

GOVERNMENT OF KERALA
EDUCATION DEPARTMENT



GUIDE BOOK
1981

Published by
STATISTICAL WING
OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION
TRIVANDRUM

NIEPA - DC



D0092

PRINTED BY THE S.G.P. AT THE GOVERNMENT PRESS,
ERNAKULAM—1981

Central Systems Unit,
National Institute of Educational
Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110016
DCC. No. 92
Date 25/5/82



The Government of Kerala
1981

GOVERNMENT OF KERALA

EDUCATION MINISTER
SRI BABY JOHN

COMMISSIONER AND SPECIAL SECRETARY
TO GOVERNMENT (GENERAL
EDUCATION DEPARTMENT)
P. K. UMASANKAR

DIRECTOR OF PUBLIC INSTRUCTION
C. RAMACHANDRAN

CONTENTS

Chapters

		<i>Pages</i>
1. Organisation of the department	..	1
2. Notes, Circulars and Government Orders	..	11
3. State Institute of Education	..	62
4. Government Examinations	..	66
5. Distribution and sale of text books	..	90
6. Scholarships	..	92
7. Provident Fund for aided school employees	..	95
8. Annual Plan 1980-81	..	103
9. CARE School Feeding Programme	..	111
10. Disciplinary cases and powers	..	121
11. Other programmes	..	124
12. List	..	136
13. Delegation of powers (G.O. MS. 185/80/Gl. Edn., dated 13-11-1980)	..	141
14. Statistical tables	..	173

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 main office, the Director is assisted by Joint Director, Deputy Director, two Assistant Directors and other staff.

On the administrative side, the Director is assisted by Administrative Officer (deputed from the Secretariat), two Administrative Assistants and other staff. Regarding financial matters, the Director is assisted by Finance Officer (deputed from the Secretariat), Accounts Officer, Financial Assistant and other staff.

Besides the above three main sectors, there are special branches to attend to CARE Programme, Law, Text books printing and distribution, Applied Nutrition Programme, Provident Fund of private school teachers, Statistics, Sports, Arabic/Urdu, Sanskrit teaching, 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, headed by a Director (of Joint Director's grade), assists the Director of Public Instruction in the preparation of syllabi text books, conduct of in service courses/seminars and work experience, evaluation workshops, guidance programmes, etc. The Director of State Institute of Education is assisted by various officers in each branch of specialisation. The Institute of Science and the Institute of Primary Education, Ramavarmapuram are organisations meant primarily for the improvement of science education and primary education.

For Administrative convenience and for improving the efficiency in school administration, the three erstwhile offices of the Regional Deputy Director of Public Instruction were abolished and instead 11 offices at the Revenue District level headed by a Deputy Director (Education) were established with effect from 1st of November 1979 and these offices started functioning with effect from 2nd of November 1979. The Deputy Director (Education) is assisted by one Administrative Assistant, one Accounts Officer and other staff. Under each Deputy Director (Education), there are District Educational Offices and Assistant Educational Offices. Each Educational District Office is

headed by the District Educational Officer, assisted by one Personal Assistant and other staff. The District Educational Officer is in full over all control of all schools in the Educational District. The District Educational Officer attends to the administration of High, training and other special types of schools in the Educational District. There are altogether 29 District Educational Offices in the State. The Assistant Educational Officer assisted by suitable staff, is primarily responsible for the administration of primary schools within the sub district. There are 148 Assistant Educational Offices in the State.

The cadre strength of various posts in the offices of the Deputy Director (Education) and District Educational Offices is given below:

**Cadre strength of various posts sanctioned for the
Office of the Deputy Directors and District
Educational Officers**

9. (Vide G.O. MS. 142/79/G. Edn., dated 27th August 1979)

Serial number	Category of posts	Scale of pay Rs.	Total No. of posts sanctioned		
			D.D's. Office	D.E.O's Office	Total
1	2	3	4	5	6
1	Deputy Directors, Education ..	975-1625	11	..	11
2	Administrative Officers ..	910-1550	2	..	2
3	Administrative Assistant ..	750-1450	9	..	9
4	Accounts Officers ..	750-1450	11	..	11
5	District Educa- tional Officers ..	750-1450	..	29	29
6	Personal Assistant to District Edu- cational Officers ..	700-1270	..	29	29
7	Senior Superint- endents ..	650-1150	11	..	11
8	Junior Superint- endents ..	600-900	66	29	95
9	Fair Copy Super- intendents ..	450-785	3	..	3

Serial number	Category of posts	Scale of pay Rs.	Total No. of posts sanctioned		
			D.D's. Office	D.E.O's. Office	Total
1	2	3	4	5	6
10	Head Clerk ..	450-785		29	29
11	Clerks U.D. ..	390-685
	Clerks L.D. ..	330-515	528	348	876
12	Compilers U.D. ..	390-685			
	Compilers L.D. ..	330-515	22	..	22
13	Typists U.D. ..	390-685			
	Typists L.D. ..	330-515	55	58	113
14	Stenographer, Grade II ..	350-580	11	..	11
15	Attender ..	300-450	8	27	..
	Clerical Attender ..	310-490	3	2	..
16	Drivers ..	310-490	3	..	3
17	Duffadar ..	290-425	3	..	3
18	Peons ..	280-400	35	87	142
19	Full-time Menial ..	280-400	11	29	40

Upper division or higher grade will be fixed in accordance with ratio in the case of Clerks, Typists, Compilers, Stenographers etc.

The staff sanctioned for the text book branch have not been included in the list.

Postal address of the Deputy Directors

<i>Name of office</i>	<i>Postal address</i>
1. Deputy Director, Trivandrum	Office of the Deputy Director, Perumthanni, Near West Fort, Trivandrum-8
2. Do. Quilon	Office of the Deputy Director, House No. Q.M.C. 555, New Bungalow, Beach Road, Quilon

<i>Name of office</i>		<i>Postal address</i>
3.	Deputy Director, Alleppey	Office of the Deputy Director, A.M.C. No. 62, Chungam Ward, Alleppey
4.	Do. Kottayam	Office of the Deputy Director, St. Thomas Centre Building, Sastri Road, Kottayam-1
5.	Do. Idikki	S.N.C. Building, Kulamavu, Idikki
6.	Do. Ernakulam	Office of the Deputy Director, Thrikkakara Civil Station, Kakkanad, Cochin-30
7.	Do. Trichur	Office of the Deputy Director, Civil Station, Ayyanthole, Trichur
8.	Do. Palghat	Office of the Deputy Director, Civil Lines, Palghat
9.	Do. Malappuram	Office of the Deputy Director, Down Hill, Malappuram-676519
10.	Do. Kozhikode	Office of the Deputy Director, Kozhikode-673001
11.	Do. Cannanore	Office of the Deputy Director, House No. 11/294, Sainaba Sadan, Thana, Cannanore-12, Pin-670012

**NAMES OF EDUCATIONAL DISTRICTS AND
SUB-DISTRICTS**

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
(1)	(2)	(3)
I. Trivandrum	1. Neyyattinkara	1. Neyyattinkara 2. Parassala 3. Kattakada 4. Balaramapuram
	2. Trivandrum	5. Trivandrum South 6. do. North 7. Kaniyapuram

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
(1)	(2)	(3)
	3. Attingal	8. Attingal 9. Nedumangad 10. Palode 11. Kilimanoor 12. Varkala
II. Quilon	4. Quilon	13. Chavara 14. Chathannoor 15. Karunagappally 16. Kundara 17. Quilon
	5. Kottarakara	18. Chadayamangalam 19. Kottarakara 20. Kulakkada 21. Punaloor 22. Sasthamcottah 23. Veliyam
	6. Pathanamthitta	24. Adoor 25. Konni 26. Kozhencherry 27. Pathanamthitta 28. Ranni
III. Alleppey	7. Alleppey	29. Alleppey 30. Ambalapuzha 31. Haripad 32. Monkompuzha 33. Sherthalai 34. Thuravoor
	8. Mavelikara	35. Aranmula 36. Chengannoor 37. Kayamkulam 38. Mavelikara 39. Pandalam
	9. Thiruvalla	40. Mallapally 41. Pullad 42. Thalavady 43. Thiruvalla 44. Vennikulam
IV. Kottayam	10. Kottayam	45. Changanacherry 46. Kottayam East 47. Kottayam West 48. Pampady

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
(1)	(2)	(3)
	11. Palai	49. Ettumanur 50. Kuravilangad 51. Palai 52. Ramapuram 53. Vaikom
	12. Kanjirapally	54. Erattupetta 55. Kanjirapally 56. Karukachal
V. Idikki	13. Idikki	57. Munnar 58. Peermade 59. Thodupuzha 60. Thodupuzha West 61. Udumbanchola
VI. Ernakulam	14. Ernakulam	62. Ernakulam 63. Mattancherry 64. Thripunithura 65. Vypeen
	15. Muvattupuzha	66. Kothamangalam 67. Muvattupuzha
	16. Alwaye	68. Alwaye 69. Ankamali 70. Kolencherry 71. North Parur 72. Perumbavoor
VII. Trichur	17. Irinjalakuda	73. Chalakudi 74. Irinjalakuda 75. Kodungalloor 76. Mala
	18. Trichur	77. Cherpu 78. Trichur East 79. Trichur West
	19. Chowghat	80. Chowghat 81. Kunnankulam 82. Mullassery 83. Valappad 84. Wadakkancherry
VIII. Palghat	20. Palghat	85. Alathur 86. Chittur 87. Kollengode 88. Mannarghat 89. Palghat 90. Parli

<i>Deputy Director (Education)</i>	<i>District Educational Officer</i>	<i>Assistant Educational Officer</i>
(1)	(2)	(3)
	21. Ottapalam	91. Cherplacherry 92. Ottappalam 93. Pattambi 94. Shoranur 95. Thrithala
IX. Malappuram	22. Malappuram	96. Areacode 97. Kondotty 98. Malappuram 99. Mankada 100. Manjeri 101. Nilambur 102. Perinthalmadna 103. Wandoor
	23. Thirur	104. Edapal 105. Kuttippuram 106. Parappanangadi 107. Ponnani 108. Thanur 109. Tirur 110. Vengara
X. Kozhikode	24. Kozhikode	111. Chevayoor 112. Kozhikode City 113. Kozhikode Rural 114. Kunnamangalam 115. Thamarasserry
	25. Badagara	116. Badagara 117. Balussery 118. Chombala 119. Kunnummel 120. Melady 121. Nadapuram 122. Perambra 123. Quilandy 124. Thodannur
	26. Wynad	125. Sulthan Batteri 126. Vythiri 127. Mananthoddy
XI. Cannanore	27. Cannanore	128. Cannanore South 129. Cannanore North 130. Irikkur 131. Madayi 132. Mattannur

<i>Deputy Director (Education)</i> (1)	<i>District Educational Officer</i> (2)	<i>Assistant Educational Officer</i> (3)
		133. Pappinisseri
		134. Thaliparamba North
		135. Thaliparamba South
28. Tellicherry		136. Chokli
		137. Iritty
		138. Kuthuparamba
		139. Pannoor
		140. Tellicherry North
		141. Tellicherry South
29. Kasaragode		142. Bekal
		143. Cheruvathur
		144. Hosdurg
		145. Kasaragode
		146. Kumbla
		147. Manjeswar
		148. Payyannur

PHONE NUMBERS

	<i>Office</i>	<i>Residence</i>
Minister for Education ..	67550	62651/62601
Commissioner and Special Secretary (General Education) ..	67174	65679
Additional Secretary General Education ..	67818	62401
Director of Public Instruction ..	65106	8400
Commissioner for Educational Development ..	62102	61919
Director, State Institute of Education ..	64869	64756
Joint Director ..	64512	61571
Joint Commissioner of Govern- ment Examinations ..	64171	..
Secretary to Commissioner for Government Examination ...	64574	4457
Text Book Officer ..	2027	65295
Administrative Officer ..	64591	..
Finance Officer ..	65203	..
Office of the Director of Public Instruction ..	64601	Extension
Director of Public Instruction	5
Joint Director	8
Administrative Officer	7
Finance Officer	17

	<i>Office</i>	<i>Residence</i>
Law Officer	..	10
Senior Administrative Assistant (CARE)	..	3
Accounts Officer	..	14
Accounts Officer P.F. and A.P.F.O. No. 1	..	2
Deputy Director, State Level Youth Welfare Officer	..	12
Administrative Assistant	..	23
Additional Administrative Assis- tant	..	1
P.A. to D.P.I. P.R.O.	..	6
P.A. Employment Programme Special Officer A.N.P. Q Section and P.R. Section	} ..	35
Assistant Director Assistant Director (General) Assistant Secretary (N.F.T.W.)	} ..	15
Super Check Cell, Special Officer, Sanskrit and Special Officer, Anglo Indian Schools	} ..	11
Financial Assistant, M. Sec- tion	..	4
Organiser for Sports in Schools	..	33
Chief Planning Officer, Educa- tional Survey Officer	} ..	21
Statistical Officer	..	29
Liaison Officer, G. and M. Vidyarangam	..	19
Arabic Special Officer	..	30
Research Officers (Statistics) Statistics Section	} ..	22
Pension, W. PL. Section	..	31
P.A. General	..	34
P.A. (Purchase) O. and M. Fair copy, Tapal, Records	..	18
A,B,C, D,RA Section	..	9
E.F.H. Section	..	20
K and T. Sections	..	16
B G,R and N Section	..	24
L and Store Purchase Section	..	32
Enquiry	..	25
Provident Fund A.P.F.O. No. 2	..	26
Do. A.P.F.O. No. 3	..	27
Do. A.P.F.O. No. 4	..	28
State Institute of Education	.. 64869	..

	<i>Office</i>	<i>Residence</i>
Science Institute ..	61865	..
Institute of Primary Education, Ramavarmapuram (Trichur) ..	21070	..

