requirements to render the vehicles fit for journey to headquarters.

#### **Additional Director of Public Instruction**

1. To make appointment to all posts in the department upto and including lowest gazetted posts.

2. To sanction shifting of an office or institution from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per month subject to general rules in the matter.

3. To sanction all cases of Non-refundable withdrawals from the General Provident Fund subject to the conditions and limitations in the General Provident Fund (Kerala) Rules.

4. To award scholarships of a State-wide nature according to rules, approved by Government.



5. To accept endowment and prizes and approve rules thereof in respect of school.
6. To sanction utilisation of accumulated unspent balance of special fee for purpose other than that to which it is collected.
7. To sanction vacation duty to officers.
8. To grant duty leave to teachers.
9. To approve the tour programmes and tour diaries of all officers upto the level of Deputy Director in the teaching branch and countersign their T.A. Bills.

### **Administrative Officer**

1. To sanction leave other than study leave, special disability leave, leave without allowances exceeding 120 days to all officers upto the level of Deputy Directors and to sanction surrender of Earned Leave subject to eligibility to all officers upto the level of Joint Directors.
2. To countersign the T. A. Bills of all Officers in the Directorate upto the level of Deputy Directors based on approved tour diary.
3. To sanction reimbursement of Medical expenses in respect of officers upto and including Deputy Directors subject to rules and to exercise the powers of the Director in regular to condonation of delay in preferring the claims.
4. To sanction House Building Advance to all Non-gazetted Officers and Lowest Gazetted Officers and countersign the bills thereof subject to the principles approved by the Director and K. F. C. Rules.
5. To sanction non-recurring contingent charges upto Rs. 1,000 subject to budget provision.
6. To sanction purchase of furniture required for the Directorate within the standards prescribed by Government, subject to budget provision and Store Purchase Rules.
7. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 200 in each case subject to annual limit of Rs. 2,000.
8. To sanction advertisement charges upto Rs. 2,000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.
9. To sanction repairs to motor vehicle in the department including purchase of spare parts and arrange for payment of bills upto Rs. 10,000 in the case of heavy duty vehicles and Rs. 3,000 in the case of light duty vehicles in each case subject to rules relating to the maintenance and repairs of departmental vehicles.

10. To write off of unserviceable articles including damaged and worn out articles, books etc. in the Directorate subject to an amount limit of Rs. 10,000 when the book value does not exceed Rs. 1,000 in each case.

11. To sanction refund of all sums received when it is clear that Government is not entitled to such amount.

### **Finance Officer**

1. To obtain quarterly reports relating to post audit and pre-audit of Aided School Bills conducted by the Accounts Officers attached to Deputy Directors' Office and to review the progress of work periodically and submit review report to the Director of Public Instruction.

2. To sanction all cases of temporary withdrawals from KASEPF Deposits subject to other conditions and limitations under the rules of the Fund.

3. To sanction non-refundable withdrawals from KASEPF deposits without monetary limit subject to other conditions and limitations under the rules of the Fund in normal cases.

### **Finance Officer, Grade II**

1. To assign and reassign Insurance Policies offered as collateral security by Non-Gazetted Officers in the department for House Building Advance taken by them.

2. To release the mortgage deeds in respect of mortgaged to Government by Non-Gazetted Officers in the department as security for House Building Advance taken by them.

3. To be in charge of safe custody of the documents mortgaged by Non-Gazetted Officers in the department for House Building Advance and conveyance advance.

4. To sanction non-refundable advance to Non-gazetted Officers from G. P. F. deposit, upto Rs. 5,000 subject to G. P. F. Rules.

### **Accounts Officer**

1. To sanction and disburse the amount under Family Benefit Scheme on behalf of the Director of Public Instruction.

2. To scrutinise the files relating to scholarships, endowments, bulk purchase of stores, etc. write off, theft and disposal of unserviceable articles.

**Administrative Assistant/ Additional Administrative Assistant**

1. To open service book of the Non-Gazetted Employees in the Directorate and attest entries therein.
2. To post Peons, Typists, Clerks, Superintendents to various section in the Directorate in consultation with the Administrative Officer.
3. To sanction all kinds of leave including surrender of earned leave except study leave, special disability leave and leave without allowance exceeding 120 days, to all Non-Gazetted Employees in the Directorate.
4. To sanction all cases of temporary withdrawals from Provident Fund deposits subject to the rules of the fund.
5. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case subject to an annual limit of Rs. 1,000 observing Store Purchase Rules.
6. To sanction auction sale of usufructs of trees and lease the premises of the Directorate for cultivation. To sanction auction sale of all dead or fallen trees in the premises of the Directorate.
7. To sanction destruction of old records as per rules.

**Joint Director of Public Instruction**

1. To be in overall charge of all State Level functions conducted by the Education Department namely Youth Festival, State Games Meet, State Athletic Meet, State Aquatic Meet, Mini Meet, etc.
2. To review the academic inspection of Aided and Government Schools conducted by the District Educational Officers and Assistant Educational Officers.
3. To review of appeal petitions regarding approval of appointments, promotion, etc., of Aided School Staff.
4. To condone delay in submission of appointment order to the District Educational Officers and Assistant Educational Officers by the Managers of Aided Schools as per the provisions in K. E. R.
5. To conduct selection of candidates for B. Ed., T. T. C. and L. T. T. subject to rules.
6. To exercise the powers of the Director in regard to the sanction of conveyance allowance to physically handicapped employees as per rules.
7. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case subject to an annual limit of Rs. 10,000.

To sanction disposal of condemned building by auction when the book value does not exceed Rs. 10,000 in each case of certified by Competent Officer of P. W. D.

8. To sanction write off of the irrecoverable arrears of revenue and other irrecoverable amounts including the value of stores and unserviceable articles upto Rs. 1,000 in each case subject to annual limit of Rs. 5,000 as per rules.

### **Deputy Director (in the Directorate)**

1. To conduct Academic Inspection of the Government and Aided Special Schools and review their working and submit report thereon to Director.

2. To fix the staff strength of Government Special Schools in the State as per rules.

3. To dispose of the appeal petitions regarding the sanction of Higher Grade to all Government Employees and Aided School Staff.

4. To sanction write off of the value of CARE Food articles due to theft.

5. To sanction L.S.S., U.S.S., Sainik School Scholarship, etc., according to rules.

### **Deputy Director (Education)**

1. To make appointment to the sanctioned posts of all categories of teachers excluding Headmasters of High and Training Schools and special schools subject to recruitment rules.

2. To transfer all personnel in the teaching branch excluding Headmasters of High and Training Schools.

3. To make all charge arrangements in vacancies within his jurisdiction and to sanction charge allowance as per rules in K. S. R.

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all officers (Gazetted and Non-gazetted) under his control.

5. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VIII in K. S. R.

6. To promote Primary School Teachers as High School Assistants and Primary School Headmasters.

7. To sanction vacation duty to teaching staff under his control.

8. To prepare and maintain the seniority list of teaching staff recruited or appointed on District-wise basis.

9. To sanction pension to all Non-gazetted teaching and Non-teaching staff including aided school in the district.

10. To initiate disciplinary action and to impose minor penalties as specified in Rule II (1) of C. C. and A. Rules on 1st level Gazetted Officers of whom Director of Public Instruction is the appointing authority.

11. To sanction reimbursement of Medical expenses to Gazetted Officers in his office and D. E. Os. and A. E. Os. in the Revenue District without monetary limit subject to Medical Attendance Rules.

12. To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in respect of all employees in the District subject to P.F. Rules concerned. To sanction non-refundable advance from G.P.F./K.A.S.E.P.F. subject to the conditions and limitations in the P. F. Rules concerned.

*Note* :—No relaxation of any provisions in the G. P. F. Rules will be allowed under any circumstances.

13. To sanction payment under Family Benefit Scheme in respect of all Private Aided Schools and all officers in his office and Heads of Offices and institutions under him.

14. To incur non-recurring contingent expenditure upto Rs. 1,000 in each case subject to budget provision and observances of rules.

15. To sanction purchase of books, laboratory equipments, educational appliances and other items of stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 1,00,000 at a time.

16. To purchase furniture (including office furniture) according to approved specifications and standards subject to budget provision and Stores Purchase Rules and also subject to General Orders in the matter issued by Government/Director of Public Instruction.

17. To arrange manufacture and supply of furniture under the scheme of purchase of furniture for Departmental Schools by the Parent Teachers Association as per G.O. Rt. 1693/81/G. Edn, dated 16-5-1981 and also to fix the local rates as per the scheme.

18. To sanction advance to the P. T. A. and to make final payment to the P. T. A. as specified in the G. O.

19. To arrange the distribution and transportation of furniture purchased by the D. P. I to the schools and to accord administrative sanction for the transportation charge of furniture from the office of the District Educational Officers to the Schools not exceeding Rs. 25,000 at a time.

20. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

21. To sanction repairs to Motor Vehicle upto Rs. 1,500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

22. To accord administrative sanction for original works the cost of which does not exceed Rs. 2 lakhs subject to budget provision.

23. To accord administrative sanction for maintenance and repairs works upto Rs. 20,000 on the basis of estimate prepared by the Public Works Department.

24. To sanction printing of forms, circulars, pamphlets, etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month. (Printing of new forms and Registers should have the approval of the Government.)

25. To sanction write off of the value of stores to the book value of Rs. 500 in each case on account of deficiency, depreciation or similar reason provided that a copy of such order is sent to the Accountant General explaining the circumstances which occasioned or led to loss.

26. To sanction the disposal of unserviceable articles where the book value of each such item does not exceed Rs. 2,000 subject to the limit of Rs. 3,000 at a time as per provision in the Kerala Financial Code.

27. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 20,000 on the basis of the survey report of the Public Works Department.

28. To execute agreements towards purchase of stores (such as furniture, equipments, books, etc.) within their financial powers. To execute agreement with the contractors for the transportation of Care food materials. To execute agreement with teachers selected for various training courses in the institutions in the State. To execute lease deeds of private buildings taken on rent within their financial competency.

29. To sanction investigation of arrear claims except time barred claims by the Accountant General in respect of all Government servants within the District and as well as arrear claims relating to contingencies.

30. To sanction shifting of office and school buildings and hiring of private buildings, the rent of which does not exceed Rs. 1,000 per mensem as per rules.

31. To inspect the office of the D. E. Os. and Educational Institutions in the District and to review the inspection reports sent by D. E. Os. Inspection reports of the Deputy Director, (Education) will be submitted to the D. P. I.

32. To convene or direct to convene conferences of subordinate Officers including Heads of Private Schools within the Revenue District.

To depute Staff and Teachers to attend Departmental conferences, seminars, courses, etc., convened in the State by the Education Department.

33. To make original selection of candidates for T. T. C. course under open quota as per rules and to effect transfer of the first and second year trainees in exceptional cases and for sufficient reason.

34. To grant stipend and subsistence allowance to trainees undergoing B. Ed./T. T. C./L. T. T. Courses according to rules.

35. To accept cash contribution as also lands and buildings from public for educational purposes as prescribed. To sanction collection of funds for purpose of providing building, furniture, equipments, etc., for Departmental Schools as prescribed.

36. To grant permission under rule 14 of the Government Servants Conduct Rules, 1960, to Teachers and Headmasters and other staff of the school to participate in the collection of funds as sanctioned above.

37. To forward applications to the District Collector concerned for acquisition of land for schools.

#### **Administrative Assistant in the Deputy Director's Office**

1. To make appointment to the sanctioned Non-gazetted posts upto and including the level of L. D. Clerks/Typists subject to recruitment rules.

2. To make appointment and to promote part-time contingent employees subject to the general orders of Government.

3. To transfer all officers in the Ministerial Branch up to and including the level of Junior Superintendent and last grade employees within the Revenue District.

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all members of staff below his rank in his office.

5. To sanction casual leave to all members of staff below his rank in his office.

6. To authorise increment to all Non-Gazetted Officers in his office.

7. To sanction higher grade to the staff working in the office.

8. To sanction higher and senior grades to Teaching and non-teaching staff of incomplete Departmental High School.

9. To prepare and maintain the seniority list of employees whom he is competent to appoint on District-wise basis.

10. To initiate disciplinary action and impose minor penalties as specified in Rule 11 (1) of C. C. and A. Rules on U. D. Clerk, Head Clerk/Head Accountant and Junior Superintendent.

11. To be Drawing Officer in respect of Establishment Pay Bills, T. A. Bills, P. F. Bills, Contingent Bills, etc., relating to the Office.

12. To sanction reimbursement of medical expenses to the Gazetted Officers below his level and Non-gazetted Staff in his Office subject to Medical Attendance Rules.

13. To sanction cycle advance to eligible employees in the District subject to rules and budget allotment.

14. To sanction Mosquito Net Advance to the eligible members of the staff in his office subject to rules and budget allotment.

15. To sanction temporary withdrawals from G. P. F. in respect of members to the conditions and limitations in the General Provident Fund Rules.

16. To sanction Non-refundable advance from G. P. F. upto Rs. 5,000 subject to the conditions and limitations in the General Provident Fund Rules.

*Note* :—No relaxation of any provisions in the G. P. F. Rules will be empowered under any circumstances.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 500 in each case subject to annual limit of Rs. 3,000 and subject to budget provision and Store Purchase Rules.

19. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

20. To sanction printing of forms, circulars, pamphlets, etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month (Printing of new forms and Registers should have the approval of the Government.)

21. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

22. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.



23. To give confirmation of auction sales conducted by the Heads of schools.

24. To execute agreement with the leasee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

25. To sanction destruction and preservation of records in the office subject to rules.

26. To inspect the office of the A. E. Os., in the District and submit the inspection report to the D.P.I., for review.

27. To attest the entries in Part I and II of the Service Books of the employee in his office.

28. To organise and control the working of various sections in his office.

29. To be in-charge of the office in the absence of Deputy Director.

30. To correspond with Higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of the communication approved by Deputy Director (Edn.)

31. To approve the draft communication to the subordinate Officers and public.

#### **Accounts Officer in Deputy Director's Office**

1. To sanction casual leave to all members of staff working under his control.

2. To conduct periodical verification and test check of grade promotions sanctioned by the Headmasters and Assistant Educational Officers.

3. To conduct the audit of accounts of all Educational institutions and offices including Text Book Depots in the District.

4. To conduct surprise visits and verify the cash balance, cash books and other accounts in the sub offices and institutions in the District.

5. To conduct post audit of bills and pre-audit of arrears claims relating to Aided Schools in the District.

6. To be in-charge of the preparation and submission of annual budget estimate and control of expenditure of all Educational Institutions and Offices in the Revenue District. To sanction and communicate the distribution of budget allotment to the subordinate officers.

7. To watch the progress of expenditure periodically with reference to budget allotment and take timely action to regularise excess expenditure, if any.

8. To reconcile the Departmental figures of expenditure and receipt with those booked in the Treasury figures.

9. To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of communications approved by the Deputy Director (Education).

10. To approve the draft communications to the subordinate officers and public.

### **District Educational Officer**

1. To make provisional appointment to the sanctioned posts of Ministerial Staff and Last Grade Servants in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To make appointment to the sanctioned part-time contingent posts in his office subject to general orders of Government.

3. To transfer all teaching staff excluding the Heads of High and Training Schools and non-teaching staff upto and including the level of U. D. Clerks within the jurisdiction under exigencies of service subject to ratification by the Deputy Director (Education).

4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all officers working in his office.

5. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to the Heads of Aided High and Training and Special Schools.

6. To sanction casual leave to all officers working under him and to himself and provided in rule 3 of Appendix VII in K.S.R.

7. To issue permission to Heads of Schools and A. E. Os. to leave jurisdiction headquarters on C. L.

8. To sanction higher and senior grades to teaching and non-teaching staff of Aided High and Training and Special Schools and higher grade to the staff working in his office.

9. To sanction vacation duty to teaching staff under his control.

10. To initiate disciplinary action against all officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C. C.&A) Rules.

11. To initiate disciplinary action against all teaching and non-teaching staff in Aided Schools under his jurisdiction subject to the provisions in K.E.R.

12. To countersign the T. A. Bills and Personal Assistant in his office, Educational Extension officers and Heads of High Schools, Training Schools and Special Schools within the Educational District.

13. To sanction reimbursement of medical expenses to personal Assistant in his office, Educational Extension officers, Heads of Departmental High Schools, Training Schools and special Schools in the Educational District without monetary limit subject to Medical Attendance Rules.

14. To sanction temporary withdrawals from G.P.F./K.A.S.E.P.F. in respect of all employees in the Educational District upto Rs. 5,000 subject to P. F. Rules concerned.

15. To sanction Non-refundable Advance from G.P.F./K.A.S.E. P.F. upto Rs. 5,000 subject to the conditions and limitations in the P.F. Rules concerned.

Note:—No relaxation of any provisions in G.P.F. Rules will be empowered under any circumstances.

16. To sanction payment under Family Benefit Scheme in respect of all employees in his office and in Aided High Schools.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 and subject to budget provision and Store Purchase Rules.

19. To purchase office furniture according to approved specifications and standards upto Rs. 5,000 at a time subject to budget provision and Store Purchase Rules.

20. To sanction repairs of furniture according to rules subject to annual limit of Rs. 10,000 and subject to budget provision.

21. To sanction repairs to motor vehicles upto Rs. 500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

22. To sanction write off of the stores book value of upto Rs. 500 at a time which are purchased out of special fee account of the school subject to special fee rules.

23. To sanction write off of the value of unserviceable stores of Aided Schools upto an annual limit of Rs. 5,000 in each case subject to rules.

24. To sanction the disposal of unserviceable articles in the office when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules.

25. To execute agreement towards purchase of stores within their financial powers.

26. To inspect all High and Training and Special schools including recognised schools and subject inspection report to the Deputy Director (Education). To review the inspection reports submitted by the Asst. Educational Officers.

27. To convene conference of Heads of Schools and A.E. Os., in the Education District whenever necessary.

28. To depute staff and teachers for attending conferences, seminars, courses etc., convened in the State by the Education Department.

29. To sanction building and equipment grant and maintenance grant to Aided Special Schools in the State according to rules.

30. To sanction educational concessions to the Handicapped pupils in Special Schools and High and Training Schools as per G. O. (P) 412/69/Edn. dated 3-11-1969.

31. To sanction payment of recurring grant to Voluntary Educational Organisations and Institutions.

32. To sanction payment of annual recurring grant to recognised Nursery Schools subject to budget provision and as per rules approved by the Government.

33. To award Scholarships in cases when the selection is confined to a particular institution (High and Training Schools including U.P Section).

34. To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

35. To permit change of language and subject study of pupils upto Standard VII in composite schools.

36. To decide finally complaints on class promotions in respect of High and Training Schools.

37. To sanction parallel divisions in English Medium Schools in the next higher Standards progressively when once the school is granted English medium Standards under intimation to the Director of Public Instruction.

### **Personal Assistant to the District Educational Officer**

1. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all Non-gazetted employees in his office and Heads of incomplete High Schools (Departmental and Aided).
2. To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days of all teaching and non-Teaching staff in Aided Schools where the Head of institution is under-qualified and where there is no Headmaster Teacher-in-charge appointed by the Manager.
3. To sanction casual leave to all members of staff working under his control.
4. To authorise increments to all Non-Gazetted officers in his office, Heads of Aided High and Training and Special Schools and Teaching & Non-teaching staff of Aided Schools where Head of institutions is under-qualified and where there is no Headmaster, Teacher-in-charge, appointed by the Manager. Also to authorise increment to the Assistant-in-charge of incomplete High School (Departmental and Aided).
5. To be drawing officer in respect of Establishment Pay Bills, T. A. Bills, P. F. Bills, Contingent Bills etc., of the office. To countersign Establishment pay bills, Maintenance grant Bills etc. of Aided Schools and to countersign the contingent bills of incomplete Department High School.
6. To countersign bills relating to Educational grant-in-aid scholarship, stipend, Book allowance etc., in respect of Non-Government Institution. To be Drawing and Disbursing officer in respect of Aided Schools where there is no Headmaster or Teacher-in-charge appointed by the Manager.
7. To draw and disburse T. A. claims of all Non-Gazetted Staff in his office.
8. To countersign T. A. bills of teaching and non-teaching staff including Headmasters of Aided Schools.
9. To countersign T. A. bills of teaching and Non-teaching staff of Departmental High School, Training Schools and Special School within the District.
10. To sanction reimbursement of medical expenses to the staff in his office and teaching and Non-Teaching staff of Departmental and Aided Schools (including Aided School Headmasters) without monetary limit subject to Medical Attendance Rules.

11. To sanction Mosquito net advance to the eligible members of the staff in his office subject to rules and budget allotment.

12. To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the Educational District upto Rs. 3,000 subject to P. F. rules concerned.

13. To sanction Non-refundable advance from GPF/KASEPF upto Rs. 3,000 subject to the conditions and limitations in the P.F. Rules concerned.

*Note:—*No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

14. To sanction payment under family Benefit Scheme in respect of the staff working in incomplete Departmental High schools.

15. To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provision and observance of rules.

16. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

17. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

18. To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

19. To sanction investigation of arrear claims by the Accounts officer in the Deputy Director's office relating to all employees working in Aided Schools within the Educational District except time barred claims.

20. To prepare and submit monthly expenditure statement of Aided High and Training and special Schools and his office to the Deputy Director for reconciliation and monthly plan progress report.

21. To sanction destruction and preservation of records in the office subject to rules.

22. To attest the entries in Part I and II of the Service Books of the employees in his office.

23. To attest the entries in Part I and to make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Aided Schools.

24. To issue Service Certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Schools.

25. To organise and control the working of various sections in his office.

26. To be in charge of the office in the absence of District Educational officer.

27. To correspond with higher authorities in routine matters and to sign "For District Educational officer" fair copies of communications approved by the District Educational officer. Approve the draft communications to the subordinate officers and public.

### **Assistant Educational Officer**

1. To make provisional appointment to the sanctioned posts of P. D. teachers, ministerial staff and Last Grade Servants in schools and in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To make appointment to the sanctioned posts of part-time contingent employees in his office and schools subject to general orders in the matter.

3. To transfer teaching and non-teaching staff in primary schools within the sub district under exigencies of service subject to ratification by the Deputy Director (Edn.).

4. To make charge arrangements in vacancies of Heads of Primary Schools and to sanction charge allowances as per rules in K.S.R.

5. To sanction leave other than study leave and special disability leave and leave without allowances exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided Primary Schools and also teaching and non-teaching staff of Primary Schools where the Head of Institution is under-qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager subject to rules in K.E.R.

6. To sanction casual leave to all officers working under his control and to himself as provided in Rule 3 of Appendix VII in K.S.R.

7. To issue permission to Heads of Primary Schools to leave jurisdiction/Headquarters on C. L.

8. To authorise increment to all employees in his office, Head of Departmental and Aided Primary Schools and Teaching and Non-teaching staff of primary schools where head of Institution is under-qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager.

9. To sanction higher and senior grades to teaching and non-teaching staff of Departmental and Aided Primary Schools and Higher grades to the staff working in his office.

10. To sanction vacation duty to teaching staff under his control.

11. To initiate disciplinary action against the officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Service (C.C. & A) Rules. To initiate disciplinary action against all teaching and non-teaching staff in Aided Primary Schools under his jurisdiction subject to the provisions in K.E.R.

12. To be drawing officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills, Contingent Bills etc., of the office and incomplete Departmental Primary Schools.

13. To countersign the establishment Pay Bills, Maintenance Grant Bills, Scholarship Bills etc., of Aided Primary Schools in the Sub District.

14. To draw and disburse T.A. claims of the staff in his office.

15. To countersign T.A. Bills of teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools.

16. To sanction reimbursement of Medical expenses to the staff in his office and teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools in the sub district without monetary limit subject to Medical Attendance Rules.

17. To sanction Mosquito net advance to the eligible employees under his control subject to rules and budget allotment.

18. To sanction temporary withdrawals from General Provident Fund K.A.S.E.P.F. in respect of all employees in the sub district upto Rs. 3000, subject to P.F. rules concerned.

19. To sanction Non-refundable advance from G.P.F., KASEPF upto Rs. 3000 subject to the conditions and limitations in the P.F. rules concerned.

*Note*— No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

20. To sanction payment under Family benefit scheme in respect of all employees in his office and Departmental Primary Schools and Aided schools under him.

21. To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provision and observance of rules.



22. To sanction purchase of books, Educational appliances and other stores subject to budget Provision and Stores Purchase Rule not exceeding Rs. 2,000 at a time.

23. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 in each case subject to annual limit of Rs. 500 and subject to budget provision and stores Purchase Rules.

24. To purchase office furniture according to approved specifications and standards upto Rs. 2,000 at a time subject to budget provision and stores purchase rules.

25. To sanction repairs of furniture according to rules upto Rs. 5,000 at a time subject to budget provision.

26. To accord administrative sanction for maintenance and repair works upto Rs. 10,000 on the basis of the estimate prepared by the Public Works Department. To carry out maintenance and repairs works of an urgent and unforeseen nature upto Rs. 3,000 on proper sanction from the Departmental officer concerned.

27. To sanction Electrification, Water Supply, Drainage & Toilet facilities in Departmental Schools at the expenses of outside agencies in accordance with the guidelines instruction, Rules etc , prescribed under intimation to the Deputy Director.

28. To sanction write off of the stores book value upto Rs. 300 at a time which are purchased out of special fee account of the school subject to special fee rules. To sanction write off of the value of un serviceable stores in Departmental and Aided Primary schools subject to annual limit of Rs. 2,000 when the book value does not exceed Rs. 100 in each case subject to rules.

29. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case as per code rule, and also to give confirmation of auction sale conducted by the heads of Primary Schools.

30. To sanction disposal by auction of condemned buildings of primary schools, the book value of which does not exceed Rs. 10,000 on the basis of the survey report of the Public works Department.

31. To sanction sale in auction of usufructs of trees in the compound of his office and schools premises.

32. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office and primary school premises and lease of office and primary school premises for cultivation.

33. To give confirmation of auction sales conducted by the Heads of Primary Schools.

34. To execute agreement towards purchase of stores within their financial powers.

35. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of office and school premises for cultivation etc.

36. To execute agreement with the contractors for handling of CARE food materials in the sub depots.

37. To prepare and submit monthly expenditure statement of his office and all primary schools in the sub district to the Deputy Director for reconciliation and monthly plan progress report.

38. To sanction destruction and preservation of records in the office subject to rules.

39. To inspect all Primary Schools including Nursery and Recognised Schools under his control and submit inspection report to the District Educational Officer.

40. To convene conferences of Heads of Primary Schools whenever necessary.

41. To depute staff and Teachers for attending Conferences, Seminars, courses etc., convened in the State by the Educational Department.