Deputy Directors of Education

Trivandrum ..	4461/4249	66536
Quilon ..	1019	
Alleppey ..	4018	
Kottayam ..	4895	
Idikki	
Ernakulam ..	5727/5810	
Trichur ..	22810	
Palghat ..	4869	
Malappuram ..	488	
Kozhikode ..	73697/74109	
Cannanore ..	5229	

District Educational Officers

Trivandrum ..	65022	
Attingal ..	13	
Neyyattinkara ..	381	
Quilon ..	2346	
Kottarakara ..	363	
Pathanamthitta ..	229	
Alleppey ..	3467	
Thiruvalla ..	349	
Mavelikara ..	206	
Kottayam ..	3750	
Palai ..	351	
Kanjirapally (Ponkunnam) ..	357	
Idikki (Arakulam) ..	43	
Ernakulam ..	32985	
Muvattupuzha ..	341	
Alwaye ..	4382	
Irinjalakuda ..	247	
Trichur ..	23263	
Chavakkad ..	343	
Palghat ..	3301	
Ottappalam ..	327	
Malappuram ..	226	
Tirur ..	302	
Kozhikode ..	73738	
Badagara ..	398	
Wynad	
Cannanore ..	3567	
Tellicherry ..	182	
Kasaragode ..	53	

CHAPTER 2

NOTES

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 Educational Officers after finalising the number of divisions based on effective strength in each standard on the 6th working day from the re-opening 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.

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 chooses 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 their surprise visits to the schools for verification of strength verify whether the maintenance work has been done properly and a noting on this 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 the 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 re-admitted 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 (Education) 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 Directors (Education) 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 Directors (Education) 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 (Education) 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 an 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.

2. 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 (Education) concerned may, in deserving cases condone such delays upto 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 (Education) 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 the residence or Chairman of a Municipal Council/Mayor of Corporation having jurisdiction over the place of the applicants residence.

- (d) Declaration to the effect that he has not been convicted by a Court of Law for any offence involving moral turpitude 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 to 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 the 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 enclosurers 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 even though 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 even though 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 34 and relaxation. For specialist teachers only 31 and relaxation.

8. *Qualifications*.—Qualifications of aided school teachers are prescribed in Chapter XXXI, K.E.R. For grouping of teachers for various subjects in High Schools, Grouping in G.O. MS. 489, dated 25th October 1967 has to be followed. The grouping are detailed below:

Mathematics:—Viz., Mathematics or Statistics as main subject for graduation.

Physical Science:—Viz., Physics or Chemistry or Home Science as main subject for graduation.

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

Social Studies:—History or Economics or Geograph'y or Politics or Commerce or English Language and Literature or Philosophy or Music as Main subject for graduation.

3. 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.

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 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 restrictions. 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.)

Since a large number of representations 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 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.

CIRCULARS AND GOVERNMENT ORDERS

GOVERNMENT OF KERALA

General Education (C) Department

G.O.(Ms.) No. 142/79/G. Edn., dated, Trivandrum, 27th August 1979.

Abstract.—General Education—District and Sub District Administration—Re-organisation—Ordered.

Read.—1. G.O. MS. No. 437/69/Edn., dated 14th November 1969.

2. G.O. Rt. No. 2700/76/G. Edn., dated 29th June 1976.

ORDER

In November 1967 the then Director of State Institute of Education Sri A. K. Narayanan Nambiar submitted a report to the Government for re-organisation of the Education Department. One of the important recommendations in the report was to abolish the existing offices of the Regional Deputy Directors of Public Instruction and for the creation of offices at Revenue District levels in the place of the Office of the Regional Deputy Directors of Public Instruction. The recommendation contained in the report was accepted by Government in principle (G.O. Ms. No. 437/69/Edn., dated 14th November 1969).

2. The proposals contained in the report are mainly the following:—

- (i) To abolish the existing Offices of the Regional Deputy Directors of Public Instruction and in their place create offices at Revenue District level. (The existing District Educational Offices will be retained).
- (ii) The Officer-in-charge of the new District level office will discharge all functions now done by the Regional Deputy Directors of Public Instructions. Besides some of the functions of the existing District Educational Officers, Assistant Educational Officers and Director of Public Instruction can be allocated to the new office.
- (iii) Realignment of the existing offices of the District Educational Officers and the Assistant Educational Officers.
- (iv) Strengthening of the Directorate of Public Instruction with more senior officers.
- (v) Making the new officers at district level responsible for improvement of education.
- (vi) Policy matters and educational leadership will be handled by the Director of Public Instruction.
- (vii) Improving the service conditions of Educational Officers.
- (viii) Strengthening of supervision and inspection.
- (ix) Direct recruitment to the posts of Assistant Educational Officers and District Educational Officers.
- (x) Improvement of the standard of education.
- (xi) Imparting training to educational officers.
- (xii) Appointment of subject Inspectors.

3. Considering the heavy financial commitment and other factors Government could not issue orders on various recommendations. On examining the issue in the existing context Government notices that re-organisation of the Department at Revenue district level and Sub-district level calls for special priority and they should be attempted first.

4. There are three Regional Deputy Directors of Public Instruction and 29 District Educational Offices in the State including the one recently sanctioned for Wynad. The present set up of the offices has the main draw back in that the officers' time is mostly spent on non-academic matters. The objective of improvement of academic efficiency, remains unrealised in the present set up. The existing District Educational Officers will therefore have to be relieved of some of their present administrative burden. Government have already taken a decision in principles to abolish the offices of the Regional

Deputy Directors of Public Instruction and for the creation of offices at Revenue District level. The present recruitment policy of the Government (District Recruitment Board) District Administration Act, Reconciliation Work in District Treasuries, etc., demand immediately the services of an officer of Education Department at Revenue District level.

5. The other area requiring immediate improvement is the offices of the Assistant Educational Officers.

6. The Re-organisation of the Educational District at district level and also the strengthening of educational administration at sub-district level were considered by Government in detail and the following orders are passed:-

- (i) The existing offices of the Regional Deputy Director of Public Instruction will be abolished.
- (ii) Separate offices will be set up at Revenue District level in all the Revenue Districts.
- (iii) The Head of offices at the Revenue district level will be designated as Deputy Director, Education.
- (iv) The jurisdiction of the officer will comprise the entire Revenue District.
- (v) Staff pattern of the office of the Deputy Director, Education is as follows:

<i>Designation</i>	<i>Scale of pay Rs.</i>	<i>No. of posts</i>
Deputy Director (Education)	.. 975-1625	1
Administrative Assistant	.. 750-1450	1
Accounts Officer	.. 750-1450	1
Senior Superintendents	.. 650-1150	1
Junior Superintendents	.. 520-900	6
Clerks—Lower Division	.. 330-515	48
Typists—Lower Division	.. 330-515	5
Compilers—Lower Division	.. 330-515	2
Stenographer, Grade II	.. 350-580	1
Attenders	.. 300-450	1
Peons	.. 280-400	5
Full-time contingent employees	.. 280-400	1

5. Consequent on the transfer of some of the works of the existing District Educational Officers to the Deputy Director, Education there will be considerable reduction in the workload of the existing

District Educational Officers. Therefore the existing District Educational Offices will have the following staff pattern:—

<i>Designation</i>	<i>Scale of pay Rs.</i>	<i>No. of posts</i>
District Educational Officer	.. 750-1450	1
Personal Assistant	.. 700-1270	1
Junior Superintendent	.. 520-900	1
Head Clerk	. 450-785	1
Clerks—Lower Division	.. 330-515	12
Typists	.. 330-515	2
Attender	.. 300-450	1
Peons	.. 280-400	3
Full-time contingent employees	.. 280-400	1

7. The existing staff in the District Educational Officer's Office and Regional Deputy Directors of Public Instruction's Office will be distributed among at the Office of Deputy Directors of Education and District Educational Offices.

8. A statement showing the staff strength of the Offices of the Deputy Director of Education and the District Educational Officer is appended.

9. The following additional posts are created temporarily for a period upto 29th February 1980:—

<i>Category of posts</i>	<i>Scale of pay Rs.</i>	<i>No. of posts</i>
1. Deputy Director (Education)	.. 975-1625	8
2. Administrative Assistants	.. 750-1450	8
3. Accounts Officer	.. 750-1450	8
4. Junior Superintendents	.. 520-900	15
5. Head Clerks	.. 450-785	11
6. Clerks	.. 330-515	189
7. Typists	.. 330-515	15
8. Compiler	.. 330-515	1
9. Stenographers	.. 350-580	8
10. Attenders	.. 300-450	4
11. Peons	.. 280-400	38
12. Full-time contingent employees..	280-400	5

10. Upper Division or Higher Grade will be fixed in accordance with the ratio applicable to the posts of Clerks, Typists, Compilers, Stenographers, etc.

11. The following posts now available in the offices of the Regional Deputy Directors of Public Instruction and the District Educational Officers will not fall within the pattern of staff fixed for the Offices of Deputy Directors, Education and District Educational Officers:—

	<i>No. of posts</i>
Administrative Officers	.. 2
Fair Copy Superintendents	.. 3
Duffadar	.. 3
Clerical Attenders on Rs. 310-490	.. 5

The interests of the existing incumbents working against the posts will be protected. For this purpose the following posts will be continued in the new offices as shown below subject to the conditions noted against them until further orders:—

- | | |
|--|---|
| 1. Administrative Officer, Regional Deputy Director of Public Instruction Office's, Trivandrum | 1. Will be continued in the Office of the Deputy Director, Education, Trivandrum, there will be no post of Administrative Assistant |
| 2. Administrative Officer, Regional Deputy Director of Public Instruction Office's, Ernakulam | 1. Will be continued in the Office of the Deputy Director, Education, Ernakulam. There will be no Administrative Assistant |
| 3. Fair Copy Superintendents, in the Office of Regional Deputy Directors of Public Instruction, Trivandrum, Ernakulam and Calicut (1 each) | 3. Will be continued in the Office of the Deputy Directors, Trivandrum, Ernakulam and Calicut |
| 4. Duffadars in the Office of Regional Deputy Directors of Public Instruction, Trivandrum, Ernakulam and Calicut (1 each) | 3. Will be continued in the Office of the Deputy Directors, Trivandrum, Ernakulam and Calicut |
| 5. Attenders on Rs. 310-490 (Clerical Attender) one in each of the Offices of the Regional Deputy Directors of Public Instruction | 3. Will be continued in the Offices of the Deputy Directors, Education at Trivandrum, Ernakulam and Calicut |

- Clerical Attenders in the Office of the District Educational Officer, Ottapalam and Badagara 2. Will be continued in the Offices of the District Educational Officers at Ottapalam and Badagara. There will be no post of Attender on Rs. 300-450 in those offices.

12. It will take sometime to organise the new Offices of the Deputy Directors of Education. Hence the existing arrangements have to be continued for some more time.

13. Pending organisation of the full fledged offices the Director of Public Instruction will appoint skeleton staff for sorting out records, copying stock files and attending to other routine work. He will also forward proposals for fixing the date on which the offices of the Deputy Director of Education will come into being.

14. The present buildings of the Regional Deputy Directors of Public Instruction will be utilised for accommodating the offices of the Deputy Director of Education in Trivandrum, Ernakulam and Calicut. In other districts private buildings will be hired wherever necessary at a monthly rent not exceeding Rs. 1,500 subject to the following conditions:-

- (i) No Government buildings are available.
- (ii) The reasonableness of the rent should be certified by the Public Works Department.

15. Strengthening of the Assistant Educational Offices requires a detailed study. The staff pattern for those offices will be fixed in due course. Meanwhile sanction is accorded for the creation of 225 posts of L.D. Clerks on Rs. 330-515 in the offices of the Assistant Educational Officers. The Director of Public Instruction will distribute the posts in various offices and communicate the distribution statement to Government.

16. Sanction is also accorded for the installation of a telephone each in the office as well as in the residence of the Deputy Director, Education. Extension to the office phone will be provided for Administrative Assistant and Accounts Officer.

17. Orders on the following points will be issued separately:-

- (i) Functions of the Deputy Directors of Education.
- (ii) Appointment of subject Inspectors.
- (iii) Purchase of vehicles for Deputy Director, Education and creation of posts of drivers.

- (iv) Creation of Part-time contingent posts for the offices of Deputy Director, Education and District Educational Officers.
- (v) Re-organisation of Sub-districts.

The total expenditure will be limited within the plan provision for 1979-80. Adequate provision will be made in the plan budget for 1980-81 onwards to cover the cost of re-organisation.

The expenditure is debitable to "277 A(a)".

(By order of the Governor)

S. NAGARAJAN,
Special Secretary.

APPENDIX

Cadre strength of various posts sanctioned for the Office of the Deputy Director and District Educational Offices
9 (vide G.O. MS. 142/79/G. Edn., dated 27th August 1979)

Serial number	Category of posts	Scale of pay Rs.	Total No. of posts			Posts available			Posts created	Posts abolished	Remarks
			D.D.'s Office	D.E.O.'s Office	Total	D.D.'s Office	D.E.O.'s Office	Total			
1	2	3	4	5	6	7	8	9	10	11	12
1	Deputy Director, Education ..	975-1625	11	..	11	3	..	3	8	..	
2	Administrative Officers ..	910-1550	2	..	2	2	..	2	
3	Administrative Assistant ..	750-1450	9	..	9	1	..	1	8	..	
4	Accounts Officer ..	750-1450	11	..	11	3	..	3	8	..	
5	District Educational Officers..	750-1450	..	29	29	..	29	29	
6	Personal Assistant to District Educational Officers ..	700-1270	..	29	29	..	29	29	
7	Senior Superintendents ..	650-1150	11	..	11	11	..	11	
8	Junior Superintendents ..	520-900	66	29	95	17	63	80	15	..	
9	Fair Copy Superintendents ..	450-785	3	..	3	3	..	3	
10	Head Clerk ..	450-785	..	29	29	..	18	18	11	..	
11	Clerks, U. D. ..	390-685	528	348	876	168	519	687	189	..	
	Clerks, L. D. ..	330-515									
12	Compilers, U. D. ..	390-685	22	..	22	..	21	21	1	..	
	Compilers, L. D. ..	330-515									
13	Typists, U. D. ..	390-685	55	58	113	21	77	98	15	..	
	Typists, L. D. ..	330-515									
14	Stenographer, Grade II ..	350-580	11	..	11	3	..	3	8	..	
15	Attenders ..	300-450	8	27	..	3	28	31	4	..	
	Clerical Attenders ..	310-490									
16	Drivers ..	310-490	3	..	3	3	..	3	
17	Duffadar ..	290-425	3	..	3	3	..	3	
18	Peons ..	280-400	55	87	142	24	77	101	38	..	
19	Full-time Menial ..	280-400	11	29	40	6	29	35	5	..	