42. To sanction maintenance grant to Aided Primary Schools at the approved rates.

43. To submit recommendation for annual recurring grant of Nursery Schools to the District Educational Officers.

44. To sanction Educational concessions to the handicapped pupils studying in Primary schools as per G.O. (P) 412/69/Edn, dated 3-11-1969.

45. To award scholarships in cases when the selection is confined to a particular institution (all U.P and L.P. schools).

46. To permit change of language and subject study of pupils upto standard VII.

47. To decide finally complaints on class promotions in respect of Primary Schools.

48. To arrange and supervise noon feeding in Lower Primary Schools, to draw CARE feeding bills to make correspondence with D.P I. direct on matters relating to CARE feeding programme.

49. To accept endowments upto Rs. 1000 subject to the approval of the scheme by Government.

50. To attest the entries in Part I and II of the Service Books of the employees in his office and teaching and non-teaching staff of Aided Primary Schools. To make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Government Primary Schools. To issue service certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

**Headmasters of High and Training Schools and Special Schools, Chief Instructor of R.L.T.C and H.T.T.I.**

1. To make provisional appointment to the sanctioned posts of teachers, ministerial staff and last grade employees in the school through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all members of staff working under him. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

3. To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

4. To authorise increment to all employees working in the School. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

5. To sanction higher and senior grades to teaching and non-teaching staff working under him.

6. To initiate disciplinary action against the staff working under him and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C.C. and A.) Rules.

7. To be Drawing Officer in respect of establishment pay bills, T. A. bills, P. F. bills, contingent bills, stipend and subsistence allowance bills, scholarship bill, etc., in respect of the School Asst. in-charge of incomplete H.S. is authorised to draw and disburse the bill relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. bills, scholarship bills etc. in respect of the school (Asst-in-charge of incomplete H.S. authorised to draw and disburse the bills relating to the pay and allowances of their own and

their establishment including the pay and allowance of contingent employees without countersignature and P.F. bills, scholarship bills etc., in respect of the school).

8. To sanction mosquito net advance to the eligible members of the staff in his school subject to rules and budget allotment.

9. To sanction temporary withdrawals from G.P.F. in respect of members staff in the school upto Rs. 3,000 subject to General P.F. rules. To sanction non-refundable advance from G P. F. upto Rs. 3,000 subject to the conditions and limitations in the General Provident Fund Rules.

Assistant-in-charge of incomplete H.S. is authorised to sanction temporary withdrawals in normal cases upto Rs. 3,000.

*Note*:—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

10. To sanction payment under Family Benefit Scheme in respect of all employees working in the school.

11. To incur non-recurring contingent expenditure upto Rs. 100 in each case subject to budget provision and observance of rules. (Assistant-in-charge of incomplete High School is authorised to exercise this power).

12. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 at a time and annual limit of Rs. 500 subject to budget provision and Stores Purchase Rules. To sanction purchase of books, laboratory equipments, educational appliances and other stores not exceeding Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules. (This will not include expenditure from special fee collection.)

13. To purchase office furniture according to the approved specifications and standards upto Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules.

14. To sanction repairs of furniture according to rules subject to annual limit of Rs. 2,000 and subject to budget provisions.

15. To carry out maintenance and repair works of an urgent and unforeseen nature upto Rs. 1,000 on proper sanction from the Departmental Officer concerned.

16. To sanction electrification, water supply, drainage and toilet facilities in his school at the expenses of outside agencies in accordance with the guidelines, instructions, rules etc., prescribed under intimation to the Deputy Director (Assistant-in-charge of incomplete H. S. is authorised to exercise this power with the approval of the Deputy Director).

17. To sanction write off of the stores book value upto Rs. 100 which are purchased out of special fee account of the school subject to special fee rules (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

18. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 250.

19. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power with the approval of the Deputy Director).

20. To sanction auction sale of fallen and dead trees within the school premises subject to confirmation by the Deputy Director (Education).

21. To permit to cut down the living trees when it endangers to life or property and to dispose of them with the approval of the Deputy Director (Edn.) as per rules. To sanction auction sale of usufructs of trees and lease of school premises for cultivation subject to confirmation by the Deputy Director (Edn.) (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

22. To execute agreement towards purchase of stores within their financial powers.

23. To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of school premises for cultivation etc.

24. To prepare and submit monthly expenditure statement of the school to the Deputy Director for reconciliation and monthly plan progress report.

25. To sanction destruction and preservation of records in the school subject to rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

26. To grant permission for lending of school buildings and premises to outside agencies on rent prescribed in G.O. (MS) No. 20/77/G. Edn. dated, 29-1-1977 of the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

27. To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

28. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power.)

29. To issue extract of Admission Register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standards upto IX on requisition from the guardian as per instructions issued from time to time. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power.)

30. To accept endowments upto Rs. 1,000 subject to the approval of scheme by Government.

31. To attest the entries in Part I and II of the Service Books of the employees in the school. To make Service verification entries in Part II of the Service Book of employees in the school. (Assistant-in-charge of incomplete H.S. is authorised to attest the entries in Part II of Service Books).

**Headmasters of Primary Schools who have Passed Account Test and Test in K.E.R. or who stand Exempted from Passing the Test and Graduate Headmaster of U.P.S.**

1. (a) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all members of staff working under him.

(b) To sanction casual leave to all members of staff working under him and to himself as provided to Rule 3 of Appendix VII in K. S. R.

2. To authorise increment to all employees working in the School.

3. To be Drawing Officer in respect of bills relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without counter-signature and P.F. bills, scholarship bills etc., in respect of the school.

4. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 100.

5. To conduct auction sale of unserviceable articles in the school upto the book value of Rs. 100 and dispose of them with the approval of the Assistant Educational Officer.

6. To sanction disposal of the fallen and dead trees within the school premises subject to the confirmation by the Assistant Educational Officer.

To permit to cut down the living trees, when it endangers to life or property with the approval of the Assistant Educational Officer as per rules.

7. To grant permission for lending school buildings and premises to outside agencies on rent prescribed in G.O. (MS) No. 20/77/G. Edn. dated, 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the controlling Officer.

To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer.

8. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules.

9. To issue extract of admission register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standards upto VII on requisition from the guardian as per instructions issued from time to time.

10. To attest the entries in Part II of the Service Books of the employees in the school.

### General

1. All appointing authorities are empowered to issue N.L.C. for getting passport to the employees whom he is competent to appoint.

2. All appointing authorities are empowered to impose major punishment as per Kerala Civil Services (C.C. and A) Rules.

3. District Educational Officers are authorised to conduct annual stock verification of District Text Book Depots.

4. The Deputy Directors (Education) will be responsible for the overall control and supervision of all the offices and institutions under their jurisdiction.

5. The powers delegated to the various officers in the hierarchy will be exercised by the Superior Offices whenever necessary.

[COPY OF G.O. (P.) No. 690/87 FIN. DATED, 21-8-1987 FROM FINANCE  
(PENSION-B) DEPARTMENT]

- Read:—1. G.O. (P) 577/83/Fin. dated, 12-9-1983.  
2. Letter No. D4-128715/85 dated, 15-11-1985 from the  
Director of Public Instruction, Trivandrum.

### ORDER

In the G. O. cited Government have delegated the power of sanctioning pension to the subordinate officers. In the light of this G.O. the Director of Public Instruction is the Pension Sanctioning Authority in respect of all Gazetted Officers working under him. The Deputy Directors at the District level are the Pension Sanctioning Authorities of all non-gazetted Officers. The pension of Headmasters and Assistant Educational Officers is now being sanctioned by the Additional Director of Public Instruction.

2. The Director of Public Instruction in his letter cited has requested to issue necessary orders delegating the power of sanctioning pension of Headmasters/Assistant Educational Officers to Deputy Directors of the district level to expedite the disposal of pension cases.

3. Government after examining the question in detail are pleased to delegate further the power of sanctioning pension to the Deputy Directors of Education of district level in the case of Headmasters and Assistant Educational Officers.

4. Necessary amendments to the relevant rules in Part III K.S.R. and K.T.C. will be issued separately.

By order of the Governor,  
R. NARAYANAN,  
*Commissioner & Secretary (Finance).*



CHAPTER XII  
STATISTICAL TABLES

TABLE NO.

**Area, Population and Density of Population in Kerala**

<i>District</i>	<i>Area in Sq. K. M.</i>	<i>1981 Population</i>			<i>Density of population per Sq. K. M.</i>
		<i>Total</i>	<i>Male</i>	<i>Female</i>	
Thiruvandrum	2192.0	2596112	1279150	1316962	1184
Quilon	4620.0	2813650	1388678	1424972	609
Alleppey	1883.0	2350145	1146407	1203738	1248
Kottayam	2204.0	1697442	848462	848980	770
Idukki	5061.0	971636	494999	476637	192
Ernakulam	2408.0	2535294	1269174	1266120	1053
Trichur	3032.0	2439543	1161675	1277868	805
Palghat	4480.0	2044399	994196	1050203	456
Malappuram	3548.0	2402701	1170778	1231923	677
Kozhikode	2345.0	2245265	1111409	1133856	957
Wynad	2132.0	554026	284261	269765	260
Cannanore	2968.0	1930726	946553	984173	651*
Kasaragod	1990.0	872741	432025	440716	439@
<b>Kerala</b>	<b>38863.0</b>	<b>25453680</b>	<b>12527767</b>	<b>12925913</b>	<b>655</b>

Note:—The figures of the Pathanamthitta Revenue District are not separately available from Quilon, Idukki and Alleppey districts.

\* Tellicherry, Cannanore and Taliparamba Taluks

@ Kasaragod and Hosdurg Taluks

TABLE NO. 2

## Kerala State District-wise Literacy Rate (1981 Census)

<i>District</i>	<i>Total Population 1981</i>			<i>Literate Population 1981</i>			<i>Percentage of literate population</i>		
	<i>Male</i>	<i>Female</i>	<i>Total</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Trivandrum	12.79	13.17	25.96	9.63	8.67	18.30	75.29	65.85	70.50
Quilon	13.89	14.25	28.14	10.85	10.00	20.85	78.10	70.21	74.11
Alleppey	11.46	12.04	23.50	9.41	9.04	18.45	82.12	75.10	78.52
Kottayam	8.48	8.49	16.97	7.12	6.74	13.86	83.96	79.35	81.66
Idukki	4.95	4.77	9.72	3.57	2.98	6.55	72.15	62.55	67.44
Ernakulam	12.69	12.66	25.35	10.25	9.23	19.48	80.75	72.88	76.82
Trichur	11.62	12.78	24.40	8.98	8.97	17.95	77.31	70.21	73.59
Palghat	9.94	10.50	20.44	6.44	5.42	11.86	64.81	51.55	58.00
Malappuram	11.71	12.32	24.03	7.72	6.82	14.54	65.93	55.34	60.50
Kozhikode	11.11	11.34	22.45	8.51	7.23	15.74	76.56	63.82	70.12
Wynad	2.84	2.70	5.54	1.84	1.39	3.23	64.81	51.51	58.33
Cannanore	9.47	9.84	19.31	7.21	6.41	13.62	76.14	65.14	70.53
Kasaragod	4.32	4.41	8.73	2.74	2.06	4.81	63.43	46.71	55.10
<b>Total</b>	125.28	129.26	254.54	94.28	84.97	179.25	75.26	65.73	70.42

TABLE NO. 3

## Percentage of Literate and Illiterate Population in Kerala (Age and Sex-wise) 1981 Census

Age	Percentage of total population			Percentage of illiterate population*			Percentage of literate population		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
0—4	10.00	10.39	10.69	100.00	100.00	100.00	..	..	..
5	2.59	2.39	2.49	87.78	87.39	87.59	12.22	12.61	12.41
6	2.34	2.19	2.27	49.66	49.34	49.50	50.34	50.66	50.50
7	2.21	2.13	2.17	19.22	19.65	19.43	80.78	80.35	80.57
8	2.52	2.34	2.43	9.56	9.99	9.77	90.44	90.01	90.23
9	2.16	2.10	2.13	4.42	5.20	4.81	95.58	94.80	95.19
10—14	13.13	12.49	12.80	3.96	5.34	4.64	96.04	94.66	95.36
15—19	11.49	12.13	11.82	5.39	8.55	7.03	94.61	91.45	92.97
20—24	10.02	10.55	10.30	6.47	12.43	9.57	93.53	87.57	90.43
25—29	8.03	8.38	8.20	8.19	17.87	13.21	91.81	82.13	86.79
30—34	6.32	6.12	6.22	10.26	23.79	17.02	89.74	76.21	82.98
35—59	21.03	20.95	20.99	19.15	41.58	30.52	80.85	58.42	69.48
60	7.15	7.84	7.50	33.93	67.15	51.56	66.07	32.85	48.44
Kerala	100.00	100.00	100.00	24.74	34.27	29.58	75.26	65.73	70.42

\* To total Population.