Upper division or higher grade will be fixed in accordance with ratio in the case of Clerks, Typists, Compilers, Stenographers, etc. The staff sanctioned for the text book branch have not been included in the list.

No. H2-4555/79

Office of the Director of Public
Instruction, Trivandrum,
30th January 1979.

CIRCULAR

*Sub:—General Education—Aided—Leave—Relief of teachers
regarding.**Ref:—*

All controlling officers are informed that the teachers who apply for long leave need be relieved only after the leave is got sanctioned by the competent authority. The question of Approval of appointment in that vacancy arises only thereafter.

(Sd.)

For *Director*.

GOVERNMENT OF KERALA
General Education (J) Department

NOTIFICATION

G.O. (P) No. 32/79/G.Edn., dated, Trivandrum, 23rd February 1979.

S.R.O. No. In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959) the Government of Kerala hereby make the following further amendment to the Kerala Education Rules, 1959, namely:—

Amendment

(No. 2/79)

1. *Short title and commencement.*—(1) These Rules may be called The Kerala Education (Amendment) Rules, 1979.

(2) They shall come into force at once.

2. In the Kerala Education Rules, 1959, in Chapter VII, after rule 2, the following rule shall be added, namely:—

“2A. Academic year shall be deemed to commence on the reopening day and terminate on the last day before Summer Vacation”.

(By order of the Governor),

P. S. RAMAN PILLAI,

Joint Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

It has come to the notice of Government that there are certain doubts regarding the definition of the term 'Academic Year'. It has been decided that specific definition may be incorporated in Kerala Education Rules regarding academic year. Hence the amendment.

No. H2-18343/79

Office of the Director of Public
Institution, Trivandrum,
3rd May 1979.

CIRCULAR

Sub:—General Education —Fixation of staff.

The Comptroller and Auditor General of India have pointed out that Educational Officers are not recording properly the details in the notes of surprise visits for strength verification in schools. Hence a common form as shown below is prescribed for the information of all Controlling Officers for guidance and necessary action:—

1. Name of the District Educational Officer.
2. Date and hour of visit of the class division.
3. Roll strength.
4. Number of pupils present on the basis of the attendance marked by the class teacher.
5. Verified attendance.
6. If there are variation in the attendance marked by the class teacher and in the verified attendance, the reasons therefore.
7. Effective strength reckoned.

2. According to existing rules work costing Rs. 1,000 and less can be admitted under "petty construction" for the utilisation of Maintenance Grant. All controlling officers are directed not to admit the expenditure if it exceeds Rs. 1,000.

3. It has also been observed by the Comptroller and Auditor General of India that in certain schools additional class divisions sanctioned were not formed even though teachers have been appointed against these posts. All Controlling Officers are requested to see that

all class division as per staff fixation should be roomed invariably. The Headmasters/Managers should not be allowed to open additional class divisions over and above the class divisions sanctioned by the Educational Officer or to reduce the class divisions.

(Sd.)

For Director of Public Instruction

GOVERNMENT OF KERALA

No. 40142/J1/79/G. Edn.,
General Education (J) Department,
Trivandrum, dated, 16th July 1979.

CIRCULAR

Sub:—General Education—Appointment of teachers in Aided schools—Forwarding of copies of appointment orders to departmental officers by managers—Clarification—Issued.

- Ref:*—1. Government Circular No. 83134/J1/77/G. Edn., dated 30th January 1979.
2. From the D.E.O., Ottappalam letter No. A6-8908/79, dated 15th June 1979.

In the Government Circular cited, it was ordered that the Managers Aided Schools should submit a copy of the appointment order of the teacher to the Educational Officer concerned within 5 days of the first issue of the appointment order. In his letter cited, the District Educational Officer, Ottappalam has raised a doubt whether any action could be taken against the Managers for failure to furnish a copy of the appointment order since no penalty in this regard has been prescribed. He has also sought clarification whether it is possible to reject the request for approval of appointment if it is received within the 15 days as contemplated under rule 8, Chapter XIV-A of the Kerala Educational Rules, on the ground that the copy of the appointment order was not furnished within five days or not sent at all. The intention of Government in requiring the Managers to submit a copy of the appointment order to the Educational Officer is to avoid delay in giving approval to the appointment which is in the interest of both the management and the teacher. There is therefore no reason why the managers should not send the copy of the appointment order to the Educational Officer within the time prescribed. It is true that no penalty is imposed on the management for failure to do this, but it will certainly be a factor which will be taken into account particularly in cases where the managements commit delay in seeking approval of

appointments. Government therefore expect that the managements should follow this routine instruction contained in the Circular cited and the Educational Officers should also impress upon the managements the importance in adhering to these instructions.

2. The District Educational Officer, Ottappalam has also sought clarification whether under sub-rule (1) of rule 8, Chapter XIV-A, Kerala Education Rules, the appointment order should reach the Educational Officer within 15 days or whether it is enough if it is sent by the Manager within 15 days. The intention is that the appointment order should actually be received by the Educational Officer within 15 days and hence when an appointment order is received in time due routine action will be taken. A suitable amendment to sub-rule (1) of rule 8 to make this position more explicit will be issued separately.

S. NAGARAJAN,
Special Secretary.

GOVERNMENT OF KERALA
General Education (J) Department

NOTIFICATION

G.O. (P) No. 136/79/G. Edn., dated, Trivandrum, 16th August 1979.

S.R.O. No. 1083/79.—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of Kerala hereby make the following rule further to amend the Kerala Education Rules, 1959, namely:—

RULES

1. *Short title and commencement.*—(1) These Rules may be called the Kerala Education (Amendment) Rules, 1979.

(2) They shall come into force at once.

2. In the Kerala Education Rules, 1959, in Chapter XIV (A), after rule 45B, the following rules shall be added, namely:—

“45C. Where, in any aided school, a qualified person, is not available to be appointed as teacher in accordance with the provisions contained in rules 43, 44, 45 and 45A a teacher serving in any Government school may be deputed to that aided school for a period not exceeding five years with the previous sanction of Government, provided the Educational Agency and the teacher proposed to be

deputed agree in writing to that effect. The teacher so deputed shall retain his lien and other privileges in Government service during the period of such deputation”.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary.

No. H2-104253/79.

Office of the Director of
Public Instruction, Trivandrum,
dated 30th October 1979

CIRCULAR

Sub.—General Education—Aided—Fixation of staff 1979-80
—Counting of re-admitted pupils—Regarding.

Ref.—1. This Office Circular on even number, dated 10th August 1979.

2. G.O. (P) 90/79/G. Edn., dated 6th June 1979.

3. Government letter No. 46721/J1/79/G. Edn., dated 9th August 1979.

In this office circular read as I paper above, it has been brought to the notice of all Controlling Officers concerned that the teachers who become ‘thrownout’ only due to the non-inclusion of re-admitted pupils shall be retained in service in that school or in other schools in the Corporate Educational Agency as the case may be.

Now certain Controlling Officers have brought to the notice of this office a doubt whether a teacher who is eligible for retention in a school as per para one above can be absorbed in posts additionally created in other schools in the same Management.

As regards the applicability of this rule, it is hereby clarified that in such cases the schools in the Corporate Management may be taken as *one unit* for the retention of teachers. To put it in other words, the question of retention of a “thrownout” teacher in a school under the Corporate Agency arises only when there are no additional posts created in other schools of the same Management.

This order is also subject to the condition that all protected teachers in the Management should be absorbed first.

(Sd.)

Director of Public Instruction.

GOVERNMENT OF KERALA
General Education (N) Department

G. O. MS. No. 158/79/Edn., dated, Trivandrum, 25th September 1979

Abstract.—Education—Scholarship to Muslim Girls' students in Upper Primary and High School Classes—Enhancement and Extension of the scheme to Nadar Girls students and to those studying in colleges—Orders issued.

- Read.*—1. G. O. (P) 319/66/Edn., dated 12th July 1976.
2. G.O. (P) 75/71/S. Edn., dated 11th June 1971.
3. G.O. MS. 210/75/G. Edn., dated 30th August 1975.
4. Correspondence resting with letter No. L.Dis. R3-94630/78, dated 22nd July 1978 from the Director of Public Instruction.
5. Memorandum dated 23rd June 1976 from the General Secretary, Kerala Nadar Mahajana Sanghom, Trivandrum.

ORDER

In the G.O. read as third paper above the amount of Muslim girls' scholarship in Upper Primary and High School classes was enhanced to Rs. 20 and Rs. 30 respectively per annum. In the said G.O. the annual income limit for the award of Muslim girls' scholarship also was raised to Rs. 3,000.

2. In view of the raise in the cost of living the question of further enhancing the amounts of scholarship to Muslim girls has been under the consideration of Government. In the meantime, the Kerala Nadar Mahajana Sanghom has, in the memorandum read as fifth paper above requested Government that the scholarship scheme granted to Muslim girls students may be extended to the Nadar girls students also.

3. Government have examined the question and are pleased to issue the following orders:—

- (i) The amount of Muslim Girls' scholarship in Upper Primary and High School classes will be raised to Rs. 30 and Rs. 50 respectively per annum with effect from the academic year 1979-80.
- (ii) The annual parental income limit for this scholarship will be enhanced from Rs. 3,000 to Rs. 8,000.

(iii) This scholarship will be awarded to the Nadar Girls students too from this academic year, i.e., 1979-80 onwards subject to the conditions that payment should be made in accordance with Part B of the unified Rules issued in G.O. (P) 75/71/S. Edn., dated 11th June 1971 read with G.O. MS. 210/75/G. Edn., dated 30th August 1975.

4. The scholarship will be extended to colleges also to Muslim Girls and Nadar Girls students at the rate of Rs. 100 per annum with effect from the academic year 1979-80.

(By order of the Governor)

S. NAGARAJAN,
Special Secretary to Government.

GOVERNMENT OF KERALA

No. 58194/J3/79/G. Edn., General
Education (J) Department, Trivandrum,
dated 18th October 1979.

From

The Special Secretary to Government.

To

The Director of Public Instruction, Trivandrum.

Sub.—General Education—Appointment of untrained teachers.

Ref.—Your letter No. H2-75385/79, dated 29th August 1979.

Sir,

I am directed to inform you that in respect of Muslim Schools which close on 30th April for Midsummer, the 3 categories of teachers mentioned in G.O. MS. 86/79/G. Edn., dated 2nd June 1979 will continue till 30th April, 1980.

Yours faithfully,

(Sd.)

For *Special Secretary to Government.*

GOVERNMENT OF KERALA

No. 71105/J1/79/G. Edn.,
General Education (J) Department,
Trivandrum, dated 9th November 1979.

CIRCULAR

Sub.—Fixation of staff in both new and upgraded school sanctioned in 1979-80—Instructions issued.

As per Rule 12 of Chapter XXIII, K.E.R., the strength of teaching staff in each school shall be fixed by the Educational Officer, based on the effective strength of the class as on the sixth working day from the re-opening date in June. This year, Government have sanctioned a number of new schools well after the re-opening date in June. It is not possible to sanction staff to these schools, both departmental and aided, both new and upgraded, based on the effective strength of the class as on the sixth working day from the re-opening date in June.

However Government direct the Educational Officers will physically verify every school and certify that—

- (i) he has verified the strength as per the rules in force.
- (ii) that only “protected teachers” have been employed.

S. NAGARAJAN,
Special Secretary to Government.

GOVERNMENT OF KERALA

General Education (J) Department

G.O. (P) No. 189/79/G. Edn., dated, Trivandrum, 12th November 1979

NOTIFICATION

S.R.O. No.—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of Kerala hereby make the following rules further to amend the Kerala Education Rules, 1959 namely:—

RULES

1. *Short title and commencement.*—(1) These Rules may be called the Kerala Education (Amendment) Rules, 1979.

(2) They shall come into force at once.

2. In the Kerala Education Rules, 1959.

- (1) in Chapter XIV (A), for the proviso under sub-rule (1) of rule 8, the following proviso shall be substituted, namely.

“Provided that where the Manager fails to forward the appointment order within the time specified above, he may apply to the Regional Deputy Director, in the case of delay upto six months, or to the Director, in other cases, for condonation of such delay and thereupon the Regional Deputy Director or the Director, as the case may be, may, for reasons to be recorded in writing, condone the delay”.

(2) in Chapter XXX,

(i) in sub-clause (vi) of clause (a) of sub-rule (1) of rule 15, after the words “To pay for the cost of general education” and before the words “of any child”, the words “of the subscriber” or shall be inserted;

(ii) clause (d) and the note under clause (e) of sub-rule (2) of rule 15, shall be deleted;

(iii) in sub-rule (3) of rule 16, the words “of last instalment” shall be deleted;

(iv) after sub-rule (3) of rule 43, the following Explanation shall be added namely:—

“*Explanation.*—For the purpose of this rule, Controlling Officer means the Assistant Educational Officer/the District Educational Officer under whose immediate administrative and inspectional control the institution in which the subscriber is working, is situate.”

(By order of the Governor)

P. S. RAMAN PILLAI,

Additional Secretary to Government.

GOVERNMENT OF KERALA

General Education (J) Department

NOTIFICATION

G.O. (P) No. 200/79/G. Edn., dated, Trivandrum, 23rd November 1979.

S.R.O. No.—In exercise of the powers conferred by section 36 of the Kerala Education Act, 1958 (6 of 1959), the Government of

Kerala hereby make the following Rules further to amend the Kerala Education Rules, 1959, namely:—

RULES

1. *Short title and commencement.*—(1) These Rules may be called the Kerala Education (Amendment) Rules, 1979.

(2) They shall come into force at once.

2. In the Kerala Education Rules, 1959, in Chapter XXIII, in sub-rule (3) of rule 12E, after the words “on his own motion” and before the words “or otherwise” the words “or on the basis of the report of the authorised officer under rule 16, including the evidence and other details, if any, collected by him” shall be inserted.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

Sub-rule (3) of rule 12E, Chapter XXIII of the Kerala Education Rules provides that the Director of Public Instruction may, on his own motion or otherwise, called for the records of the orders relating to fixation of staff strength issued by subordinate officers and revise the same. According to rule 16 of the same Chapter, any officer authorised by Government could conduct an enquiry into the staff fixation and the enquiry report shall be submitted by him to the Director of Public Instruction for appropriate action. It is necessary to enable the Director of Public Instruction to exercise the power of revision under sub-rule (3) of rule 12E on the basis of the report furnished by the authorised officer under rule 16 also. Hence the amendment.