TABLE NO. 4

**Institution Enrolment and Teachers by the Type of School and Management 1986-87**

<i>Type of School</i>	<i>No. of institutions</i>				<i>Enrolment (in lakhs)</i>			<i>No. of Teachers in lakhs</i>			<i>Enrolment of S.C., S.T. Students</i>			
											<i>Sch. Caste</i>		<i>Sch. Tribe</i>	
	<i>Govt.</i>	<i>PA</i>	<i>PUA</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
<b>High Schools</b>	938	1383	109	2430	12.52	12.25	24.77	0.37	0.53	0.90	1.36	1.36	0.11	0.09
<b>U.P. Schools</b>	926	1889	69	2884	7.99	7.52	15.51	0.20	0.30	0.50	0.94	0.85	0.09	0.08
<b>L. P. Schools</b>	2608	4079	141	6828	8.56	8.13	16.69	0.20	0.31	0.51	1.03	0.96	0.09	0.08
<b>Training schools</b>	31	64	..	95	0.10	0.10	0.20	0.004	0.006	0.01	0.01	0.01	..	..
<b>Total</b>	4503	7415	319	12237	29.17	28.00	57.17	0.77	1.14	1.92	3.34	3.18	0.29	0.25

TABLE NO. 5  
Number of Schools in Kerala—1986-87

Revenue District	High Schools				U. P. Schools				L. P. Schools				Total
	Govt.	PA	PUA	Total	Govt.	PA	PUA	Total	Govt.	PA	PUA	Total	
1 Trivandrum	115	94	17	226	99	105	7	211	307	182	17	506	943
2 Quilon	73	125	6	204	59	143	8	210	283	192	10	484	898
3 Pathanamthitta	47	113	5	165	42	84	8	134	172	244	15	431	730
4 Alleppey	55	126	4	185	68	78	2	148	201	199	14	414	747
5 Kottayam	58	166	12	236	66	130	3	199	177	281	25	483	918
6 Idukki	53	70	5	128	45	64	5	114	72	142	3	217	459
7 Ernakulam	85	173	23	281	88	101	13	202	198	280	18	496	979
8 Trichur	74	149	13	236	53	167	6	226	126	400	10	536	998
9 Palghat	56	74	8	138	54	159	6	219	197	351	10	558	915
10 Malappuram	81	73	5	159	108	225	4	337	343	479	4	826	1322
11 Kozhikode	64	94	7	165	77	241	6	324	188	540	1	729	1218
12 Wayanad	33	22	2	57	32	40	1	73	69	52	5	126	256
13 Cannanore	80	71	1	152	67	278	..	345	129	623	5	757	1254
14 Kasargode	64	33	1	98	68	74	..	142	146	115	4	265	505
<b>Total</b>	<b>938</b>	<b>1383</b>	<b>109</b>	<b>2430</b>	<b>926</b>	<b>1889</b>	<b>69</b>	<b>2884</b>	<b>2608</b>	<b>4079</b>	<b>141</b>	<b>6828</b>	<b>12142</b>

Govt. = Government, P.A. = Private aided, P.U.A. = Private Unaided

Note:— Besides there are 7 Anglo-Indian High schools and 1 Anglo-Indian U. P. School

TABLE NO. 5 (A)  
Number of Schools in 1987-88

Name of District	High School				U. P. School				L. P. School			
	G	PA	PUA	Total	G	PA	PUA	Total	G	PA	PUA	Total
Trivandrum	115	94	17	226	99	105	7	211	307	182	17	506
Quilon	73	125	6	204	59	143	7	209	283	191	9	483
Pathanamthitta	47	113	5	165	42	84	8	134	172	243	13	428
Alleppey	55	126	4	185	68	78	2	148	201	199	15	415
Kottayam	58	166	12	236	66	130	4	200	177	281	23	481
Idukki	53	70	6	129	45	64	4	113	72	142	3	217
Ernakulam	85	173	23	281	88	101	13	202	198	280	18	496
Trichur	75	148	13	236	53	167	7	227	126	400	9	535
Palghat	56	74	8	138	54	159	6	219	195	351	10	556
Malappuram	81	73	5	159	108	225	4	337	343	478	4	825
Kozhikode	64	94	7	165	77	241	6	324	188	538	1	727
Wayanad	33	22	2	57	32	40	1	73	69	52	5	126
Cannanore	80	71	1	152	68	278	..	346	129	623	5	757
Kasargode	64	33	1	98	69	73	..	142	146	115	4	265
Grand total	939	1382	110	2431	928	1888	69	2885	2606	4075	136	6817

G. — Government, P. A. — Private aided, P.U.A. — Private Unaided.

Note:— Besides there are 7 Anglo-Indian High Schools and 1 Anglo-Indian U. P. School.

TABLE No. 6  
**Enrolment of Pupils in Kerala—1986-87**

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	313252	301384	614636
II	352964	332567	685531
III	339687	318772	658459
IV	322914	305391	628305
Sub total(I—IV)	1328817	1258114	2586931
V	321376	302550	623926
VI	307202	291890	599092
VII	288102	278579	566681
Sub total (V—VII)	916680	873019	1789699
VIII	270736	260164	530900
IX	244927	243909	488836
X	156234	164857	321091
Sub Total (VIII—X)	671897	668920	1340827
<b>Grand Total</b>	<b>2917394</b>	<b>2800063</b>	<b>5717457</b>

TABLE NO. 7

## Pupils in Kerala in 1986-87 (Standard and Management-wise)

Standard	Government schools			Private aided schools			Unaided schools			Total
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
I	129612	124003	253615	175456	169446	344902	8184	7935	16119	614636
II	143919	135612	279531	200869	189285	390154	8176	7670	15846	685531
III	139538	130094	269632	192805	182011	374816	7344	6667	14011	658459
IV	134718	125805	260523	182157	173660	355817	6039	5926	11965	628305
Sub total	547787	515514	1063301	751287	714402	1465689	29743	28198	57941	2586931
V	120218	111077	231295	195157	186436	381593	6001	5037	11038	623926
VI	111778	104097	215875	189214	182778	371992	6210	5015	11225	599092
VII	103622	972630	200885	178707	176484	355191	5773	4832	10605	566681
Sub total	335618	312437	648055	563078	545698	1108776	17984	14884	32868	1789699
VIII	108967	102054	211022	156492	153475	309967	5277	4635	9912	530900
IX	95509	93565	189074	144830	146104	290934	4588	4240	8828	488836
X	61946	63295	125241	90413	97901	188314	3875	3661	7536	321091
Sub total	266422	258914	525336	391735	397480	789215	13740	12536	26276	1340827
Grand total	1149827	1086865	2236692	1706100	1657580	3363680	61467	55618	117085	5717457



TABLE NO. 8

**District-wise and Sex-wise Strength of Pupils in Kerala**

	<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
1	Trivandrum	269265	263733	532998
2	Quilon	243436	234339	477775
3	Pathanamthitta	115499	112654	228153
4	Alleppey	195192	189619	384811
5	Kottayam	181175	177851	359026
6	Idukki	100964	98015	198979
7	Ernakulam	264952	261328	526280
8	Trichur	271720	263886	535606
9	Palghat	233431	217664	451095
10	Malappuram	332657	314656	647313
11	Kozhikode	276964	263800	540764
12	Wayanad	68187	65044	133231
13	Cannanore	248172	236492	484664
14	Kasaragode	115780	100982	216762
	<b>Total</b>	<b>2917394</b>	<b>2800063</b>	<b>5717457</b>

TABLE NO. 9A

**Standard-wise and Sex-wise Scheduled Caste and Scheduled Tribe Pupils  
in Kerala in 1986-87**

<i>Standard</i>	<i>Scheduled caste pupils</i>			<i>Scheduled tribe pupils</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	38334	36401	74735	4293	3791	8084
II	42467	38901	81368	4350	4038	8388
III	39919	36772	76691	3771	3458	7229
IV	38972	35878	74850	3470	3180	6650
Sub total	159692	147952	307644	15884	14467	30351
V	38875	35922	74797	3384	2804	6188
VI	35456	32817	68273	2882	2405	5287
VII	32140	30453	62593	2331	2000	4331
Sub total	106471	99192	205663	8597	7209	15806
VIII	28597	29053	57650	2076	1726	3802
IX	25214	26387	51601	1639	1369	3008
X	14103	15478	29581	751	740	1491
Sub total	67914	70918	138832	4466	3835	8301
<b>Grand Total</b>	<b>334077</b>	<b>318062</b>	<b>652139</b>	<b>28947</b>	<b>25511</b>	<b>54458</b>

TABLE NO. 9B

**District-wise and Sex-wise Scheduled Caste and Scheduled Tribe Pupils  
in Kerala 1986-87**

<i>District</i>	<i>Scheduled caste pupils</i>			<i>Scheduled tribe pupils</i>		
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
i Trivandrum	39857	39250	79107	1638	1650	3288
2 Quilon	36864	36142	73006	304	277	581
3 Pathanamthitta	21492	21404	42896	508	431	939
4 Alleppey	23899	22754	46653	292	305	597
5 Kottayam	20763	20622	41385	2118	2093	4211
6 Idukki	19785	18781	38566	4107	4035	8142
7 Ernakulam	26516	25904	52420	514	443	957
8 Trichur	34513	33310	67823	362	326	688
9 Palghat	39805	33274	73079	3613	2073	5686
10 Malappuram	27246	25501	52747	560	434	994
11 Kozhikode	21201	20233	41434	427	416	843
12 Wayanad	3678	3552	7240	9745	8939	18684
13 Cannanore	11505	11379	22884	1831	1535	3366
14 Kasaragode	6953	5946	12899	2928	2554	5482
Total	334077	318062	652139	28947	25511	54458

TABLE No. 10

**Enrolment of Pupils in Kerala in 1987-88 (Standard-wise)**  
(Provisional)

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	319689	306029	625718
II	353813	332227	686040
III	342117	323646	665763
IV	329318	311999	641317
V	324790	304366	629156
VI	311728	294392	606120
VII	290662	278991	569653
VIII	271414	263798	535212
IX	247527	245955	493482
X	157057	168026	325083
<b>Total</b>	<b>2948115</b>	<b>2829429</b>	<b>5777544</b>

TABLE No. 11  
Enrolment of Pupils in Kerala in 1987-88 -- Revenue District-wise

<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Trivandrum	272092	268235	540227
Quilon	245340	236690	482030
Pathanamthitta	111704	107371	219075
Alleppey	194045	188339	382384
Kottayam	175465	173472	348937
Idukki	101753	98624	200377
Ernakulam	262610	257248	519858
Trichur	269522	260961	530483
Palghat	242405	225381	467786
Malappuram	350616	332207	682823
Kozhikode	282054	268654	550708
Wynad	70110	67106	137216
Cannanore	251571	240123	491694
Kasaragode	118828	105018	223846
<b>Total</b>	<b>2948115</b>	<b>2829429</b>	<b>5777544</b>

TABLE NO. 12

**District-wise number of Teachers in Kerala in 1986-87**

11/521-27

<i>District</i>	<i>Number of teachers</i>		
	<i>Male</i>	<i>Female</i>	<i>Total</i>
Trivandrum	7077	11010	18087
Quilon	6640	9838	16478
Pathanamthitta	3000	5943	8943
Alleppey	3996	8900	12896
Kottayam	4861	8614	13476
Idukki	2571	4040	6611
Ernakulam	5111	13099	18210
Trichur	4535	14009	18544
Palghat	5842	8013	13855
Malappuram	9448	9400	18848
Kozhikode	10135	8406	18541
Wynad	1861	1899	3760
Cananore	8511	8299	16810
Kasaragod	3872	2654	6526
<b>Total</b>	<b>77460</b>	<b>114124</b>	<b>191584</b>

**TABLE No. 13**  
**Teachers in Kerala in 1986-1987 (School-wise)**

<i>School</i>	<i>Government school</i>			<i>Aided schools</i>			<i>Unaided schools</i>			<i>Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
High School	16872	19874	36746	18933	31228	50161	797	1835	2632	36602	52937	89539
U. P. School	7130	8760	15890	13339	20633	33972	126	432	558	20595	29825	50420
L. P. School	8549	10749	19298	11185	19251	30436	76	717	793	19810	30717	50527
Training School	277	278	555	176	367	543	..	..	..	453	645	1098
<b>Total</b>	<b>32828</b>	<b>39661</b>	<b>72489</b>	<b>43633</b>	<b>71479</b>	<b>115112</b>	<b>999</b>	<b>2984</b>	<b>3983</b>	<b>77450</b>	<b>114124</b>	<b>191584</b>

TABLE No. 14

**Teachers in Kerala—Section-wise and Management-wise 1986-87**

<i>Section</i>	<i>Government</i>			<i>Aided</i>			<i>Un aided</i>			<i>Grand Total</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
H. S. Section and Training Section	10124	11536	21660	13909	19463	33372	589	868	1457	24622	31867	56489
U. P. Section	10531	11086	21617	14637	24223	38860	265	871	1136	25433	36180	61613
L. P. Section	12173	17039	29212	15087	27793	42880	145	1245	1390	27405	46077	73482
<b>Total</b>	<b>32828</b>	<b>39661</b>	<b>72489</b>	<b>43633</b>	<b>71479</b>	<b>115112</b>	<b>999</b>	<b>2984</b>	<b>3983</b>	<b>77460</b>	<b>114124</b>	<b>191584</b>



TABLE NO. 15

**School-wise and Management-wise Teachers in Kerala 1986-87**

	<i>Number of Teachers 1986-87 (as on 15th July 1986)</i>		
	<i>Men</i>	<i>Women</i>	<i>Total</i>
Government High Schools	16872	19874	36746
Aided High Schools	18933	31228	50161
Unaided High Schools	797	1835	2632
Government U. P. Schools	7130	8760	15890
Aided U. P. Schools	13339	20633	33972
Unaided U. P. Schools	126	432	558
Government L. P. Schools	8549	10749	19298
Aided L. P. Schools	11185	19251	30436
Unaided L. P. Schools	76	717	793
Government B. T. Schools	277	278	555
Aided B. T. Schools	176	367	543
<b>Grand total</b>	<b>77460</b>	<b>114124</b>	<b>191584</b>