GOVERNMENT OF KERALA

General Education (D) Department

G.O.Ms. No. 17/80/G. Edn., dated, Trivandrum, 8th February 1980.

Abstract.—Education—Sainik Schools—Award of scholarships—Enhanced rates—Sanctioned—Orders issued.

- Read.*—1. G.O. MS. 23/66/Edn., dated 10th January 1966.
 2. G.O. MS. 28/72/Edn., dated 17th February 1972.
 3. G.O. MS. 159/72/S. Edn., dated 14th November 1972.
 4. G.O. Rt. 2044/73/G. Edn., dated 26th August 1973.
 5. G.O. MS. 179/75/G. Edn., dated 24th July 1975.
 6. G.O. MS. 252/76/G. Edn., dated 21st February 1976.
 7. G.O. Rt. No. 882/77/G. Edn., dated 18th February 1977.
 8. Letter No. F5 (18) 14/SEC. Vol. II., dated 1st June 1978 from the Director (T) and Hon. Secretary, Sainik School Society to the Principal, Sainik School.
 9. G.O. MS. 93/78/G. Edn., dated 12th July 1978.
 10. Letter No. 46986/D4/78/G. Edn., dated 21st July 1978 to the Joint Secretary, Government of India, Ministry of Defence, New Delhi.
 11. Letter No. 3/18/74/SSC/Vol. II., dated 11th September 1978 from the Director (T) and Hon. Secretary, Sainik School Society, New Delhi.
 12. Letter No. B4-60873/79/K. Dis., dated 23rd June 1979 from the Director of Public Instruction.

ORDER

During the academic year 1978-79 the Board of Governors, Sainik School Society enhanced the amount of fees in Sainik Schools to Rs. 4,000 per annum, i.e., Rs. 3,500 per annum towards fees and Rs. 500 towards clothing allowance for the first year and Rs. 250 per annum in subsequent years. As per the G.O. read as 9th paper Government revised the rate of scholarship to Rs. 3,500 per annum is Rs. 3,200 per annum towards fees plus Rs. 300 for clothing allowances in the first year and Rs. 150 per annum in subsequent years. In the letter read on 10th paper the Government of India was requested to bear the entire additional expenditure over and to Rs. 4,000 per annum has created great hardship both on the parents and the State Government. But the Government of India in their letter read as 11th paper did not care to the above proposal for the reasons that the Sainik School Society has no independent resources of its own and that funds for all the capital and revenue expenditure of the Sainik Schools (to the extent those cannot be met from the school's own resources) have to be provided by the concerned State Government as per Sainik School Society Rules. Most of the other State Governments have already agreed to enhance the scholarship rates. The Government of India have therefore requested the state Government to reconsider the matter and agree to the enhancement of scholarship rate of Rs. 3,500 per annum and clothing allowance of Rs. 500 for the first year and Rs. 250 per annum for

subsequent years. The Director of Public Instruction in his letter read on 12th paper recommended the proposal of the Government of India for enhancement of scholarship to Rs. 4,000 per annum.

2. Government have examined the question in details and are pleased to enhance the scholarship rates to the students of Kerala Sainik Schools from Rs. 3,500 per annum to Rs. 4,000 per annum with effect from 1st July 1978, i.e., from the academic year 1978-79 onwards. They are accordingly pleased to issue the following further amendment to the rules issued as per the G.O. read as first paper:—

Amendment

For rule 10 of Revised rules for the award of scholarships to the boys from Kerala studying in the Sainik Schools in India the following shall be substituted 10 “The scholarship shall be divided into four categories:—

The income slab and rate of scholarship are:

<i>Income</i>	<i>Rate of scholarship</i>	<i>Amount of scholarship and clothing allowances</i>
(a) UP to Rs. 700 p.m. (excluding D. A. and H. R. A. and including income from other sources)	Full scholarship plus clothing allowance	Rs. 3,500 p. a. plus Rs. 500 for clothing allowance in the first year and Rs. 250 p. a. in subsequent years.
(b) Rs. 701 to Rs. 1,000 p.m. (excluding D.A. and H.R.A. and including income from other sources)	3/4 scholarships plus clothing allowances	Rs. 2,625 p. m. plus Rs. 500 for clothing allowances in the first year and Rs. 250 p.a. in subsequent years
(c) Rs. 1,001 to Rs 1,200 p.m. (excluding D.A. and H.R.A. and including income from other sources)	1/2 scholarship	Rs. 1,750 p.a. (no clothing allowance)
(d) above Rs. 1201 p.m. to Rs. 1,400	1/4 scholarship	Rs. 875 (no clothing allowances)

(1/4 scholarship has been discontinued from the academic year 1978-79 onwards.)”

3. The above amendment will take effect from 1st July 1978.

(By order of the Governor)
S. NAGARAJAN,
Special Secretary to Government.

No. H3-139957/79/L. Dis.

Office of the Director of
Public Instruction, Trivandrum,
dated 28th February 1980.

CIRCULAR

Sub.—Subject council for—Sanskrit—Guidelines for the Formation of Sanskrit councils in Educational Districts/Sub Districts—Regarding.

Sanction is accorded for the formation and functioning of Sanskrit Councils in the Educational Districts and Sub Districts on the guidelines given below. The Educational Officers are requested to see that the Council is formed in their Districts/Sub Districts in accordance with these instructions.

Guidelines for the formation and functioning of Sanskrit Councils

In line with the policy of the Department to give leadership in the organisation of academic councils and subject councils for improvement of the quality of education in our schools, it is suggested that a Sanskrit Council be formed in every educational district and sub district in the State.

All the Sanskrit Teachers in the U. P. Schools/High Schools shall be members of the Sanskrit councils in the Sub District/Educational District as the case may be. In the Sub District, the Assistant Educational Officer shall be the ex officio President of the Council. The Headmaster of a U. P. School in which Sanskrit is taught may be elected as Vice-President. One of the Sanskrit Teachers of U. P. Schools may be elected as Secretary. 3 to 6 such Sanskrit teachers may further be elected to be members of the Council.

The Sanskrit council at the Educational District level may be formed and guided in similar manner by the District Educational Officer.

Every Council may meet at least thrice a year to plan, implement and review its programmes. A report of the proceedings of each meeting may be sent to the Special Officer for Sanskrit Education in the Directorate of Public Instruction.

The Programmes to be organised by the Council may include training courses, seminars, conferences, workshops, demonstration lessons, study tours, exhibitions, publications and allied activities. All the teachers concerned (except those who happen to be on leave at the time), should participate, without exception, in the programmes as required by the Council. The programmes are to be arranged by the Secretary in consultation with the President and intimated to all concerned early enough.

Programmes organised by the Council should not entail any financial commitment to Government except with specific prior sanction from the Controlling officers concerned.

At the end of the year, each council should send upto the Special Officer for Sanskrit Education a report of its activities during the year along with an outline of its programme for the next year. The formation of the council may be intimated to the Special Officer immediately along with the address of the Secretary of the Council in the Educational District/Sub District.

(Sd.)

For Director of Public Instruction.

G.O. Rt. 777/80/G. Edn., dated 27th March 1980 [General Education (P) Department]

Abstract.—Annual Plan—1979–80—Scheme—Code No. SWE-014—
Opening of special schools for the handicapped—
Implementation of—Sanctioned—Orders issued.

Read.—Letters No. M1-72298/79, dated 10th December 1979 and
4th February 1980 from the Director of Public Instruction.

In the circumstances reported by the Director of Public Instruction in his letters read above, sanction is accorded for the opening of a Junior Technical School for the Deaf by upgrading the existing special school for the Blind, Deaf and Dumb at Trivandrum to the level of a High School, initially with the following Trades, viz. (1) Plumbing and (2) Printing and Composing. Sanction is also accorded for the creation of the following temporary posts additionally for the Junior Technical School for the Deaf at Trivandrum, till the end of February, 1981:—

	<i>Rs.</i>
1. Instructor in Plumbing	420–720
2. Instructor in Printing and Composing	420–720

The above posts will be initially filled by deputation of qualified Instructors from sister departments.

The expenditure on this account will be debited to “288 D. Social Welfare (b) Education and Welfare of Handicapped” of the current year’s budget.

(By order of the Governor)

C. I. NARAYANAN,

Joint Secretary.

GOVERNMENT OF KERALA

General Education (J) Department

G.O. (MS) 85/80/G. Edn., dated Trivandrum, 27th June 1980.

Abstract.—General Education—Aided—Mysore and Madras Physical Education Certificate Holders who took the course after June 1978 and appointed in Aided Schools—Approval of appointments—Orders issued.

Read again.—G.O. (MS) 69/80/G. Edn., dated 30th May 1980.

ORDER

Under para 1 of the G.O. read above all categories of under-qualified teachers appointed in Aided Schools till March 1980 are to be approved as underqualified till 31st March 1980 and as fully qualified from the dates of their appointments in 1980-81 provided that they did possess the qualifications required for appointment to corresponding posts in departmental schools. In paragraph 6 of the same G.O. it has been reiterated that Mysore and Madras Physical Education Certificate Holders who have taken the course after 1978 are not eligible to be appointed as Physical Education Teachers in aided High Schools and Upper Primary Schools. It is now seen that both Mysore and Madras Physical Education Certificates were accepted qualifications for appointment as Physical Education Teachers in Government Upper Primary Schools till Government issued the recent orders unifying the qualifications for departmental and aided school teachers. Since no separate qualifications were fixed for specialist teachers except Drawing Teachers in High Schools, the qualifications of specialist teachers of Upper Primary Schools were followed in respect of High Schools also. Thus Mysore and Madras Physical Education Certificate Holders and also holders of higher qualifications of those States like B.P. Ed., M.P. Ed. were to be considered as qualified for appointment as Physical Education Teachers in Government High Schools and Upper Primary Schools while they were not qualified for appointment in aided schools under the rules in Chapter XXXI, K.E.R. They are thus eligible for the concession contemplated in paragraph 1 of the G.O. read above.

2. Government are accordingly pleased to clarify that the appointments of Mysore and Madras Physical Education Certificate holders and holders of Higher qualifications of these States like B.P. Ed. and M.P. Ed., etc., who took the course after June 1978 made in aided High Schools and Upper Primary Schools upto the end of March 1980 will be approved as under qualified till 31st March 1980 and as

fully qualified from the date of their appointment in 1980-81. No fresh appointments of this category of Physical Education Teachers will be permitted in 1980-81 onwards.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary to Government.

GOVERNMENT OF KERALA
General Education (J) Department

G.O. (P) 87/80/G.Edn., dated, Trivandrum, 30th June 1980.

Abstract.—General Education—Aided—Prescription of general educational qualification of S.S.L.C. for all teaching posts in Primary Schools and Graduation for all teaching posts in High Schools—Orders issued.

ORDER

Government feel that to improve the general standard of instructions imparted to pupils in the schools it is necessary to prescribe a minimum general educational qualification for all teaching posts, besides the existing professional or training qualifications. They are accordingly pleased to order that a pass in the S.S.L.C. Examination conducted by the commissioner for Government Examinations or its equivalent shall be the minimum general educational qualification for all teaching posts in Aided Primary Schools including posts of Language Teachers and Specialist Teachers.

2. Similarly for all teaching posts in Aided High Schools except posts of Specialist Teachers (for which the qualification of S.S.L.C. will be sufficient general qualification) graduation or its equivalent shall be the minimum general educational qualification. In regard to High School Assistants (Languages) in Aided Schools a Title in oriental learning in the concerned language awarded or recognised by the Universities in Kerala shall also be accepted in lieu of the Degree if these titles have been declared as equivalent to Part III of the Degree.

3. These orders will not be applicable to teachers in aided schools in respect of posts which they are holding or for the grant of higher grade or super grade in those posts. Under qualified teachers who are given the eligibility for re-appointment as per G.O. (MS) 69/80/G.Edn., dated 30th May 1980 will not also be affected by these orders in respect of posts held by them or for the grant of higher grade

and super grade in such posts provided however the revised qualifications will be applicable in the case of such teachers for future promotions from Upper Primary School to High School. Future promotions from Upper Primary School to High School will however be given only after taking into account these orders. But prospective promotees will be temporarily exempted from the requirements regarding the revised qualifications for a period of two years. Permanent exemption will be granted to those prospective promotees who have attained the age of 50 years and completed 25 years of service.

4. Necessary amendments to the Kerala Education Rules will be issued separately.

(By order of the Governor)

S. NAGARAJAN,

Special Secretary to Government.

GOVERNMENT OF KERALA

General Education (J) Department

G.O. (MS) No. 88/80/G. Edn., dated, Trivandrum, 30th June 1980.

Abstract.—General Education—Aided—Appointment of Mysore T.C.H. Holders as Primary Teachers—Further orders issued.

Read.—G.O. (MS) 153/79/G. Edn., dated 19th September 1979.

ORDER

In the G.O. read above, Government had declared that Mysore T.C.H. would not be considered as recognised qualification for appointment of Primary Teachers in Aided Schools and that the appointment of Mysore T.C.H. holders appointed after the close of the academic year 1978-79 would, on no account, be approved even as under qualified. It is now seen that many managements of Aided Schools have appointed Mysore T.C.H. holders during 1979-80 also. The appointments of these persons have not been approved. It is also seen that very many persons from Kerala have joined the T.C.H. Course during 1979-80 and they will be completing the course in 1980-81. Representations have been made to Government to view the cases of these persons also sympathetically and to issue necessary orders to make them also eligible for appointment as Primary School Teachers in Aided Schools in the State.

2. Government have considered the position of the above persons carefully. While they feel that the appointments of these persons made unauthorisedly during 1979-80 need not be approved, they consider that it is only appropriate to show some sympathy towards these persons. They are accordingly pleased to direct that Mysore T.C.H. holders who have been appointed in Aided Schools during 1979-80 and also all persons completing the course by the end of the academic year 1980-81, be permitted to join an inservice course to be arranged by the Director, State Institute of Education. On successful completion of the course at their own cost these persons will be deemed eligible for appointment as Teachers in Aided Primary Schools on a par with T.T.C. holders of Kerala.