TABLE No. 16

**Teachers in Kerala in 1986-87 (District and Section-wise)**

<i>District</i>	<i>High and Training Section</i>			<i>U.P. Section</i>			<i>L.P. Section</i>			<i>Total</i>
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	
1. Trivandrum	2279	3501	5780	2564	3464	6028	2234	4045	6279	18087
2. Quilon	2211	3218	5429	2257	3225	5482	2172	3395	5567	16478
3. Pathanamthitta	1288	1846	3134	913	1855	2768	799	2242	3041	8943
4. Alleppey	1627	2945	4572	1324	2854	4178	1045	3101	4146	12896
5. Kottayam	1954	2526	4480	1478	2730	4208	1429	3358	4787	13475
6. Idukki	980	1125	2095	799	1396	2195	792	1529	2321	6611
7. Ernakulam	2116	3957	6073	1706	4102	5808	1289	5040	6329	18210
8. Trichur	1778	3981	5759	1502	4351	5853	1255	5677	6932	18544
9. Palghat	1536	1923	3459	1983	2699	4682	2323	3391	5714	13855
10. Malappuram	2269	1976	4245	2943	2839	5782	4236	4585	8821	18848
11. Kozhikode	2620	2138	4758	3448	2641	6089	4067	3627	7694	18541
12. Wynad	553	463	1016	591	625	1216	717	811	1528	3760
13. Cannanore	2325	1781	4106	2681	2518	5199	3505	4000	7505	16810
14. Kasargod	1086	497	1583	1244	881	2125	1542	1276	2818	6526
<b>Total</b>	<b>24622</b>	<b>31867</b>	<b>56489</b>	<b>25433</b>	<b>36180</b>	<b>61613</b>	<b>27405</b>	<b>46077</b>	<b>73482</b>	<b>191584</b>

TABLE NO. 17

**Teachers in Kerala in 1986-87 (District-wise and School-wise)**

District	High and Training Schools			U. P. Schools			L. P. Schools			Grand Total
	Men	Women	Total	Men	Women	Total	Men	Women	Total	
1. Trivandrum	3970	5971	9941	1519	2260	3779	1588	2779	4367	18087
2. Quilon	3547	5099	8646	1372	2114	3486	1721	2525	4346	16478
3. Pathanamthitta	1838	3212	5050	536	1010	1546	626	1721	2347	8943
4. Alleppey	2510	5005	7515	702	1681	2383	784	2214	2998	12896
5. Kottayam	2909	4443	7352	1007	1847	2854	945	2324	3269	13475
6. Idukki	1538	2097	3635	476	972	1448	557	971	1528	6611
7. Ernakulam	3344	7198	10542	873	2629	3502	894	3272	4166	18210
8. Trichur	2615	6754	9369	1004	3429	4433	916	3826	4742	18544
9. Palghat	2240	3233	5473	1803	2451	4254	1799	2329	4128	13855
10. Malappuram	3121	2912	6033	3020	3331	6351	3307	3157	6464	18848
11. Kozhikode	3508	3168	6676	3689	3075	6764	2938	2163	5101	18541
12. Wynad	869	822	1691	580	676	1256	412	401	813	3760
13. Cannanore	3218	2606	5824	2885	3420	6305	2408	2273	4681	16810
14. Kasargod	1828	1062	2890	1129	930	2059	915	662	1577	6526
Total	37055	53582	90637	20595	29825	50420	19810	30717	50527	191584

## District-wise Number of High Schools based on the Strength of Students

District	Number of High Schools during 1986-87															
	Roll strength of students to 1000			Roll strength of students in between 1000-1500			Roll strength of students in between 1500-2000			Roll Strength of students above 2000			Total			
	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA	
Trivandrum	42	45	9	32	30	7	24	11	..	17	8	1	115	94	17	226
Quilon	26	69	3	23	31	..	13	17	2	11	8	1	73	125	6	204
Pathanamthitta	36	88	4	9	21	1	2	4	..	..	..	..	47	113	5	165
Alleppey	24	52	4	23	41	..	5	23	..	3	10	..	55	126	4	185
Kottayam	46	124	10	9	32	2	2	9	..	1	1	..	58	166	12	236
Idukki	38	50	5	11	15	..	2	3	..	2	2	..	53	70	5	128
Ernakulam	46	84	16	22	53	5	17	33	2	..	3	..	85	173	23	281
Trichur	30	67	12	27	52	1	12	25	..	5	5	..	74	149	13	236
Palghat	16	36	4	22	16	3	12	15	1	6	7	..	56	74	8	138
Malappuram	31	42	5	24	14	..	16	13	..	10	4	..	81	73	5	159
Kozhikode	24	48	6	17	25	1	17	14	..	6	7	..	64	94	7	165
Wynad	15	15	2	12	5	..	7	2	..	..	..	..	33	22	2	57
Cannanore	39	41	1	24	15	..	17	7	..	4	3	..	80	71	1	152
Kasaragod	36	26	1	21	4	..	6	1	..	1	2	..	64	33	1	98
<b>Total</b>	<b>449</b>	<b>787</b>	<b>82</b>	<b>276</b>	<b>354</b>	<b>20</b>	<b>147</b>	<b>177</b>	<b>5</b>	<b>66</b>	<b>65</b>	<b>2</b>	<b>938</b>	<b>1383</b>	<b>109</b>	<b>2430</b>

G. — Government, P. A. — Private aided, P.U.A. — Private unaided.

TABLE NO. 19

## District-wise Number of Upper Primary Schools based on the Strength of Students

Revenue district	Number of U. P. Schools during 1986-87															
	Roll strength of students upto 500			Roll strength of students between 500-750			Roll strength of students between 753-1000			Roll strength of students above 1000			Total		Total	
	Govt.	Aid-ed	Un-aided	Govt.	Aid-ed	Un-aided	Govt.	Aid-ed	Un-aided	Govt.	Aid-ed	Un-aided	Govt.	Aid-ed		
1. Trivandrum	40	73	7	30	21	..	15	8	..	14	3	..	99	105	7	211
2. Quilon	17	97	6	23	26	2	12	7	..	7	13	..	59	143	8	210
3. Pathanamthitta	37	80	8	4	2	..	..	2	..	1	..	..	42	84	8	134
4. Alleppey	31	53	2	26	14	..	9	6	..	2	5	..	68	78	2	148
5. Kottayam	55	104	3	9	19	..	1	7	..	1	..	..	66	130	3	199
6. Idukki	35	46	4	6	10	1	1	7	..	3	1	..	45	64	5	114
7. Ernakulam	53	54	9	23	21	4	10	12	..	2	14	..	88	101	13	202
8. Trichur	24	76	6	18	42	..	9	32	..	2	17	..	53	167	6	226
9. Palghat	14	45	6	17	46	..	10	37	..	13	31	..	54	159	6	219
10. Malappuram	26	78	4	28	67	..	20	37	..	34	43	..	108	225	4	337
11. Kozhikode	24	94	6	22	87	..	18	41	..	13	19	..	77	241	6	324
12. Wynad	17	13	1	8	12	..	5	4	..	2	11	..	32	40	1	73
13. Cannanore	38	142	..	19	77	..	6	37	..	4	22	..	67	278	..	345
14. Kasargod	32	48	..	24	14	..	5	9	..	7	3	..	69	74	..	142
Grand Total	443	1003	62	257	458	7	121	246	..	105	182	..	926	1889	69	2884

TABLE NO. 20

## District-wise Number of Lower Primary Schools based on the Strength of Students

District	Number of L.P. Schools during 1986-87												Total			
	Roll strength of students up to 500			Roll strength of students between 500-750			Roll strength of students between 750-1000			Roll strength of students above 1000				Total		
	G	PA	PUA	G	PA	PUA	G	PA	PUA	G	PA	PUA			G	PA
1. Trivandrum	271	167	15	21	11	1	14	2	1	1	2	..	307	182	17	506
2. Quilon	247	172	10	28	14	..	5	3	..	3	2	..	283	191	10	484
3. Pathanamthitta	171	243	15	1	1	..	..	..	..	..	..	..	172	244	15	431
4. Alleppey	187	182	12	12	15	2	2	2	..	..	..	..	201	199	14	414
5. Kottayam	174	267	23	2	14	2	1	..	..	..	..	..	177	281	25	483
6. Idukki	70	133	3	1	8	..	..	1	..	1	..	..	72	142	3	217
7. Ernakulam	185	245	17	11	26	1	2	5	..	..	4	..	198	280	18	496
8. Trichur	106	334	10	16	47	..	3	17	..	1	2	..	126	400	10	536
9. Palghat	184	334	10	11	13	..	2	3	..	..	1	..	197	351	10	558
10. Malappuram	312	446	4	28	30	..	3	3	..	..	..	..	343	479	4	826
11. Kozhikode	180	525	1	7	12	..	1	2	..	..	1	..	188	540	1	729
12. Wynad	66	49	5	2	2	..	1	1	..	..	..	..	69	52	5	126
13. Cannanore	124	611	5	5	1	..	..	1	..	..	..	..	129	623	5	757
14. Kasargod	138	112	4	8	2	..	..	1	..	..	..	..	146	115	4	265
Total	2415	3820	134	153	206	6	34	41	1	6	12	..	2608	4079	141	6828

G. — Government, P.A. — Private aided, P.U.A. — Private unaided.

TABLE NO. 21A

## Distribution of Schools According to Availability of Standards

District	Govt. High school			Aided H. S.			Unaided H.S.		
	I to X	V to X	VIII to X	I to X	V to X	VIII to X	I to X	V to X	VIII to X
1. Trivandrum	48	58	9	11	66	17	11	3	3
2. Quilon	29	33	11	8	77	40	2	2	2
3. Pathanamthitta	34	11	2	6	84	23	4	2	..
4. Alleppey	24	29	2	20	86	20	1	1	2
5. Kottayam	29	26	3	27	120	19	4	7	1
6. Idukki	30	17	6	16	33	21	2	2	1
7. Ernakulam	40	37	8	30	124	19	12	6	5
8. Trichur	26	42	6	18	104	27	6	6	1
9. Palghat	15	33	8	6	46	22	4	3	1
10. Malappuram	20	34	27	6	28	39	2	3	..
11. Kozhikode	20	27	17	11	44	39	..	4	2
12. Wynad	19	8	6	4	5	13	2	..	..
13. Cannanore	32	25	23	7	32	32	1	..	..
14. Kasargode	43	14	7	3	14	16	1	..	..
Grand Total	409	394	135	173	863	347	53	39	18

TABLE NO. 21 B

District	Government U.P.		Aided U.P.		Unaided U.P.		Government L.P.		Aided L.P.		Unaided L.P.	
	I to VII	V to VII	I to VII	V to VII	I to VII	V to VII	I to V	I to IV	I to V	I to IV	I to V	I to IV
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1. Trivandrum	97	2	33	72	3	4	55	252	15	167	..	17
2. Quilon	56	3	44	99	3	5	26	257	26	165	..	10
3. Pathanamthitta	35	7	27	57	6	2	26	146	37	207	..	15
4. Alleppey	66	2	41	37	1	1	23	178	6	193	..	14
5. Kottayam	64	2	80	50	1	2	22	155	9	272	..	25
6. Idukki	36	9	34	30	3	2	5	67	9	133	..	3
7. Ernakulam	81	7	70	31	9	4	21	177	10	270	..	18
8. Trichur	49	4	128	39	3	3	9	117	17	383	..	10
9. Palghat	53	1	138	21	4	2	10	187	19	332	..	10
10. Malappuram	95	13	147	78	2	2	25	318	31	448	..	4
11. Kozhikode	72	5	206	35	2	4	11	177	61	479	..	1
12. Wynad	31	1	37	3	..	1	3	66	6	46	..	5
13. Cannanore	66	1	251	27	..	..	15	114	253	370	..	5
14. Kasaragod	35	3	66	8	..	..	5	141	12	103	..	4
<b>Grand Total</b>	<b>836</b>	<b>60</b>	<b>1302</b>	<b>587</b>	<b>37</b>	<b>32</b>	<b>256</b>	<b>2352</b>	<b>511</b>	<b>3568</b>	<b>..</b>	<b>141</b>



TABLE NO. 22  
Number of Schools in Kerala

Year	High Schools				U. P. Schools				L. P. Schools				Grand Total
	G	PA	PUA	Total	G	PA	PUA	Total	G	PA	PUA	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1970-71	442	897	45	1384	811	1723	10	2544	2823	4014	49	6886	10814
1971-72	446	897	50	1393	811	1723	17	2551	2323	4014	49	6886	10830
1972-73	449	897	54	1400	810	1723	14	2547	2804	4033	50	6887	10834
1973-74	452	899	53	1404	809	1721	18	2548	2926	4046	51	7023	10975
1974-75	559	903	50	1512	868	1715	17	2600	2893	4024	48	6965	11077
1975-76	566	903	52	1521	880	1711	15	2606	2910	4019	46	6975	11102
1976-77	590	1024	52	1666	883	1815	20	2718	2883	4061	48	6992	11376
1977-78	594	1024	57	1675	888	1810	20	2718	2849	4072	48	6969	11362
1978-79	597	1026	57	1680	893	1826	20	2739	2846	4069	55	6970	11389
1979-80	619	1418	64	1801	885	1852	19	2756	2854	4100	50	7004	11561
1980-81	789	1122	65	1976	867	1866	20	2753	2712	4100	49	6861	11590
1981-82	893	1123	64	2080	882	1865	18	2765	2657	4101	49	6807	11652
1982-83	902	1270	64	2236	884	1869	18	2771	2651	4092	45	6788	11795
1983-84	912	1347	72	2331	890	1893	39	2822	2652	4101	89	6842	11995
1984-85	934	1370	93	2397	906	1889	61	2856	2624	4094	131	6849	12102
1985-86	934	1380	108	2422	915	1890	64	2869	2617	4083	145	6845	12136
1986-87	938	1383	109	2430	926	1889	69	2884	2608	4079	141	6828	12142

G—Government, P. A.—Private aided, P.U.A.—Private Unaided.