3. The Director, State Institute of Education will take immediate steps either to expand the scope of the present inservice course conducted for Mysore T.C.H. holders or to start fresh batches for giving inservice training to the category of persons covered by these orders.

(By order of the Governor)

S. NAGARAJAN,

Special Secretary to Government.

GOVERNMENT OF KERALA

General Education (D) Department

G.O. (MS) 92/80/G. Edn., dated, Trivandrum, 4th July 1980.

Abstract.—CARE Feeding Programme—CARE Assisted Programme—Supply of frying pans (Cheenachatties)—Scheme sanctioned—Orders—Issued.

- Read.*—1. Letter No. 16-10/80/NT., dated 26th March 1980 from the Government of India, Ministry of Social Welfare, Shastri Bhavan, New Delhi.
2. Letter No. 935/CARE/80, dated 5th May 1980, from the Administrator, CARE, Kerala, Trivandrum.
3. Letter No. CARE 1-42881/80, dated 13th May 1980 from the Director of Public Instruction, Trivandrum.

ORDER

About 9,000 L.P. Schools in the State are covered by the CARE Feeding Programme. It is reported that Frying Pans (Cheenachatties)

supplied in 1962, 1967 and 1972 to a large number of schools for preparation of CARE food materials have become unserviceable due to constant use. It is estimated that about 6,000 schools will have to be supplied with Frying Pans with laddles immediately.

2. A scheme for the supply of Frying Pans to the needy schools with CARE assistance has been under consideration of the Government. As per details collected during 1979, the cost of the project for supplying 6,000 cheenachatties is estimated as Rs. 8 lakhs. According to the sharing pattern approved by the Government of India, the CARE assistance is limited to 45 per cent of the cost of the scheme and the rest 55 per cent has to be met by the State Government. The Government of India in their letter read as 1st paper above conveyed their approval of the scheme costing Rs. 8 lakhs for the purchase of Frying Pans (Cheenachatties) for 6,000 schools covered under the CARE Feeding Programme. CARE assistance will be available to the tune of Rs. 3.60 lakhs, the rest is to be met by the State Government. Government are therefore pleased to approve the scheme for the supply of Frying Pans (Cheenachatties) with laddles to 6,000 L.P. Schools covered under the CARE Feeding Programme at a cost of Rs. 8 lakhs subject to the condition that Rs. 4.40 lakhs representing State's share will be met by the State Government and the remaining 3.60 lakhs will be met by the CARE.

3. The State share of Rs. 4.40 lakhs will initially be met from the current year's provision under "277 Edn. A primary (f) other expenditure 2 Midday Meals to primary school pupils—other charges". If the existing provision available under this head is found inadequate additional funds will be found later by reappropriation or supplementary grant. The Director of Public Instruction will forward necessary proposals in this regard, in due course, if necessary.

4. It has been reported that the Administrator, CARE Kerala has taken steps for the purchase and supply of Frying Pans for their share of Rs. 3.60 lakhs in the scheme. The CARE has also stated in their letter read above that after careful scrutiny of the various quotations from different parts of Kerala and Tamil Nadu they have been able to procure the utensil at a comparatively lower rates. With a view to avail of the benefit of a bulk purchase and uniform rate and to ensure prompt and expeditious supply of the items to needy schools and also to avoid duplication of work and delay, the Director of Public Instruction has suggested to entrust with CARE the purchase and supply of Frying Pans against the State share also Government accept the suggestion of the Director of Public Instruction and they accordingly order that the Administrator, CARE, Kerala will be entrusted with the task of arranging the purchase of 6,000 Frying Pans with laddles, utilising the CARE share of Rs. 3.60 lakhs and State Share of Rs. 4.40 lakhs. The Director of Public Instruction will pay

the State Government Share of Rs. 4.40 lakhs to the Administrator, CARE, Kerala for the purpose. The supply of Frying Pans (Cheenachatties) and laddles to the Assistant Educational Officers will be done as per an arrangement mutually worked out by the Director of Public Instruction and the CARE, Kerala.

5. The Administrator, CARE, Kerala will furnish detailed accounts of expenditure incurred on the scheme, particularly in respect of State share to the Director of Public Instruction in due course.

(By order of the Governor)

R. PADMANABHAN NAIR,

Under Secretary.

GOVERNMENT OF KERALA

General Education (J) Department

G.O. (MS) No. 97/80/G. Edn., dated, Trivandrum, 5th July 1980.

Abstract.—General Education—Higher Scale of Pay—Sanctioning of—Date Effect of G.O. (MS) 62/73/S. Edn., dated 2nd May 1973—Clarificatory orders issued.

- Read.*—1. G.O. (MS) 67/69/Edn., dated 5th February 1969.
 2. G.O. (MS) 39/70/Edn., dated 19th January 1970.
 3. G.O. (MS) 62/73/S. Edn., dated 2nd May 1973.
 4. Circulars No. N4-57887/73, dated 16th January 1974 and 26th August 1974.
 5. Letter No. N3-12879/79, dated 20th April 1979 from the Director of Public Instruction.

ORDER

In the G.O. read as third paper above it was ordered inter alia that in lieu of continuous teaching service insisted on for the purpose of sanction of higher grade to teachers, total teaching service will count for higher grade to teachers. It was also specified that this concession would take effect only from 1st January 1971 and arrears would be given with effect from 1st January 1973.

2. In order to remove certain doubts raised by the Controlling Officers the Director of Public Instruction has issued two circulars No. 57887/73, dated 16th January 1974 and 26th August 1974 clarifying that higher scale can be sanctioned applying the above G.O. from the date of eligibility even if it be prior to 1st January 1973 and that notional increments from such date can also sanctioned but monetary benefit would accrue only from 1st January 1973. A number of cases have been settled and arrears paid accordingly.

3. The Accountant General in his letter No. DA6/B1/20-1/357, dated 9th October 1974 has objected to the higher grade sanctioned to a teacher prior to 1st January 1973 with monetary benefit from 1st January 1973 stating that G.O. (MS) 62/73/S. Edn., dated 2nd May 1973 has got effect only from 1st January 1973. The Director of Public Instruction has therefore directed the sub officers not to sanction higher scale prior to 1st January 1973 even if their higher scale falls due prior to that date. As a result of this the teachers have lost the benefit which they have been getting due to the conditions of break as per G.Os. first and second cited.

4. The Director of Public Instruction in his letter read as 2nd paper above has pointed out that if the circulars are not accepted by Government, the fixation of pay already done and subsequent increments sanctioned will have to be revised and that create much administrative difficulties. Since most of the Controlling Officers have acted according to the spirit of the circulars issued and most of the teachers except a few whose fixations were delayed for want of getting proper service certificates, are enjoying the benefit for more than 5 years, any revision of the circular after a lapse of 5 years will create untold hardship to the teachers.

5. In the above circumstances the Director of Public Instruction has requested that the two circulars read as 4th may be accepted and sanction accorded to give Higher Grade from the date of eligibility prior to 1st January 1973 and notional increment granted on that basis with monetary benefit from 1st January 1973.

Government have examined the matter in detail and are pleased to ratify the action of the Director of Public Instruction in having issued the Circulars No. 57887/73, dated 16th January 1974 and 26th August 1974 as a special case.

(By order of the Governor)

S. NAGARAJAN,

Special Secretary to Government.

GOVERNMENT OF KERALA
General Education (J) Department

G.O. (P) No. 119/80/G.Edn., dated Trivandrum, 25th July 1980.

Abstract.—General Education—Aided—Appointment of Malayalam Vidwan holders as Upper Primary School Assistants in Aided Schools—Further orders issued.

- Read.*—1. G.O. (MS) 123/78/G. Edn., dated 31st August 1978.
2. G.O. (MS) 69/80/G. Edn., dated 30th May 1980.

ORDER

In the G.O. read as first paper above, Government sanctioned the appointments of Malayalam Vidwan holders as Upper Primary School Assistants in Aided Schools till the end of 1978-79, subject to certain conditions. It was also made clear that no new appointment of Malayalam Vidwan holders would be approved after 1978-79. Government have now reviewed the position in the light of representations received from various quarters and also in the light of concessions granted in respect of holders of other qualifications, etc. They are accordingly pleased to direct that the orders contained in the G.O. read above will be extended till the end of the academic year 1979-80, subject to the same conditions. The observation contained in Para 7 of the G.O. read as second paper would be deemed to have been modified accordingly.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary to Government.

GOVERNMENT OF KERALA
General Education (F) Department

G.O. (P) 121/80/G.Edn., dated, Trivandrum, 25th July 1980.

- Read.*—1. G.O. (P) 77/80/G. Edn., dated 6th June 1980.
2. G.O. (P) 82/80/G. Edn., dated 18th June 1980.
3. G.O. (P) 84/80/G. Edn., dated 27th June 1980.
4. G.O. (P) 90/80/G. Edn., dated 1st July 1980.
5. G.O. (P) 93/80/G. Edn., dated 4th July 1980.

6. G.O. Rt. 1726/80/G. Edn., dated 4th July 1980.
7. G.O. Rt. 1727/80/G. Edn., dated 4th July 1980.
8. G.O. Rt 1919/80/G. Edn., dated 17th July 1980.

ORDER

As per orders contained in the Government Orders read above, Government have sanctioned the upgrading of the departmental schools mentioned therein, subject to certain conditions.

On a review of the progress of fulfilment of conditions for the starting of the higher standards in Departmental schools for the year 1980-81, it is seen that while the sponsors of some schools have fulfilled their obligations in full, some others have made substantial progress in the fulfilment of the conditions, while there are some sponsors who have not done anything towards either the procurement of additional land or for putting up additional buildings. Formal sanction for the functioning of the schools where conditions have been fulfilled or where the conditions have been fulfilled to a very large extent may now be issued by the Educational Officers on the definite condition that wherever additional building have not been completed, the buildings should be completed before 30th September 1980 and wherever the deficit land has not been procured in full, such land should be procured before 31st December 1980. The names of these schools are given in the annexure in this order. No sanction will be issued to schools which are not included in the annexure.

Educational Officers will take immediate action for fixation of staff strength and appointment of teachers in the newly started classes. Immediate action should be taken by Educational Officers to grant permission for the issue T.C. to enable students to join the newly started classes. Wherever necessary Educational Officers should revisit and refix the teacher strength in schools from which students have obtained Transfer Certificates for admission to the newly started classes

(By order of the Governor)
P. S. RAMAN PILLAI,
Additional Secretary to Government.

ANNEXURE

TRIVANDRUM:

1. G.U.P.S., Kachani
2. G.U.P.S., Kazhakuttom
3. G.U.P.S., Ayiroopara
4. G.U.P.S., Kulasekharam
5. G.L.P.S., Bheemappally
6. G.L.P.S., Cheruvikkal
7. G.L.P.S., Parakkal
8. G.L.P.S., Konchira
9. G.L.P.S., Kusavarackal

NEYYATTINKARA:

1. G.U.P.S., Perumpazhathoor
2. G.U.P.S., Perumkulam
3. G.U.P.S., Plavoor
4. G.U.P.S., Vilavoorkal

ATTINGAL:

1. G.U.P.S., Karipoor
2. G.U.P.S., Poovathoor
3. G.U.P.S., Anappara
4. S.N.V., U.P.S., Kadakkavoor
5. G.L.P.S., Chettachal
6. G.L.P.S., Ponmudi
7. Jawahar Colony L.P.S.
8. G.L.P.S., Paluvally
9. G.L.P.S., Edanila
10. G.L.P.S., Nellanad
11. G.L.P.S., Padanilam
12. G.L.P.S., Palavila
13. G.L.P.S., Mudapuram
14. Keezhattinkal Bhagavathivilasom G.L.P.S.
15. Mathasserikonam G.L.P.S.
16. G.L.P.S., Kudavoorkonam
17. G.L.P.S., Melattingal

QUILON:

1. G.U.P.S., Chirakkara
2. G.U.P.S., Ulenad
3. G.U.P.S., Keralapuram
4. Model U.P.S., Karunagappally
5. G.L.P.S., Kulasekharapuram
6. Mukkood L.P.S.
7. Vellimon L.P.S.
8. West Pazhangolam L.P.S.

KOTTARAKKARA:

1. G.U.P.S., Achankoil
2. G.U.P.S., Nettayam
3. G.U.P.S., Sasthamcottah
4. G.U.P.S., Chithara
5. G.U.P.S., Perumkulam
6. Veliyam Welfare L.P.S.
7. G.L.P.S., Karinganoor
8. S.N.V.L.P.S., Iverkala
9. G.L.P.S., Chakkuvarakkal
10. G.L.P.S., Melila
11. G.L.P.S., Valiyapadam
12. G.U.P.S., Pooyappally

PATHANAMTHITTA:

1. G.U.P.S., Kaipatoor
2. G.U.P.S., Kissimum
3. G.U.P.S., Vadakadathkavu
4. G.U.P.S., Edamury
5. G.U.P.S., Naranganam
6. G.U.P.S., Omallur
7. G.U.P.S., Kizhakkupuram
8. G.U.P.S., Peringanad
9. G.L.P.S., Erathumpanon
10. G.L.P.S., Cunnida
11. G.L.P.S., Puthusserimala
12. G.L.P.S., Kudamuruthy
13. G.L.P.S., Vellakulangara
14. G.U.P.S., Maroor
15. G.U.P.S., Kadimeenchira
16. G.L.P.S., Vadasserikkara
17. G.U.P.S., Thoolikulam

ALLEPPEY:

1. G.U.P.S., Kuppapuram
2. G.U.P.S., Mannancherry
3. G.U.P.S., Ambalapuzha
4. G.U.P.S., Thancermukkom
5. G.U.P.S., Punnappara-Parur
6. G.U.P.S., Karumadi
7. G.U.P.S., Viyyapuram
8. G.U.P.S., Vailiyazheekal
9. G.L.P.S., Palluvelibhagam
10. D.V.L.P.S., Charamangalam
11. G.L.P.S., Thampakachuvadu

MAVELIKARA:

1. G.U.P.S., Ramapuram
2. G.U.P.S., Puliyoor
3. J.B.S. Pennorkara
4. G.L.P.S., Thripperinthura

THIRUVALLA:

1. G.U.P.S., Ayiroor
2. G.U.P.S., Azhiyidathuchira
3. G.U.P.S., Kodupunna
4. G.U.P.S., Kuttoor
5. G.U.P.S., Koyippuram
6. Model L.P.S., Nedumpuram Puthiyakave