## Standard-wise Strength of Pupils in Various Years

(Figures in thousand)

Standard	Strength of pupils in							
	1975-76	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	1986-87
I	654	631	646	626	603	618	631	615
II	670	662	653	657	640	647	682	686
III	651	616	644	630	636	632	646	658
IV	696	655	643	635	622	631	637	628
Sub Total I-IV	2671	2594	2586	2548	2501	2528	2596	2587
V	706	603	621	614	614	614	621	624
VI	528	552	575	596	596	595	590	599
VII	472	539	551	572	595	579	566	567
Sub Total V-VII	1706	1624	1747	1782	1805	1788	1777	1790
VIII	407	496	493	499	523	546	532	530
IX	321	468	458	456	461	476	488	489
X	180	350	366	360	358	343	323	321
Sub Total VIII-X	908	1314	1317	1315	1342	1365	1343	1340
Grand Total	5285	5602	5650	5646	5648	5681	5716	5717

TABLE NO. 24

**Teachers in Kerala Over the Various Years**

<i>Year</i>	<i>High and Training Section</i>	<i>U. P. Section</i>	<i>L. P. Section</i>	<i>Total</i>
1970-71	28,471	44,140	69,694	1,42,305
1975-76	34,846	51,657	75,882	1,62,385
1976-77	36,352	52,369	75,487	1,64,208
1977-78	37,405	53,322	76,474	1,67,201
1978-79	41,746	57,584	74,915	1,74,245
1979-80	44,880	56,848	73,997	1,75,725
1980-81	46,601	57,293	71,540	1,75,434
1981-82	48,382	58,527	71,526	1,78,435
1982-83	50,950	58,617	71,957	1,81,524
1983-84	52,385	59,773	71,480	1,83,638
1984-85	53,776	59,807	71,868	1,85,451
1985-86	55,501	60,778	72,075	1,88,354
1986-87	56,489	61,613	73,482	1,91,584

TABLE No. 25

**Teacher-Pupil Ratio in Schools**

<i>Year</i>	<i>No. of students in schools (in lakhs)</i>	<i>Indices of variation</i>	<i>No. of school teachers (in lakhs)</i>	<i>Indices of variation</i>	<i>Student teacher Ratio (No. of pupils per teacher)</i>
1970-71	48.00	(100.00)	1.42	(100.00)	33.8
1971-72	49.36	(102.53)	1.46	(102.81)	33.8
1972-73	51.56	(107.41)	1.51	(106.33)	34.1
1973-74	52.71	(109.81)	1.54	(108.65)	34.2
1974-75	53.59	(111.64)	1.59	(111.97)	33.7
1975-76	52.85	(110.10)	1.62	(114.08)	32.6
1976-77	53.54	(111.54)	1.64	(115.49)	32.6
1977-78	54.94	(114.45)	1.67	(117.60)	32.9
1978-79	55.38	(115.37)	1.74	(122.53)	31.8
1979-80	55.81	(116.27)	1.75	(123.23)	31.9
1980-81	56.03	(116.72)	1.75	(123.23)	32.0
1981-82	56.52	(117.75)	1.78	(125.35)	31.8
1982-83	56.46	(117.62)	1.81	(127.46)	31.2
1983-84	56.48	(117.67)	1.84	(129.58)	32.6
1984-85	56.81	(118.35)	1.85	(130.28)	30.7
1985-86	57.16	(119.08)	1.88	(132.39)	30.4
1986-87	57.17	(119.10)	1.91	(134.51)	29.9

(Figures in brackets denote indices with 1970-71 as base year)

TABLE No. 26

## Cost per Pupil per Year in the Different Stages of School Education

Year	Primary stage			Secondary stage		
	Cost per pupil	Index of increases	Percentage of increase from previous year	Cost per pupil	Index of increases	Percentage of increase from previous year
1965-66	43.80	100.00	..	90.37	100.00	..
1966-67	54.17	123.68	23.68	103.81	114.87	14.87
1967-68	65.07	148.56	20.12	130.07	143.93	25.30
1968-69	73.23	167.19	4.29	139.71	154.60	7.41
1969-70	82.38	188.08	12.54	164.08	181.57	17.44
1970-71	85.91	196.14	12.49	176.23	195.01	7.40
1971-72	89.26	203.79	3.90	187.29	207.25	6.28
1972-73	94.51	215.78	5.88	194.15	214.84	3.66
1973-74	102.24	233.43	8.18	211.70	234.26	9.04
1974-75	117.52	268.31	14.94	217.90	241.12	2.93
1975-76	170.02	388.17	44.67	361.32	399.82	65.82
1976-77	186.16	425.02	9.49	356.40	394.38	(—) 1.36
1977-78	193.61	442.03	4.00	363.02	401.70	1.86
1978-79	206.21	470.80	6.51	355.43	394.41	(—) 1.82
1979-80	238.27	544.00	15.55	369.34	408.70	3.62
1980-81	265.24	605.57	11.32	454.25	502.66	22.99
1981-82	298.18	680.78	12.42	536.37	593.53	18.08
1982-83	326.13	744.59	9.37	589.41	652.22	9.89
1983-84	372.62	850.73	14.26	557.60	727.68	11.57
1984-85	414.43	947.19	11.22	737.31	815.88	12.12
1985-86	502.03	1146.19	21.01	816.06	903.02	10.68

CHAPTER XIII

OFFICE BEARERS OF VARIOUS TEACHERS' ORGANISATIONS

14/521-29

215

<i>Sl. No.</i>	<i>Name of organisation</i>	<i>President</i>	<i>General Secretary</i>
1.	Democratic School Teachers Association. (DSTA)	R. Mohan, N.S.S. High School, Palkulangara, Trivandrum.	N. S. Vijayani, N. S. S. Teachers' Training Institute, Kaviyoor, Pathanamthitta District.
2.	Kerala Urdu Teachers' Association. (Government) [KUTA - (G) ]	Hassan Shareef, Government Girls High School, Nadakkavu, Calicut.	P. A. Kareem, REC Government High School, Calicut, Calicut REC, Pin: 673 601.
3.	Kerala Urdu Teachers' Association. (Private) [KUTA (P) ]	V. M. Ummer M G M High School, Puduppadi, Kozhikode.	P. Moideenkutty MSP High School, Malappuram.
4.	Kerala Arabic Munshees' Association. (KAMA)	P. C. Ibrahim Master Kadavoor M.M., L. P. School, Tamarassery, Kozhikode.	M. A. Samad, Government Girls High School, Quilon-9.
5.	Private School Graduate Teachers' Association. (PGTA)	P. O. Thomas, St. Mary's High School, Niranam, Thiruvalla.	V. Ramachandran Nair "Aiswarya", Kattakkada.
6.	Kerala Private School Headmasters' Association. (KPSHA)	N. Raveendran Nair, Headmaster, R.R.V. High School, Kilimanoor.	P. Ramachandran Nair, Headmaster, High School, Avaneeswaram, Kunnicode, Kottarakkara.

<i>Sl. No.</i>	<i>Name of organisation</i>	<i>President</i>	<i>General Secretary</i>
7.	Private School Teachers' Association. (PSTA)	P. D. Antony, St. Thomas High School, Thope, Trichur-5.	R. Radhakrishnan, S.D.V. Boys High School, Alleppey.
8.	Kerala Private School Physical Education Teachers' Association. (KPSPETA)	V. C. Joseph, St. Thomas High School, Palai, Kottayam District.	K. P. Devassy, L.B.S.M., High School, Avittathur, Irinjalakuda.
9.	Departmental School Teachers' Union (DSTU)	R. S. Anandan, Government High School, Chunakkara, Mavelikkara.	S. Padmanabha Kurup, Palayamkunnu P.O., via. Varkala, 695 146.
10.	Kerala Private Primary Headmasters' Association. (KPPHA)	P. K. Souri, S. J.L.P. School, Narakkad, Pothonicad, Kadavoor, 686 680.	T. Kunhiraman, Headmaster, Vakayad U. P. School, Naduvannur, 673 614.
11.	Kerala Government Teachers' Federation. (KGTF)	T. K. Joseph, Government High School, Palai, Kottayam.	A. Azeez, Government Boys High School, Chalai, Trivandrum.
12.	Kerala Private Teachers' Federation. (KPTF)	T. T. Mathew, St. George's High School, Thanny, Vayalar West P.O., Alleppey.	E. B. Mussolini, St. Ignatious U. P. School, Puthanthope P.O., Trivandrum.
13.	Kerala Government Primary Teachers' Union (KGPTU)	Paul Porathur, Tholika Nilayam, Ollur P.O. Trichur.	K. Radhakrishnan B. T. S. Attingal, Trivandrum District.

- |   |   |  |
|---|---|--|
| 14. Kerala Arabic Teachers' Federation (Government) [KATF (G) ]     | P. K. Ahammed Ali, Madani, Thirurangadi, Malappuram Dist., Pin: 676 306.                | M. Saifudeen Kunju, Boys High School, Kayamkulam.  |
| 15. Kerala Arabic Teachers' Federation. (P) [KATF (P) ]             | Kolathur T. Mohammed, A. M. High School, Tirurkad.                                      | K. P. Ahammed, Thurayoor, Payyoli, Badagara, Calicut Distr ct.                                   |
| 16. Kerala Departmental Sanskrit Teachers' Federation. (KDSTF)      | B. Madhu, Government High School, Edappally, Ernakulam.                                 | S. Surendran, Government Model Boys High School, Quilon-9.                                       |
| 17. Kerala Private Teachers' Union. (KPTU)                          | M. C. Sukumaran, KPTU, Tellicherry-4.   | K. Chandran, KPTU State Committee Office, Melethampanoor, Trivandrum-1.                          |
| 18. Kerala Government Teachers' Asscciation. (KGTA)                 | P. Unnikrishnan Master, KGTA Office, Thycaud, Trivandram.                               | K. V. Devadas, KGTA Office, Thycaud, Trivandrum.   |
| 19. All Kerala Educational Gazetted Officer's Association. (AKEGOA) | K. Sivaraman Nair, Assistant Educational Officer Pandalam.                              | M. Chandra Varma, Assistant Director (General) D.P.I.'s Office, Trivandrum.                      |
| 20. Kerala School Teachers Union, (KSTU)                            | K. P. Raman, Ex. M.L.A., Orphanage L.P. School, P.O. Thirurangadi, Malappuram Dist.     | E. Ummer, General Secretary, KSTU, Eizzath Manzil, P.O. Naduvathur, via. Quilandy, Pin: 673 330. |
| 21. Kerala Private School Teachers' Association. (KPSTA)            | V. C. Kabeer Ex. M.L.A., Naizam Cottage, Wadakkanchira P.O., Alathur, Palghat District. | M. P. Mohan, SDPY Boys High School, Palluruthy, Cochin-682 006.                                  |



<i>Sl. No.</i>	<i>Name of organisation</i>	<i>President</i>	<i>General Secretary</i>
22.	Kerala Aided Primary Teachers' Union. (KAPTU)	M. T. Kunhuraman, Nambiar Headmaster, Kadachira P.O., Cannanore.	T. T. Joseph, KAPTU, Koonamoochi P.O., Trichur.
23.	Government Graduate Teachers' Organisation. (GGTO)	P. T. Balakrishnan, Government High School Cheemeni, Cheemeni P.O., Kasaragod.	K. M. A. Latheef, A. V. Government High School for Boys, Thazhava, Quilon District.
24.	Kerala State Linguistic Minority Tamil Teachers' Association. (KSLM Tamil Teachers' Assn.)	K. Sundaram, Headmaster, SSLP School, Karamana, Trivandrum.	P. Sundararajan, Central High School, East Fort, Trivandrum.
25.	All Kerala Private School Oriental Language Teachers' Association. (PBS)	G. Sudhakaran, Ottiyil House, Anikad West. Kottayam.	A. P. Sukumaran Nair, P.B.S. Central Committee, Alangad, Alwaye-683 511.
26.	Sarkar School Bhashadyapaka Union. (SSBU)	P. V. Gangadharan, Government High School, Puthur, Puthur P.O., Trichur.	K.N.V. Krishnan Nambiar, G.H.S. Mayyil, Mayyil P.O., Cannanore.
27.	Kerala Government Primary School Headmasters' Association (KGPSHA)	M. Ramakrishnan, Thavanoor P.O., Malappuram	T. K. Gangadharan, GLP School, Nallur, Feroke P.O.

- |  |  |  |
|--|--|--|
| 28. Departmental Physical Education Teachers Association<br>(Deptl.P.E.T.A.) | P. Thampi Rajan,<br>M. V. High School, Peroor,<br>Quilon.                  | C. P. Radhakrishnan Nair,<br>Government Model High School,<br>Cheruvattoor, Eranakulam Dist.,<br>Pin: 686 691. |
| 29. Kerala Aided Teachers Association.<br>(KATA)                             | Kalanilayam Ramachandran<br>Poonangara GPMUPS,<br>Elamannoor P.O., Adoor.  | P. Marian,<br>Headmaster, G.P.M. GFHS<br>Kottiyam P.O. Quilon.   |
| 30. Aided School Teachers Association<br>(ASTA)                              | A. R. C. Nair,<br>Moothedath High School<br>Thalipparamba, Cannanore Dist. | Poovathur Gopi,<br>Sasthamcot, ah P.O., 690 521<br>Quilon Dist.  |
| 31. Kerala State Teachers Centre.<br>(KSTC)                                  | Ummen Thalavadi,<br>Thiruvalla, Pathanamthitta.                            | Kanjilkavu Kunhikrishnan,<br>Naduvannur, Kozhikode.  |

CHAPTER XIV  
**IMPORTANT ORDERS**

**Copy of G.O. (P) No. 379/86 (64) Fin. dated 26 th May 1986 from Finance (P.R.C.) Department, Government of Kerala, Trivandrum.**

*Pay revision 1983—Higher Grade sanctioned to the employees who were in the pre-revision scale of Rs. 290-425—Refixation of Higher Grade in the revised scale—Orders issued.*

*Read: G.O. (P) 515/85/Fin dated 16-9-1985*

**ORDER**

In the process of rationalisation of pay scales the Pay Commission recommended the revised scale of pay of Rs. 575-900 for the pre-revised scales of Rs. 290-425 and Rs. 300-450. Government accepted the recommendation and orders were issued on that basis in the Government order read above. The revised scale took effect on 1-7-1983, but drawal of pay in the revised scale was allowed only from 1-4-1985. In the case of employees who were in the pre-revised scale of Rs. 290-425, under the '13 year grade promotion scheme', the higher grade of Rs. 300-450 had been allowed. With the revision of pay scales from 1-7-1983 their pre-revised lower grade and higher grade have been placed in the revised scale of Rs. 575-900. This has necessitated a refixation of their higher grade.

2. Government have examined the matter in detail and are pleased to order that in the case of employees mentioned above, their higher grade will be refixed as Rs. 600-950 (the next higher scale of pay to Rs. 575-900 in the list of standard scales of pay) from 1-7-1983 or from the date on which they were sanctioned the higher grade on completion of 13 years of service, whichever is later. Drawal of pay in the revised scale of Rs. 600-950 will be admissible only from 1-4-1985.

By order of the Governor,  
**P.K. KRISHNANKUTTY NAIR,**  
*Additional Secretary.*

To

**The Accountant General (A&E) Kerala, Trivandrum.**

**Copy of Government letter No. 8830/ PRO A3/87/Fin. dated 26-3-1987 from the Commissioner and Secretary, (Finance) Finance Department, Trivandrum, addressed to the Director of Public Instruction, Trivandrum.**

*Sub:*— General Education — Establishment — Grant of Higher Grade to unqualified hands—representation—forwarding of.

*Ref:*—Your letter No. R1/74531/86 dated 23-1-1987.

Sir,

Referring to the above, I am to inform you that the next higher scale in the list of standard scales of their present scales of pay can be sanctioned as higher grades (for 10 and 20 years) to those unqualified incumbents with effect from 16-9-1985 or on completion of 10 or 20 years of service which ever is later.

Yours faithfully,

(Sd.)

For *Commissioner and Secretary to Government.*  
(*Finance*)

**Copy of G.O. (Rt) No. 2594/87/Gl. Edn. General Education (D)  
Department dated 31-8-1987.**

*Anglo Indian Schools—Grant of higher scale and senior  
grade—Orders issued*

*Read:—1. Letter No. Q1 -105831/84 dated 18-10-1984 and  
Y3—105831/87 dated 19-4-1986 and 7-7-87.*

### ORDER

The Director of Public Instruction has forwarded necessary proposals to extend the benefits enjoyed by the Aided school staff under Kerala Education Rules in the matter of Grade/Scale to the Staff of aided Anglo Indian School Staff also.

Government have examined the proposal in detail. They are passed to extend the benefits enjoyed by the aided School staff to the teaching staff of aided Anglo-Indian Schools also to avoid the differential treatment hitherto followed:

(By order of the Governor)

P.K. REGHUNATHA PANICKER,

*Under Secretary to Government.*

**Copy of G.O. (Ms) 187/87/G.Edn. dated 23-9-1987 from K.L.N.Rao, Commissioner and Secretary to Government, General Education (J) Department, Government of Kerala, Trivandrum.**

*General Education—Higher Grade to Teachers appointed prior to 31-3-67—Condonation of break in service—Further orders issued.*

Read:—(i) G.O. (Ms) 61/81G. Edn., dated 6-4-81.  
(ii) G.O. (Ms) 22/87/G. Edn., dated 31-1-87.

### ORDER

In the Government Order read as first paper above it was ordered among other things that the un-trained service and period of training of teachers including language teachers appointed after 1-7-61/26-2-65 upto 31-3-67 after establishing the non-availability of trained hands will be taken into account for grant of higher grade. It was also ordered that the condition that the break before training and after training should not exceed 4 months in each case will stand good in the case of all teachers covered by the above order. As per the orders issued in the G.O. read as second paper above those teachers appointed prior to 1-7-1961 but trained later, the break will be allowed, for counting the period of their training for higher grade, subject to the condition that the total break before and after training should not exceed 8 months and need not be limited to four months before and after training.

2. Now Government are pleased to extend the benefit of the G.O. read as second paper above also to those teachers who were appointed upto 31-3-1967 covered by the G.O. read as first paper above.

By order of the Governor,  
K.L.N. RAO,  
*Commissioner and Secretary to Government.*

To

The Director of Public Instruction, Trivandrum.

**Copy of G.O.(P) 1032/87/ (176)/Fin., dated 3-12-1987 Finance  
(P.R.C.—A) Department.**

*Pay Revision 1983—Liberalised scheme of time bound  
higher grade promotion —Fixation of pay in the  
higher grade—Guide lines issued*

- Read:—*1. G.O. (P) 1041/79/ (142)/Fin., dated 27-11-1979.  
2. G.O. (P) 515/85/ Fin. dated 16-9-1985.

**ORDER**

1. Under the liberalised scheme of time bound higher grade/non-cadre promotion sanctioned in para 10 of the general pay revision order G.O.(P) 515/85/ Fin., dated 16-9-1985 the higher grade to be sanctioned for a category in the normal course will be the scale of pay of the next promotion post in the direct line of promotion subject to the requirement of qualification. While assigning the higher grade, only qualified hands i.e. those possessing the qualifications prescribed for the promotion post will get the scale of pay of regular promotion post. Unqualified hands will get an appropriate lesser scales of pay to be fixed by Government. According to the norms now followed for fixation of higher grade, unqualified hands are assigned the scale of pay next above the scale of pay of their post in the list of standard scales of pay as the higher grade.

2. According to the orders in the G.O. 1st cited, initial fixation of pay in the time bound higher grade is done as provided for under rule 28-A Part I, K.S.R. but no refixation of pay as contemplated in the rule is permissible.

3. An employee having a lower scale of pay than that of his promotion post as higher grade may subsequently become fully qualified for the promotion post and resultantly refixation of his higher grade in the scale of his promotion post is done. Such an employee may subsequently get regular promotion in the post which carries the same scale of pay as that of his higher grade. Heads of departments and other controlling officers have sought clarification on the manner of fixation of pay in the intermediary higher grade to the regular higher grade and then in the regular promotion post. Government have examined the matter and they are pleased to issue the following guidelines.

- (i) When an employee in an intermediary higher grade is assigned the regular higher grade of his promotion post, the upgradation of his higher grade does not involve any higher responsibilities of duties. Therefore the fixation of pay in the revised higher grade has to be made under rule 30, Part I, K.S.R.

- (ii) When the same employee gets promotion, the scale of pay of his higher grade and promotion post are the same and no fixation of pay is necessary in the normal course. However, if a fixation of pay in the promotion post applying rule 28--A, Part I, Kerala Service Rules with reference to the pay he would have drawn in the lower post, but for assignment of any higher grade is beneficial to him, it can be done. Refixation of pay contemplated under the above rule related to the pay in the lower post will also be permissible. The above protection follows from the fact that an employee cannot be deprived of the right of initial fixation and refixation of pay under the service rules on his promotion on a regular basis.

4. An illustration is given in the annexure to facilitate easy understanding of the manner of fixation of pay outlined above. The Heads of Departments and other Controlling Officers are requested to ensure that fixation of pay in time bound higher grades are done only in accordance with the guidelines indicated above. If in any case fixation of pay has been done contrary to the manner specified above such erroneous fixation will be rectified and the excess pay drawn will be recovered.

5. These orders will take effect from 16-9-1985, the date on which the liberalised scheme of time bound higher grade promotion sanctioned in the G.O. read as second paper above came into force.

By order of the Governor,  
R. NARAYANAN,  
*Commissioner and Secretary (Finance)*



## ANNEXURE

*Illustration:*

(a) A Lower Division Clerk drawing basic pay of Rs. 790 in the scale of, Rs. 640-1000 completes ten years of service on 1-10-1985. He does not possess the requisite test qualification for promotion as Upper Division Clerk and so he is assigned higher grade in the scale of pay of Rs. 660-1050. Applying rule 28-A, Kerala Service Rule, Part I his pay is fixed on 1-10-1985 as under:

Basic pay in the lower post	.. Rs. 790
Basic pay + one notional increment in	.. Rs. 790 + 15
Rs. 640-1000	= 805
Pay fixed at next stage in Rs. 600-1050	.. Rs. 810

(b) On his acquiring test qualification for promotion as Upper Division Clerk he is assigned revised higher grade in the scale of pay of Rs. 740-1245 with effect from 1-1-1986. Under rule 30, K.S.R., Part I his pay is fixed as follows:—

Basic pay	.. Rs. 810
-----------	------------

As Rs. 810 is not a stage in the scale, pay is fixed at the lower stage of Rs. 800 and difference of Rs. 10 treated as personal pay to be absorbed in future increase of pay.

(c) He gets regular promotion as Upper Division Clerk on 1-12-1986. The scales of pay of his higher grade and the promotion post are the same and so fixation of pay based on the pay in the higher grade is not permissible. But his pay on regular promotion can be refixed related to the pay he would have drawn but for assignment of higher grades applying rule 28 A.

Pay he would have drawn on 1-12-1986 in the	.. Rs. 805
post of Lower Division Clerk	
Pay + one notional increment—	
Rs. 805 + Rs. 15	.. Rs. 820
Pay fixed at next stage in Rs. 740-1245	.. Rs. 840

(d) Refixation of pay under rule 28 A- when he earns an increment in the post of Lower Division Clerk on 1-7-1987 and his pay in that post becomes Rs. 820.

Basic pay in Rs. 640-1000	.. Rs. 820
Pay + one notional increment in the	.. Rs. 840
above scale	
Pay refixed on the scale of	.. Rs. 860
Rs. 840-1245 at next stage	

**Copy of G. O. (P) No. 1081/87/Fin, dated, Trivandrum, 16-12-1987  
From R. Narayanan, Commissioner and Secretary (Finance),  
Government of Kerala.**

*Read:*—1. G. O. (P) No. 1041/79/(142)/Fin. dated 27-11-1979

2. G. O. (P) No. 51/87/Fin., dated 13-1-1986

### ORDER

In the G. O. read as 1 paper, it has been ordered among other things, that the benefit of Rule 28 A, Part I, Kerala Service Rules will be allowed for the fixation of pay in respect of those employees who are granted service based higher grade and that they will not be eligible for the refixation under the above rule. In the G. O. read as 2nd paper, it has been clarified that the employees on promotion to higher cadre posts carrying the same scale of pay will not be allowed fixation or refixation of pay.

2. Government have since received several representations pointing out the fact that such employees are denied the benefit of refixation of pay both in the higher grade post and in the lower grade post and thereby they are put to financial loss. Government after examining the matter in detail are pleased to modify the orders in the G. O. read as 2nd paper to the effect that the pay of the employees who are allowed service based higher grade on regular promotion to posts having the same scale of pay, will be allowed refixation under rule 28 A, Part I, Kerala Service Rules on the basis of the pay they would have drawn in the lower posts, had they not been given higher grade. In order to make the position clear, the following illustration is given:

An employee working as Head Clerk drawing pay or Rs. 975 in the scale of pay of Rs. 825-25-1100-30-1430 is granted higher grade in the scale of pay of Rs. 950-25-1100-30-1400-40-1640 with effect from 16-9-1985. His increment in the post of Head Clerk falls due on the 1st of November. His pay in the higher scale will be fixed at Rs. 1025 under Rule 28 A. But he will not be eligible for refixation of pay with reference to the increment he earns in the lower post as

there is no lower post of Head Clerk. But, on regular promotion as Junior Superintendent having the same scale of pay of Rs. 950-1640 on 29-1-1986, his pay will be revised and fixed with reference to the pay he would have drawn as Head Clerk on 29-1-1986, had he continued in that post, as follows:

Pay as Head Clerk as on 29-1-1986	.. Rs. 1,000
Notional increment	.. Rs. 25
	<hr/>
	Rs. 1,025
Pay as Junior Superintendent fixed at the next stage	.. Rs. 1,050

His pay will also be refixed on 1-11-1986, on accrual of the increment in the lower post of Head Clerk.

3. The above orders will take effect from 27-11-1979.

By order of the Governor,  
R. NARAYANAN,  
*Commissioner and Secretary (Finance)*

**Copy of G. O. (Ms)1091/87/(182)/Fin., dated 18-12-1987 (PLG)  
Department.**

*Pay Revision 1983-Fixation of pay in the revised scales of untrained and qualified/untrained and under Qualified graduate teachers, P. D. teachers and part-time Teachers etc.—Orders issued*

- Read:—1. G O. (P)269/79/(14) Fin., dated 14-3-1979  
2. Representation dated 27-12-1985 from the General Secretary, Kerala Aided Primary Teacher's Union.  
3. G O. (P) 515/85/Fin. dated 16-9-1985.