KOTTAYAM:

1. G.U.P.S., Vazhappally
2. G.U.P.S., Karipputhitta
3. G.U.P.S., Pampadi
4. G.U.P.S., Arceparamba
5. G.U.P.S., Panamattom
6. G.L.P.S., Cheeramchira
7. G.L.P.S., Vellothuruthy
8. G.L.P.S., Karimadom
9. H.W.L.P.S., Kurichy

KANJIRAPALLY:

1. G.U.P.S., Nedumkunnam
2. G.U.P.S., Edakkunnam
3. G.U.P.S., Vazhoor
4. G.U.P.S., Adukom
5. G.U.P.S., Kuzhimavu
6. G.L.P.S., Manjappally

PALAI:

1. G.U.P.S., Vayala
2. G.U.P.S., Kaduthuruthy
3. G.U.P.S., Puthuveli
4. G.L.P.S., Alanad
5. G.L.P.S., Udayanapuram
6. G.L.P.S., Poovakulam
7. G.L.P.S., Kalathur
8. G.L.P.S., Mulakulam

IDIKKI:

1. G.U.P.S., Pathinarankandam
2. G.U.P.S., Muttom
3. G.U.P.S., Chempakapara
4. G.U.P.S., Panickankudy
5. G.U.P.S., Adimali

6. G.U.P.S., Bison Valley
7. G.U.P.S., Poomala
8. G.U.P.S., Thoprakudy
9. G.U.P.S., Mullaringad
10. G.U.P.S., Peringassery
11. G.L.P.S., Edamalayar
12. G.L.P.S., Murikkassery
13. G.L.P.S., Panniyar
14. G.L.P.S., Thokkupara
15. G.L.P.S., Arakkulam
16. G.L.P.S., Vazhavara
17. Government Tribal L.P.S., Pathippally

MUVATTUPUZZHA:

1. G.U.P.S., Pampakuda
2. G.U.P.S., Mamalassery
3. G.U.P.S., Piravom
4. G.U.P.S., Mathirappally
5. G.U.P.S., Pezhakkappally
6. G.U.P.S., Muvattupuzha
7. G.L.P.S., Uppukandam
8. G.L.P.S., Ayyankavu
9. G.L.P.S., Kuttlanji
10. Model L.P.S., Muvattupuzha
11. G.L.P.S., Kakkad

ERNAKULAM:

1. G.U.P.S., Pulikkamaly
2. G.U.P.S., Puthanthodu
3. G.U.P.S., Elamakkara
4. G.L.P.S., Puthuvaipu
5. J.B.S., Keecheri
6. J.B.S., Eroor
7. G.L.P.S., Palluruthy

ALWAYE:

1. G.U.P.S., West Kadungalloor
2. G.U.P.S., Kuttanassery
3. G.U.P.S., Muppathadom
4. G.U.P.S., Kongorappally
5. G.U.P.S., Cheranelloor
6. G.U.P.S., Ezhikkara
7. G.U.P.S., Mookkannoor
8. G.U.P.S., Thrikkakara
9. G.L.P.S., Mudakuzha

10. G.L.P.S., Illithodu
11. G.L.P.S., Mazhuvampoor
12. G.L.P.S., Chovvara
13. G.L.P.S., Palissery
14. G.L.P.S., Azhakom
15. G.L.P.S., Kut ikkattukara
16. G.L.P.S., Keezhumad
17. G.L.P.S., Kakkanad
18. G.L.P.S., Valampoor
19. G.U.P.S., Pazhamthottam

IRINJALAKUDA:

1. G.U.P.S., Muppiliyam
2. G.U.P.S., Nandikkara
3. Government Moppila U.P.S., Panangad
4. G.U.P.S., Lourdupuram
5. H.B.S., Vijayaraghavapuram
6. J.B.S., Kuzhoor

TRICHUR:

1. G.U.P.S., Anchery
2. G.U.P.S., Poonkunnam
3. G.U.P.S., Kattilapoovam
4. G.L.P.S., Aranattukara

CHAVAKKAD:

1. G.U.P.S., Thayyur
2. G.U.P.S., Elavally
3. G.L.P.S., Mannalamkunnu
4. G.L.P.S., Attoor

OTTAPPALAM:

1. G.U.P.S., Konnathara
2. G.U.P.S., Kodumunda
3. G.L.P.S., Padinjakkara

PALGHAT:

1. G.U.P.S., Malampuzha

TIRUR:

1. G.U.P.S., Valakulam
2. G.U.P.S., Kattilangadi
3. G.L.P.S., Valiyora

MALAPPURAM:

1. G.U.P.S., Edakkara
2. G.U.P.S., Modappilasseri
3. G.M.U.P.S., Nellikuth
4. G.U.P.S., Melmuri-Pullanur
5. G.U.P.S., Kottappuram
6. G.L.P.S., Pathappiriyam
7. G.L.P.S., Amarambalam South
8. G.L.P.S., Kappil-Karad
9. G.M.L.P.S., Areekode

KOZHIKODE:

1. G.U.P.S., Kuttikkattoor
2. G.U.P.S., Peringalam
3. G.U.P.S., Pannur
4. G.U.P.S., Nayarkuzhi
5. G.U.P.S., Medical College Campus
6. G.L.P.S., Kalariparamba

BADAGARA:

1. G.U.P.S., Kokkallur
2. B.T.S.U.P.S., Badagara
3. G.L.P.S., Perambra Plantation
4. G.L.P.S., Ollur

TELLICHERRY:

1. G.U.P.S., Manathana
2. G.U.P.S., Kottayam Angadi
3. G.U.P.S., Thirvangad
4. G.L.P.S., Mokeri East
5. G.L.P.S., Ponnol

WYNAD:

1. G.U.P.S., Perikallur
2. G.U.P.S., Panankandy
3. G.U.P.S., Kakkavayal
4. G.U.P.S., Neeravaram
5. G.U.P.S., Anappara
6. G.U.P.S., Erulath
7. G.U.P.S., Vithiri
8. G.U.P.S., Chenad
9. G.U.P.S., Odappalam
10. G.L.P.S., Beenachi
11. G.L.P.S., Kolavally
12. G.L.P.S., Munderi
13. G.L.P.S., Thettamala
14. G.L.P.S., Panamaram
15. G.L.P.S., Mathamangalam

16. G.L.P.S., Karachal
17. G.L.P.S., Kidanganad
18. G.L.P.S., Kurumbala
19. G.L.P.S., Kottanad
20. G.L.P.S., Vellamunda
21. G.L.P.S., Kottathara
22. G.L.P.S., Erumakolly
23. G.U.P.S., Vakeri

CANNANORE:

1. G.U.P.S., Kaniyanchal
2. G.U.P.S., Chala
3. G.U.P.S., Chuzhali
4. G.U.P.S., Edayannur
5. G.U.P.S., Cheruthazhom
6. G.L.P.S., Ezhome
7. G.L.P.S., Cheriyoor
8. G.L.P.S., Rayarome
9. G.L.P.S., Chedikundu
10. G.L.P.S., Payyavoor
11. G.L.P.S., Thadikadavu
12. G.L.P.S., Pazhayangadi
13. G.U.P.S., Aroli
14. G.U.P.S., Mambram

KASARAGODE:

1. G.U.P.S., Balanthodu
2. G.U.P.S., South Irikarpur
3. G.U.P.S., Vellore
4. G.U.P.S., Cheemeni
5. G.U.P.S., Thirumni
6. New U.P.S., Parapoil
7. G.U.P.S., Mogral
8. G.U.P.S., Ravaneswar
9. G.U.P.S., Padla
10. G.U.P.S., Madikai
11. G.U.P.S., Hosdurg
12. G.U.P.S., Kamballoor
13. G.U.P.S., Chayoth
14. G.U.P.S., Kalliot
15. G.U.P.S., Chandera
16. G.U.P.S., Bethurpara
17. G.U.P.S., Ambalathara
18. G.U.P.S., Delampady
19. G.U.P.S., Ballal
20. G.U.P.S., Uppala

21. G.L.P.S., Chembrika
22. G.L.P.S., Heroor New
23. G.L.P.S., Kakkat
24. G.L.P.S., Kooliyad
25. G.W.L.P.S., Ramanagar
26. G.L.P.S., Pullur Eriya
27. G.L.P.S., Madikai Alampady
28. G.L.P.S., Muzhakkoth
29. G.L.P.S., Cherkala Bavinje
30. G.L.P.S., Koliyadkom
31. G.L.P.S., Mogral Puthur
32. G.W.L.P.S., Kodakkat
33. G.L.P.S., Bella
34. G.L.P.S., Muliya Mopla
35. G.L.P.S., Mottathody Alampad
36. G.L.P.S., Kanhirapoil
37. G.U.P.S., Bangra Manjeshwar

GOVERNMENT OF KERALA

General Education (J) Department

G.O. (P) No. 126/80/G. Edn., dated, Trivandrum, 30th July 1980.

Abstract.—General Education—Aided—Prescription of General Educational qualification of S.S.L.C. for all teaching posts in Primary Schools and Graduation for all teaching posts in High Schools—Further orders—Issued.

Read.—G.O. (P) 87/80/G. Edn., dated 30th June 1980.

ORDER

In the G.O. read above, Government have prescribed S.S.L.C. as the minimum qualification for all teaching posts in Aided Primary Schools and Graduation or Oriental Title declared as equivalent to Part III of the Degree as minimum qualifications for all teaching posts in Aided High Schools, except posts of Specialist Teachers. In slight modification of the above orders, Government hereby direct that in the absence of candidates with the minimum qualifications given above, candidates who have acquired before 30th June 1980 the qualifications in vogue before that date may be preferred for appointments in Aided Primary Schools and High Schools.

(By order of the Governor)

P. S. RAMAN PILLAI,

Additional Secretary to Government.

GOVERNMENT OF KERALA
General Education (F) Department

G.O. (P) No. 127/80/G. Edn., dated, Trivandrum, 30th July 1980.

Read.—G.O. (P) 121/80/G. Edn., dated 25th July 1980.

ORDER

In the G.O. read above orders were issued authorising the Educational Officers to accord formal sanction for the functioning of the schools as per the list appended to that G.O. which have fully or partially fulfilled the conditions regarding land and buildings.

2. Immediately after the issue of the above orders, it has been brought to the notice of Government that the schools mentioned in the annexure to this order have also fulfilled the conditions either in part or in full. Government therefore order that these schools may also be permitted to function on the same conditions as given in the G.O. read above.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary to Government.

APPENDIX

NEYYATTINKARA:

1. G.U.P.S., Ayira
2. G.L.P.S., Mylam

ATTINGAL:

1. G.U.P.S., Madatharakani
2. G.L.P.S., Kizhuvalam
3. G.L.P.S., Manampur
4. G.L.P.S., Sreenarayanapuram, Ottur

KOTTARAKARA:

1. G.L.P.S., Erathuvadakku

QUILON:

1. G.U.P.S., Ashtamudi

ALLEPPEY:

1. G.L.P.S., Poomthoppilbhagom
2. G.L.P.S., Thottappalli Naluchira

THIRUVALLA:

1. G.L.P.S., Mannankarachira

KOTTAYAM:

1. G.U.P.S., Chengalam
2. G.L.P.S., Chiramkulam

ALWAYE:

1. G.L.P.S., Karakappally
2. G.L.P.S., Karumassery

IDIKKI.

1. G.L.P.S., Nalumukku

OTTAPPALAM:

1. G.L.P.S., Kothachira

PALGHAT:

- G.U.P.S., Vannamada

TIRUR:

- G.U.P.S., Thrikkavu

TELLICHERRY:

1. G.U.P.S., Chavasserry

WYNAD:

1. G.U.P.S., Kattikulam
2. G.L.P.S., Chulakka
3. G.L.P.S., Chennalode
4. G.U.P.S., Achoor

CANNANORE:

1. G.L.P.S., Pappinissery West
2. G.L.P.S., Kalikkadavu

KASARAGODE:

1. G.U.P.S., Cherkala Central
2. G.L.P.S., Parakkalai

KOZHIKODE:

1. G.M.L.P.S., Kodyathur

GOVERNMENT OF KERALA
General Education (J) Department

G.O. (MS) 145/80/G. Edn., dated, Trivandrum, 11th September 1980.

Abstract.—General Education—Opening and upgrading of schools 1979–80 entertainment of protected teachers in new and upgraded aided schools and allied matters —Detailed instructions—Issued.

ORDER

While finalising the list of areas where Government proposed to open or upgrade schools in 1979–80. Government imposed a condition that applicants in respect of Aided Schools should give an agreement along with the application to the effect that they would appoint teachers from the list or protected teachers available with the concerned educational officers and that fresh appointments would be made only if protected hands were not available. Corresponding amendments to the rules in Chapter V, Kerala Education Rules were also effected by the issue of a notification under G.O. (P) 70/79/G. Edn., dated 2nd May 1979, as subsequently modified by G.O. (P) 111/79/G. Edn., dated 13th July 1979. Many managements, especially of minorities claiming protection under Article 31 of the Constitution challenged the above orders of the Government in O.P. Nos. 2766/79, 2944/79 etc., in the High Court. Now, the High Court has dismissed all the Writ Petitions thus upholding the orders of the Government. However, in an interim order issued earlier by the Court and confirmed in the present judgment, there is a positive direction that appointments made by reason of Rule 51-A of Chapter XIV-A of the Kerala Education Rules, shall be approved and salary paid to the teachers. There is also an indication in the final judgment that the claim of those appointed by promotion under rule 43 of the said Chapter also may be considered by Government.

2. Having considered the contents of the judgment, particularly in the nature of direction and having considered the difficulties of Managers in enforcing the rule rigidly, Government feel that the provision regarding entertainment of protected teachers should be implemented smoothly. They are accordingly pleased to issue the following directions in the matter:

(i) If the entire vacancies arising in the new or upgraded school during 1979–80 have been filled up by persons claiming under rule 51-A, no protected teacher need be appointed.

(ii) If any of the said vacancies have been filled up by promotion under rule 43 of Chapter XIV-A, K.E.R., then the post vacated by the person so promoted shall also be taken into account for being filled up with protected teachers.