**ORDER**

In the G. O. read as first paper above the pay of untrained P. D. Teachers (with prescribed qualification) ; untrained and under qualified P.D. Teachers, Graduate teachers Higher Grade language teachers and part-time teachers were revised from 1-7-1978 in the context of the 1978 general pay revision. In the representation read as second paper above, the Aided Primary Teachers' Union has requested to revise the pay of the above categories of teachers on the basis of 1983 pay revision ordered as per the G. O. read as third paper above. Government after considering the matter are pleased to issue the following orders:

1. The untrained teachers (with prescribed qualification) are not getting the minimum of their respective pay scales of Rs. 340—535 and Rs. 420—720 with allowances per month. They will be paid minimum of their respective revised scales of pay of Rs. 660—1050 and Rs. 780—1320 ie at Rs. 660 and Rs. 780 respectively with allowances per month.

2. The untrained and under qualified P. D. Teachers and untrained and under qualified graduate teachers/higher grade language teacher are now paid consolidated pay without allowances at the rate of Rs. 340 and Rs. 420 per month respectively. These rates will be revised as Rs. 660 and Rs. 780 respectively. They will not be eligible for D. A. or H.R.A. as at present.

3. At present the untrained and under qualified P.T. teachers are getting consolidated pay of Rs. 350 per month against P. T. Higher grade post Rs. 350—580 and Rs. 290 p.m. against P. T. post of Rs. 290—425. These categories will be paid the minimum of the respective revised scales of higher grade and lower grade P. T. posts on Rs. 640—1000 and Rs. 575—900 ie. Rs. 640 per month and Rs. 575 per month respectively. They will not be eligible for any D. A. or H.R.A. as at present.

The above orders will take effect from 1-4-1985.

By order of the Governor  
P. K. KRISHNANKUTTY NAIR,  
Addl. Secretary.

**Copy of Government Letter No. 72795/JI/86/G. Edn., dated 5188  
General Education (J) Department, Trivandrum, addressed  
to Sri P. Sukumaran, General Secretary, Kerala Private  
Primary Headmasters Association, — P.O.Tellicherry,  
Pin 670 110**

*Sub*:—Graduate headmasters of individual U. P. Schools separate scale or option for under graduate scale.

*Ref*:—Your petition dated 5-3-1986.

Sir,

Inviting your attention to the reference cited, I am to inform you as follows:

There are no separate scales of pay for graduate Headmasters and under graduate Headmasters of U. P. schools as per the pay revision orders. The Headmasters of U. P. schools are on a scale of pay of Rs. 975--1720 whether they be a graduate Headmaster or an under-graduate Headmaster.

All those who satisfy the conditions prescribed will eligible for Headmaster scale of pay (ie. completion of 15 years service for during Headmaster's scale).

As per the pay revision orders, there is no anomaly as pointed out by the Association. A separate scale of pay cannot be granted to graduate Headmasters's of individual U. P. schools as requested by the Association.

Your request is rejected.

Yours faithfully,

G. S. MONY,

*Under Secretary to Govt.*

for Commissioner and Secretary to Government.

Copy of the G. O. Ms. 15/88/G. Edn. dated 7-1-1988

GOVERNMENT OF KERALA

G.O.Ms. 15/88/G.Edn.,  
General Education 'J' Department,  
Trivandrum, dated, 7-1-1988.

CIRCULAR

*Sub:*—Education—Opening of New Schools and Upgrading of Schools—Guidelines to be followed:—

*Ref:*—Judgment dated 2-3-1987 in O. P. No. 5225/86 and O.P. 5547/1986 in the High Court.

Extract from the Judgement dated 2-3-1987 in the O.Ps cited is furnished below for information of all concerned.

The High Court observed that "in regard to all future matters pertaining to determining of new areas for sanction of schools under rule 2 the procedure as indicated in the guidelines may be followed".

The controlling Officers are therefore requested to bear in mind the above instructions and guidelines prescribed by the High Court while submitting proposals for opening of new schools and upgradation of schools.

*Extract from the Judgment:*—Rule 2 of Chapter V of the Kerala Education Rules prescribes the procedure for determining the areas where new schools are to be opened or existing schools upgraded. Clause (1) of Rule 2 which is relevant for our purpose may be conveniently extracted as follows:—

(1) The Director may, from time to time, prepare two lists, one in respect of aided schools and, the other in respect of recognised schools, indicating the localities where new schools of any or all grades are to be opened and existing Lower Primary Schools or Upper Primary Schools or both are to be upgraded. In preparing such lists he shall take into consideration the following:—

- (a) The existing schools in and around the locality in which new schools are to be opened or existing schools are to be upgraded.
- (b) The strength of the several standards and the accommodation available in each of the existing schools in that locality.
- (c) The distance from each of the existing schools to the area where new schools are proposed to be opened or to the area where existing schools are to be upgraded.

- (d) The educational needs of the locality with reference to the habitation and backwardness of the area, and
- (e) Other matters which he considers relevant and necessary in this connection.

*Explanation:*—For the removal of doubts it is hereby clarified that two lists simultaneously and that it shall be open to the Director to prepare only one of the lists.

A list prepared after following the procedure prescribed by clause (1) is required to be published in the gazette inviting objections as required by clause (2) provides for the further procedure to be followed before the list is finalised. It enables the Director if found necessary to hear the parties and finalise the list and send his recommendations with the final list to the Government within the specified time. Clause (4) to Rule 2 provides that the Government after scrutinising all the records may approve the list with or without modification and forward the same to the Director for taking further action in the matter. It is thus clear from the scheme of rule 2 that the need for either establishing new schools or for upgrading of the existing schools in respect of the particular area has to be determined after taking into consideration all relevant factors. It is only after such a decision is taken that applications are invited and a selection is made. Separate lists are required to be made, one in respect of aided schools and the other in respect of recognised schools, including the localities where new schools of any or all grades are to be opened and existing lower primary schools or upper primary or both are to be upgraded. It is clear from clause (1) to Rule 2 that the authorities have to decide in the first instance as to whether there is need for upgrading of an existing school for establishing a new school in respect of a particular locality. Having regard to the factors which the authority has to take into consideration as provided in clause (2) of Rule 2 it is obvious that a decision has to be taken as to whether there is a need for upgrading of an existing lower primary school or upper primary school or both. The authority has also to take a decision as to whether a new school has to be sanctioned and if so the number of grades to be included in that new school. It is also implicit in clause (1) of Rule 2 that authority has to decide on the number of the schools to be upgraded or the number of the schools to be sanctioned as new schools for a particular locality. If in a particular locality there are already existing lower primary schools or upper primary schools, a decision has to be taken as to whether any of the existing schools should be upgraded. If the authority comes to the conclusion that the existing schools do not deserve to be upgraded that a decision has to be taken by the authority in regard to establishment of new schools. Hence it follows that, before a final list is published as required by Rule 2, a decision has to be taken first on the question

as to whether any of the lower primary schools or upper primary schools could be upgraded. If the decision is to the effect that the existing schools do not deserve upgradation, or that there are not adequate number of schools which deserve upgradation, a further decision has to be taken as to the number of new schools to be sanctioned. The authority has also to take a decision in regard to the grades in respect of which the schools have to be sanctioned. A decision has to be taken in regard to the number of the schools to be upgraded or number of new schools to be sanctioned. It is only after decision is taken in regard to all these relevant factors that final list should be published. This would obviate unnecessary competition and restrict the area of competition relevant for the purpose, of selection.

But so far as the present case is concerned, though the procedure as indicated may or not have been strictly followed, having regard to the stand taken by the authorities and the lapse of time, we consider it appropriate that we should proceed on the basis that there is need for only one high school and that need could be met either by upgrading the upper primary school of the petitioner or by sanctioning a new school for the 4th respondent Prasannakumari. But in regard to all future matters pertaining to determining of new arcas for sanction of schools under rule 2 the procedure as indicated above has to be followed.

K. L. N. RAO,

*Commissioner & Secretary to Government.*



**Copy of G. O. (MS.)18/88/G. Edn. General Education (N)Department dated 12-1-1988.**

*General Education—Issue of Non-objection Certificate from Government for affiliation by the council for Central Board of Secondary Education in India and the council for ISC Examination—Guidelines approved—Orders issued*

Ref:—Letter No. NS-(2) 117882/86/DPI dated 20-3-1987 from the Director of Public Instruction, Trivandrum.

**ORDER**

Based on the recommendations of the National Consultation Committee of the council of Boards of Secondary Education in India, Government have examined the question of prescribing certain guidelines to be observed by the educational authorities in the State. Government have examined the proposals forwarded by the Director of Public Instruction in this regard and they order that the Educational authorities will adhere to hereafter the following guidelines while applications for affiliation of schools to Central Board of Secondary Education/ISCE etc. are taken up with Government for issue of No Objection Certificate.

(i) The School should be run by a registered society or trust and one of the principal purpose of such society/trust must be educational.

(ii) Each school must have a properly constituted governing body.

(iii) The Society or Trust should have financial stability. It should have permanent source of income to meet running expenses of the school to maintain it at a reasonable standard of efficiency and to pay the salaries of teachers regularly and in time.

(iv) The institution should have minimum site of  $1\frac{1}{2}$  acre of land for the starting of a school. Permanent recognition/affiliation will be recommended only after they have fulfilled standard condition regarding site (3 acres of land) and have achieved a general standard both in academic and developmental phases of education. It should have adequate play ground also.

(v) It should have suitable equipments and furniture.

(vi) It should provide suitable and adequate apparatus and equipments etc., as may be prescribed by the Board from time to time.

(vii) The medium of instruction must be English.

(viii) The school shall appoint only qualified and eligible staff and must pay the salary and allowances and other benefits to the employees of the school. It shall in no way be less than the pay given to corresponding categories of employees working in Government schools of the State Government.

(ix) The school and its record shall be open for inspection by an official of the Board or any person authorised by the Board or the State Education Department at any time and the school shall furnish information as may be asked for by the Board/State Government from time to time.

(x) The rate of tuition and other fees charged shall be commensurate with the facilities provided.

(xi) The admission to the school shall be open to all without any discrimination on the ground of religion, caste, or race, place of birth or any of them.

(xii) No institution shall be affiliated or continue to be affiliated or recommended to affiliate unless the middle section of the school is recognised by the Education Department of the State except in cases where the syllabus of the middle classes is approved by the Chairman.

(xiii) No unrecognised classes/branches shall be run within the premises of school or outside in the same name of school. The following documents should be accompanied along with the application for affiliation:

(a) Request of the applicant for affiliation of the School (in duplicate).

(b) Application form in triplicate prescribed by the State Government/Board of Secondary Education/Council for I. S. C. Examination.

(c) Documents to prove that the school is managed by a Registered Society or Trust and one of the principal purposes of such society or Trust must be educational.

(d) Details of governing body.

(e) Documents to prove the details of landed property for the school.

(f) Possession certificate.

(g) Location certificate.

(h) Site plan and sketch plan of the building.

(i) Total land and details of buildings now available and proposed to be constructed.

(j) Certificate obtained from the Health Officer regarding the Health and sanitary condition of the school.

(k) Details of equipments and furniture.

(l) Details of staff now working with qualification.

(m) Documents to prove the financial stability of the Managements to meet the running expenses of the school to maintain it at a reasonable standard of efficiency and to pay the salaries of teachers regularly and in time.

(n) Agreement of the Manager in stamp paper worth Rs. 3 to the effect that the school and its records shall be opened for inspection to the Inspecting Officers of the Education Department or such officers authorised by Director of Public Instruction to enable such officers to assess the standard of instruction imposed by the said school and the management shall, at any time render all facilities and assistance to conduct the inspection.

(o) Agreement of the Manager that compulsory provident fund scheme shall be instituted in the said school within a month from the date of application and pay and allowance and other benefit of the employees of the school shall be paid not less than corresponding categories of employees working in Government schools of the State.

(p) Declaration to the effect that the admission to the school shall be open to all without any discrimination on the ground of religion, caste or race, place of birth or any of them.

(q) Declaration to the effect that the Management shall not be any time move the Government for conversion of the school into an aided school and no unrecognised classes/branches shall be run within the premises of the school or outside in the same name of the school.

(By order of the Governor)

P. I. ZACHARIAH,

*Under Secretary*

Copy of Government letter No. 82187/J2/87/G. Edn. dated 4-3-1988 from the Commissioner and Secretary to Government, General Education 'J' Department to the Accountant General (Audit), Kerala.

Sir,

*Sub:*—General Education—Counting of Dies-non periods for grade—Clarification.

*Ref:*—Letter dated 2-11-1987 from the Secretary, Kerala Private School Teacher's Union, District Committee, Trichur.

It has come to the notice of the Government that the time bound grade promotion granted to the teachers has been objected by the Audit on the ground that the dies-non period has also been reckoned for arriving at total service.

In order to make the position clear it is hereby clarified that Dies-non period will also have to be reckoned for sanctioning higher grade.

Yours faithfully,

S. K. SARADHAMMA,

*Deputy Secretary*

*for Commissioner and Secretary to Government,*

LIBRARY & DOCUMENTATION CENTRE  
National Institute of Educational  
Planning and Administration,  
17-B, Sri Aurobindo Marg,  
New Delhi-110016 D-7090  
DOC, No .....  
Date..... 26.9.88

NIEPA DC



D07090

Date

Note

Urgent Paper

7/11/90

do 525/522/47/49  
do 6/11/90  
Sports. Alameda - 2000

So (240)

**Date**

**Note**