(iii) If the condition regarding protected teachers as detailed hereunder is fulfilled along with other conditions now with reference to the vacancies occurring in new and upgraded schools during 1979-80, the school will be deemed to have complied with the requirements during 1979-80 itself and retrospective recognition to such schools will also be given from the date of opening of these schools in 1979-80. Consequent staff fixation, approval of staff, disbursement of lump sum grants and scholarships etc., will also be given from 1979-80. But maintenance grant will be given for 1979-80 only if permanent accommodation has been provided. For purpose of staff fixation, the roll strength as on the 6th working day of the school minus 5 per cent of the roll strength will be considered as the effective strength. The fact that protected teachers are entertained actually only in 1980-81 will not stand in the way of approval of appointments and payment of salary to the teachers who were accommodated in posts to be sanctioned for 1979-80.

(iv) Subject to a minimum of one, every new or upgraded schools will fill up 20 per cent of the vacancies arising in 1979-80 from the list of protected teachers of 1979-80 in the education district or sub district concerned already given to them or to be now given to them by the educational officers. To be more specific if the vacancies range from 1 to 9, one protected teacher should be taken. If the vacancies range from 10 to 19, two protected teachers should be taken and so on. The above list will include protected teachers posted on working arrangement in departmental schools but will not include those already posted in other aided schools.

(v) If any of the protected teachers selected from the list and appointed by the Manager does not join duty within 14 days, without giving valid reasons, the right of protection of such teacher will be terminated and the fact intimated to him by the Educational officer with instructions for his relief. The Manager shall then be obliged to post another teacher from the list referred to above. If the same protected teacher is appointed by more than one managers, then the manager who appointed him first will have the right to take him. If the appointment by different managers is done on the same day, the concerned Educational Officer will then decide the preference in favour of one or other of the Managers.

(vi) If in a district or sub district, the number of schools is equal to the number of protected teachers available, then each school need take only one protected teacher notwithstanding the provision contained in (iv) above. If the number of protected teachers is less than the number of schools, then the schools having the greater number of vacancies should take one protected teacher each. If the number of vacancies are also equal in all the schools, then the liability of the schools will be decided by the educational officer by drawing lots in the presence of the Managers.

(vii) The protected teachers appointed by the Managers will retain their lien in their parent schools and will be sent back to the parent schools as soon as vacancies arise there. Consequently they will not be entitled to have any claim for lien or seniority in the schools to which they are posted. If, however, for a period of five years no vacancy arises in the parent school, the protected teacher will be absorbed in the new school, subject to such conditions as may be determined by the Government at that time.

(viii) The liability of the managements to take protected teachers would cease with the appointments made as above in respect of the vacancies in 1979-80. This would mean that vacancies arising in 1980-81 onwards could be filled up by the Managers as per rules.

(ix) In appointing protected teachers, the subject ratio in High Schools should be adhered to strictly. If there is no protected teacher of the required subject, then the liability of the Manager to take any protected teacher ceases to exist.

(x) There will be no general relaxation in regard to the fulfilment of the condition regarding minimum site in respect of these schools. In regard to accommodation, however, temporary buildings will be permitted upto the end of March 1981, subject to the definite understanding that all temporary buildings will be replaced by permanent buildings by the 30th March 1981.

(xi) On the basis that the schools have been given recognition during 1979-80 itself under (iii) above, permission will also be granted to open the next higher standard during 1980-81.

3. The educational officers should take up the question of staff fixation in these schools for 1979-80 wherever necessary and also 1980-81 and complete the work before the close of September, 1980.

(By order of the Governor)

P. S. RAMAN PILLAI,
Additional Secretary to Government.

GOVERNMENT OF KERALA
General Education (F) Department

G.O. (P) No. 157/80/G. Edn., dated, Trivandrum, 26th September 1980.

- Read.*—1. G.O. (P) 121/80/G. Edn., dated 25th July 1980.
2. G.O. (P) 127/80/G. Edn., dated 30th July 1980.

ORDER

In the G.Os. read above orders were issued authorising the Educational Officers to accord formal sanction for the functioning of the schools as per the lists appended to those G.Os. since they have fully or partially fulfilled the conditions regarding land and buildings

2. Subsequently it has been brought to the notice of the Government that the schools mentioned in the annexure to this order have also fulfilled the conditions either in part or in full. Government therefore order that these schools may also be permitted to function on the same conditions as given in the G.O. read as first paper above subject to the modification that the requirement of both land and building wherever necessary will be fulfilled before 31-12-1980. In regard to G. L. P. School, Pazhayangadi (Sl. No. 3 under Cannanore in the list appended to this order) the rooms put up being undersized should be altered to the extent necessary or fresh building put up before 31-12-1980.

(By order of the Governor)

M. R. CHELLAPPAN NAIR,
Deputy Secretary.

APPENDIX

KOTTAYAM:

1. Paippad L. P. S.

KANJIRAPPALLY:

1. L.P.S., Pazhoomala

PALAI:

1. Government Model U. P. S., Vaikom
2. L. P. S., Ezhumanthuruth

WYNAD:

1. Sasimala L. P. S.

TELLICHERRY:

1. Koduvally U. P. S.
2. Kavumbhagom U. P. S.

CANNANORE:

1. Kakkara Gandhi Smaraka L. P. S.
2. Azhikode U.P.S.
3. G.L.P.S., Pazhayangadi

KASARAGODE:

1. Panathur L. P. S.

GOVERNMENT OF KERALA
General Education (F) Department

ORDER

G.O. (P) 159/80/G. Edn., dated, Trivandrum, 30th September, 1980.

Read.—1. G.O. (P) 121/80/G. Edn., dated 25th July 1980.

2. G.O. (P) 127/80/G. Edn., dated 30th July 1980.

3. G.O. (P) 157/80/G. Edn., dated 26th September 1980.

In the G.Os. read above, orders were issued authorising the Educational Officers to accord formal sanction for the functioning of schools as per the lists appended to those G.Os. since they had fully or partially fulfilled the conditions regarding land and building.

2. Government are now pleased to order that the Maniyar L.P.S. under Kottarakkara Educational District be permitted to function on the same terms and conditions specified in the G.Os. read above.

(By order of the Governor)

M. R. CHELLAPPAN NAIR,
Deputy Secretary.

CHAPTER 3
STATE INSTITUTE OF EDUCATION
AND PROGRAMMES

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, Sasthamangalam 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 Councelling, 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 Regional College of Education, Mysore and the Central Institute of Languages, Mysore has greatly enhanced the effectiveness of the Institute's Programme.

Improvement of curricula and Text Books.—Government has constituted a syllabus Advisory Committee with educationist, subject experts from the Universities and the State Institute of Education, representatives of teachers and parents to make the required modifications and adjustments in the curriculum. The recommendations of the committee are immediately attended to.

Training of Teachers.—In order to equip our teachers adequately to handle the new topics effectively the Institute has been arranging Inservice Training to teachers every year, mainly in the following subjects. Mathematics, Science, English, Social Studies, Malayalam

and Hindi. On an average 3,000 teachers are given Inservice Training every year. In addition to these the Institute has been collaborating with the NCERT in organising summer institutes, in various science subjects. Radio-cum-Correspondence courses, massive programme of inservice training through voluntary agencies like academic councils and subject teachers forums and evening courses and weekend courses in selected towns and cities by utilising the physical resources as well as the expertise available in the colleges are the three novel schemes intended to give massive training to teachers.

Text Book Research Unit.—All matters relating to the preparation and revision of syllabus and Text Books are dealt with in this unit. Guide Books and Hand Books for Malayalam and other language readers are prepared by this unit. This unit organises Inservice Training for primary and secondary school teachers in Malayalam, Sanskrit, Arabic, Urdu, Tamil and Kannada.

The various programmes for 1980-81.—

1. Inservice training to primary and high school teachers in Malayalam, Sanskrit, Arabic and Urdu.
2. Resource persons training to selected teachers in Malayalam and other languages.
3. Giving assistance to voluntary agencies for organising teacher improvement programmes.
4. Correspondence course in Malayalam for high school teachers (Std. IX)
5. Workshop for preparation of Biographies of Great Indians.
6. Printing of the books prepared.
7. Preparation of text books for upper primary and secondary stages in minority languages—Kannada and Tamil.

Hindi Unit.—This unit organises Inservice Training Courses for High School teachers and U. P. School teachers. The Government have constituted a committee with the Hindi Education Officer as convener to revise the Hindi Readers for Standard V and VI.

Mathematics Unit.—The Mathematics unit organises Inservice Training Courses for primary and secondary school teachers in modern methods of teaching and testing in Mathematics.

English Unit.—This unit is aiming at the improvement of teaching of English in schools. In collaboration with the Central Institute of English, Hyderabad this unit is organising a contact-cum-correspondence course in English for high school teachers. The duration of the course will be for one year and there will be 30 lessons in spoken

English, written English and in methods and materials. As a pilot project 50 teachers are to be selected for the I batch arranged to be conducted from July 1980.

Guidance Unit.—Vocational guidance programme was introduced in secondary schools during the third five year plan period. Trained graduate teachers were selected and given twenty-one days career masters training to equip them in the theoretical and practical aspects of guidance work. A series of pamphlets on careers books on training facilities, etc., have been published by this unit.

Based on the recommendations of Kothari Education Commission, guidance programme was introduced in primary schools also. Short inservice courses were organised for primary school headmasters and teachers in modern methods of teaching such as differentiated teaching, ungraded teaching, etc.

Research Unit.—The main schemes associated with this unit are (1) Removal of educational backwardness and providing of facilities for education of Girls in selected areas (2) Extension programmes (3) Non-formal education for the age group 6 to 14 and (4) UNICEF aided project curriculum renewal and community education.

Work experience programme.—The general programmes introduced for the primary schools are agriculture, plastic weaving, coir works, fish net making, paper crafts, etc., and in secondary schools programmes like printing, book binding, tailoring and garment making, agriculture, photography, coir craft, weaving, etc., are done. Certain items of socially useful productive works are also implemented under this programme.

The evaluation and examination reforms unit.—This unit undertakes programmes such as the introduction of internal assessment introduced in standard VIII of all secondary schools in Attingal Educational District, Seminar-cum-training courses to heads of secondary school, contact courses for class teachers of Standard VIII and IX in internal assessment, case study of selected schools, and preparation of instructional materials for languages and core subjects for primary and secondary classes in workshops of evaluation trained subject experts.

Science Institute

The science institute was established as a part of the State Institute of Education in 1964. It aims at improvement of instruction of science subjects in the primary and secondary level, academic matters relating to the revision of science syllabus, text books, teachers hand books and other instructional materials, inservice training of Science teachers of Primary and Secondary Schools, Organisation of Science clubs, conduct of district and State level science fair, etc.

Programmes proposed for 1980-81:—

1. *Audio visual Education.*—Training to 200 high school teachers will be conducted during April and May 1980 in the operation of audio visual equipments.

2. *Summer Institutes in Science.*—Six summer institutes, two each in Physics, Chemistry and Biology, will be conducted in colleges during May 1980.

3. *Training Programme on Teaching of Science.*—1160 High school teachers are expected to be given 28 days, training in teaching of science. The course will be conducted during July, August and September 1980.

4. *Inservice Course in Science for primary teachers.*—1000 L. P. Schools Assistants will be given 28 days training during June, July, August and September 1980.

5. *Training for organising science clubs.*—500 U. P. School Assistants and 400 High School Assistants, will be given training for organising science clubs. The courses will be conducted in October and December 1980.

6. *Hand Books.*—1000 primary schools will be supplied with hand books required for improving simple science equipments.

Institute of Primary Education, Ramavarmapuram, Trichur.—The Institute of Primary Education was started in 1971 and focussed its attention on the academic improvement of the teachers at primary level.

The hostel accommodation for 100 men and 32 women are available at the primary institute. The main activities of the institute are organisation of different courses for improving the professional competence of headmasters and teachers of Primary schools and Assistant Educational Officers.

The usual activities are the following:—

1. Training course in administration and supervision for headmasters of L. P. and U. P. Schools.
2. Orientation courses in various subjects.
3. Workshop for preparation of question paper.
4. Orientation course for organising science corner in L. P. Schools.
5. Workshop for production of children's literature.
6. Inservice course for Assistant Educational Officers.

The institute had undertaken a research project in preparing guidelines for relating subject areas to environment and publishes a journal to help the teachers in familiarising themselves with the modern developments in the field of primary education.

CHAPTER IV
GOVERNMENT EXAMINATIONS

S. S. L. C. Examination

This examination is conducted twice a year, i.e., between 15th and 31st of March and immediately after Ramzan Holiday, under the new scheme (revised syllabus). 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 17 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).
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 upto Standard X (old form VI) of a recognised school in the State. Persons employed in Military Service as district 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 Afzalul 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. (or equivalent) Examination (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 candidate's 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 Examinations 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 readmission 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.

Examination Fees

Pupils from Government and aided schools in Kerala, Laccadives and Mahe are exempted from payment of examination fees for their first appearance. Pupils from unaided schools and all private candidate have to pay fees.

1. New Scheme:

	Rs.
(a) Full course ..	15.00
(b) One group ..	10.00
(c) Fine for later remittance ..	1.00
(d) Special appearance for first language ..	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 obtain for the amount remitted. The fees should be remitted to the head of account '077 Education B (a) (i) Examination fees'. If the candidates remits the amount in a Treasury or Bank outside the State the amount should be credited to the abovementioned 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 a pass will be 90 out of 250 in the language group and 120 out of 350 in the subject group. There shall be no separate minimum of marks for any subject/paper within a group.

Under this scheme candidates should appear for all the 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.

T.T.C. Examination

The following are the existing T.T.C. Examinations. The duration of both the courses are two years:--

- (1) Reintroduced course I and II year
- (2) New Scheme I and II year

Reintroduced Course I and II year

There will be public examination at the end of the I year and II year. The T.T.C. Course which was discontinued in 1971 was again restarted from 1977 January. As per G.O.MS. 141/77/G. Edn., dated 23rd June 1977 sanction was accorded for the adoption of the revised syllabus prepared by the State Institute of Education in the

restarted training schools. In view of the difficulty involved in switching over to the new syllabus after the course has been conducted for 5 months as per the old syllabus sanction was accorded to allow that batch of trainees i.e., trainees undergone training from 1977 January to 1978 December to follow the old syllabus itself with some slight modification without any fundamental changes in the approach and the scheme of examination (Circular No. S.I.E.-6/8576/77, dated 25th August 1977).

The old scheme examination conducted twice a year for the failed candidates of trainees prior to 1977 January was stopped in November 1978. The last chance of the examination was held in November 1978.

Candidates who have failed in the defunct schemes i.e., who have undergone training prior to 1977 January are allowed to appear for reintroduced course examination provided they are otherwise eligible. They need apply for the subject or subjects in which they have failed. (G.O. Rt. 2396/79/G. Edn., dated 16th June 1979, G.O. Rt. 4373/79/G. Edn., dated 13th November 1979 and G.O. Rt. 200/80/G. Edn., dated 25th January 1980).

New Scheme I and II Year

The new scheme and syllabus was adopted for the batch of trainees admitted from 1978 June. The duration of the course is two years. Private candidates who have undergone training prior to 1977 under the old scheme and candidates who have completed their training under re-introduced course during the period from January 1977 to December 1978, will not be allowed to appear for this examination.

SCHEME OF EXAMINATION I YEAR

PART I

<i>Sl. No.</i>	<i>Name of course</i>	<i>Theory (External) Max. marks</i>	<i>Minimum required for a pass</i>	<i>Time in Hours</i>
<i>A. General Professional Courses—</i>				
1.	Principle and problems of Primary Education	50	20	2½
2.	Health, Community and Family Life Education.	50	20	2½
<i>B. Content and Methodology Courses—</i>				
3.	First Language (Malayalam, Kannada or Tamil)	50	20	2½
4.	English	50	20	2½
5.	Mathematics	50	20	2½
6.	Science	50	20	2½
7.	Social Studies	50	20	2½

SCHEME OF EXAMINATION II YEAR

PART II

<i>Sl. No.</i>	<i>Name of courses</i>	<i>Theory Maximum marks</i>	<i>Minimum required for a pass</i>	<i>Time in hours</i>
<i>A. General Professional Courses—</i>				
1.	School organisations and class management	50	20	2½
2.	Elementary Education Psychology and Child Development	50	20	2½
<i>B. Content and Methodology Courses—</i>				
3.	Regional Language Malayalam/Tamil/Kannada	50	20	2½
4.	English	50	20	2½
5.	Mathematics	50	20	2½
6.	Science	50	20	2½
7.	Social Studies	50	20	2½

PART III

Student Teaching (External)—

	<i>Maximum marks</i>	<i>Minimum required for a pass</i>
1. Regional Language (Malayalam/Tamil/Kannada)	50	20
2. English	50	20
3. Mathematics	50	20
4. Science	50	20
5. Social Studies	50	20

PART IV

Sessional Work (Internal)—

	<i>Maximum marks</i>	<i>Minimum required for a pass</i>
1. Seminar course on student teaching	50	20
2. Teaching practice (student teaching)	50	20
3. Work experience and Education	50	20
4. Community living	40	16
At school	25	
At Camp	15	
5. Sessional work (Theory)	60	24
6. Sessional work (Subjects)	100	40

The candidates should obtained for a pass 40 per cent of marks separately. Examination for Part I will be held at the end of the first year. Examinations for Part II, will be held at the end of the second year.

In Part III any one of the Regional Language is compulsory. Every trainee has to select three subjects under this part, one should be in the Regional language another in subject opted as the area of concentration and the third in any other subject.

Candidates securing 75 per cent of the total marks of Parts I, II, III and IV will be ranked as I class with distinction. Those securing 60 per cent marks or above will be placed in first class, those securing 50 per cent and above will be placed in second class and those securing 40 per cent and above will be placed in third class. Above ranking is meant for candidates passing all the parts in one sitting. Candidates passing in more than one sitting will be ranked in third class only.

All the candidates will be allowed to attend the second year course irrespective of the fact whether they have passed or failed in the external examination at the end of the first year. Those who have failed may appear subsequently in the subjects in which they have failed.

Those who fail in Part III external examination will have to undergo the course in student teaching subsequently in the school where they were trained and appear for the external examination again. The practical examination in student teaching will be conducted by a board of external examiners. There will be a viva voce for the candidates after the class. 20 per cent of marks for practice teaching will be set apart for viva voce.

To maintain uniformity and high standards in Part IV—Sessional work, Regional Co-ordinating Boards of three members will be constituted for a group of 8 to 10 Training Schools. To ensure inter-board uniformity of procedure and standards throughout the State there will be a central co-ordinating board of three members. The candidates who have failed in the practical examination under this part will be permitted to take the examination subsequently in the subjects in which they have failed. Those who fail to secure the prescribed separate minimum under sessional work will have to do it again and secure the minimum. If the failure is in Community Living the trainee will have to participate in Community Living Activities again.

Attendance

Those who have undergone the prescribed course of study in any recognised training school in the State are eligible for admission to all

the above examinations provided they have put in not less than 85 per cent attendance.

- Note.*—1. If a trainee's (either I year or II year) attendance is less than 85 per cent the deficiency upto 15 per cent of the minimum attendance prescribed may be condoned by the District Educational Officers. In cases of trainees who have to be hospitalised on account of ailment of long duration, the Regional Deputy Director of Public Instruction may condone the deficiency in attendance upto a maximum of 25 per cent of the prescribed minimum attendance on production of a medical certificate.
2. A pupil in the first or second year class whose shortage of attendance is not condoned should undergo the course again in the same class for another school year. Fees as per rules have to be realised.
 3. For the purpose of condonation of shortage in attendance the percentage of attendance shall be reckoned on the basis of the total number of working days as in the last day of April of the year in which the examination is conducted. Applications for condonation of deficiency in attendance will be insisted on. All such applications should bear court fee stamp worth Re. 1.

Scrutiny

Application from candidates for scrutiny of their 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.

<i>New Scheme—First year</i>	<i>Rs.</i>
Full course	25.00
For each paper	5.00
<i>New Scheme—Second year</i>	
Full course	30.00
For each paper	5.00
<i>New Scheme—Practical</i>	
Practical (student teaching)	10.00

Note.—It has been agreed at Government level that those who had joined the course before the fee was introduced i.e., the final year students of May, 1980 need not pay the fee for practical. Government letter No. D3-46460/79/G. Edn., dated 4th August 1979—M2/99213/79, dated 10th October 1979 of Director of Public Instruction, Trivandrum.

Fees—Reintroduced course

	<i>Rs.</i>
Full course—I year	15·00
For each paper—I year	3·00
Full course—II year	20·00
For each paper—II year	3·00

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

The T.T.C. Examination for the trainees of St. Teresas AI Training School was conducted by the Commissioner for Government Examinations, Kerala as per G.O. Rt. 4545/77/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 18th 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 Discussions 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 Crafts—3; Physical Training—2; Moral Science—2; Singing—1.

The pattern of proportionate distribution of marks for various subjects under theory and practical will be as follows:—

Theory

	<i>Subject</i>	<i>Internal assess- ment</i>	<i>Public examina- tion</i>	<i>Total</i>	<i>Duration of exa- mination</i>
First Year	Principles of Education	..	100	100	3
	School Administration and Hygiene.	..	100	100	3
Second year	Education Psychology and Child Study	..	100	100	3
	English Content and Methods of teaching.	25	75	100	2
	Mathematics Content and Methods of Teaching	25	75	100	2
	Science Content and Methods of Teaching	25	75	100	2
	History and Geography Content and Methods of Teaching .	25	75	100	2
	Total	100	600	700	—

Examination for first two papers will be held at the end of the first year and the remaining 5 papers at the end of the second year.

Practical

	<i>Internal</i>	<i>External</i>	<i>Total</i>
(1) Student teaching of 40 lessons..	100	..	100
(2) Student teaching of the Final lesson selected by the Examiners from 3 lessons prepared with plans and aids	100	100
(3) Practical work in child study and teaching aids in English, Mathematics, Science, History and Geography ..	20	20	40
(4) Speech, Elocution and leading ..	10	10	20
(5) Art and Craft ..	20	20	40
Total ..	<u>150</u>	<u>150</u>	<u>300</u>

Minimum marks required for a pass in theory papers will be 40 per cent in each subject. Successful candidates in one attempt will be graded as follows:—

75 per cent and above in aggregate ..	I Class with distinction
60 per cent and above in aggregate ..	I Class
50 per cent and above in aggregate ..	II Class
40 per cent and above in aggregate ..	III Class

Candidates who are passing by sitting more than one appearance will be placed in III class irrespective of the total marks obtained by them. The total marks obtained at the end of the first year for theory and the total marks obtained at the end of the second year for theory and practical will be added for grading at the Final Examination. Certificates in teacher education will be issued to the candidates only after passing all the theory papers and practical examination.

Fees

Theory— I Year ..	Rs. 10 for whole examination @ Rs. 5 per paper
Theory—II Year ..	Rs. 20 for whole examination @ Rs. 5 per paper
Practical ..	Rs. 10

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:—

For the whole examination	..	Rs. 25
Supplementary examination	..	Rs. 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. 23/10/S. Edn., dated 14th January 1970 the Arabic Munshys' Examination was introduced. Compartmental system

was introduced as per G.O. Rt. 2852/72/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 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 scholarships examination will alone be considered for the scholarships.

Government of India Residential School Merit Scholarship Examinations

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 Institute 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 the examination fee Rs. 25.

Diploma Examination in Bharathanatyam

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, Tripunithura 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 in 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 Examinations

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:

I. Drawing Group—

- (1) Free hand outline and Model drawing
- (2) Geometrical drawing
- (3) Design
- (4) Painting
- (5) Engraving and
- (6) Clay Modelling

II. 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

III. Craft Group—

- (1) Needle Work and Dress Making
- (2) Embroidery
- (3) Tailoring
- (4) Carpentry
- (5) Smithy
- (6) Ratan Work (No grades)
- (7) Matmaking (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 is a 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 those subjects.

IV. 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 grade, 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 centre 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 Engineering/Technology

The Diploma examination in Engineering/Technology will be conducted for Civil, Mechanical, Electrical, Automobiles, Chemical, Electronics, Chemical Technology, Textile Technology, Printing Technology, Instrument Technology and in Polymer Technology, twice in an year i.e. in April and September, for the first, second and final years.

Those who have satisfactorily completed the prescribed course, are eligible for admission to the examination and they have to remit the examination fee required for the course.

Women's Polytechnic Examination

The following examinations are conducted twice in an year, i.e., in April and September for those students who have satisfactorily undergone the prescribed course at the Women's Polytechnics in the State:—

1. First year Diploma Examination in Costume Design and Dress Making.
2. First year Diploma Examination in Electronics.
3. Final year Diploma Examination in Costume Design and Dress Making.
4. Second and Final year Diploma Examination in Electronics.
5. I, II and Final year Diploma Examination in Instrument Technology.

The fee for the examination is given below:

	<i>Rs.</i>
First year Examination—Full course	.. 30
Second do. do.	.. 35
Final do. do.	.. 40

Diploma Examination in Commercial Practice

There will be separate examinations for the first and final year courses.

Candidates who have satisfactorily undergone the prescribed course of studies at the N.S.S. Co-operative College, Kottayam, Federal College, Alwaye and Women's Polytechnics of Trivandrum, Trichur and Kozhikode are eligible for admission to the examination.

The rate of fee for the examination is as follows:

	<i>Rs.</i>
Part I whole examination ..	30
Part II do. ..	40
One subject ..	10
Two subjects ..	20

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.

Rules relating to the issue of copies of certificates

1. Copies of certificate will be issued as laid down in G.O. MS. 552/66/Edn., dated 26th October 1966 in case of loss, on 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. Applications 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 certificate will be notified in the Gazette by the authority competent to issue the duplicate certificate and by such notification whosoever may be in 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 cancelled.

As laid down in Chapter VI, Rule 3, K.E.R., the application for such correction should be submitted by the parent or guardian in the case of pupils still on the rolls of any school and by the pupil himself if he is not on the rolls of any school and the application should be affixed with court fee stamp to the value of Re. 1.

If the authority concerned is satisfied after necessary enquiries that the change appeared for, could be granted he will issue an order to make the correction. The correction shall then be made in the Admission Register and other connected records of the schools concerned.

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 Standar 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 Standards below X will be regulated by the conditions laid down in items 2 and 3 above under 'B'.
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 a 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 examination

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 upto a 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 consequent 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 Examinations (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.

Change of Language and exemption from the study of Regional Language and National Language (Hindi)

To adopt a uniform procedure in this office, the following guidelines are issued. The Headmasters will hereafter follow the guidelines and they need forward only such applications if they are found eligible:

1. The pupils who come from other States or countries and join Standards 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 Standard V to VII and not studied one of the Regional Languages in Lower Primary Standards will be allowed temporary exemption for one year from the study of Regional Languages or Hindi on the definite condition that the pupils will learn the subject in the class and even if they secure very low marks in the particular subject their promotion to the next standards will not be affected for this only reason. In such cases further exemption will not be allowed during the succeeding years. However the pupils may learn Gujarathy, Arabic, Sanskrit, Urdu or Hindi on condition that they will learn Malayalam under Part II.

3. Migrants from other States or countries who join Standards VIII to X will be allowed exemption from the study of Regional Language on condition that the pupil will learn the alternative subjects prescribed under Parts I and II of First Language.

4. As regards Hindi exemption will be given only to those who join Standard X. Those candidates will have to write the alternative paper in General Knowledge (in English) for which there is no specified text books. Those joining Standards VIII and IX will be given only temporary exemption for one year on usual conditions as specified in (2) above.

5. The Headmasters may admit the above category of pupils in their schools as per existing rules and then forward the applications for exemption to this office direct. No prior sanction for exemption from this office before admission of the pupil is necessary. In forwarding the application the details in the prescribed pro forma (copy enclosed) should also be furnished along with the application.

6. A court fee stamp to the value of Rs. 2 should also be got affixed on the application and no applications received direct from the guardians will be entertained in this office.

7. From 1977 onwards only the new type of Special English as prescribed in this office circular No. C3-22136/76, dated 20th July 1976 will be followed in Standards VIII to X and for which there are no text books prescribed by the department.

8. It may be noted that only the Commissioner for Government Examinations is competent to exempt any student from the study of Regional and National Languages.

The Headmasters will follow the above directions very carefully and applications not conforming to above directions will not be entertained in this office.

PRO FORMA

1. Name of pupil with standard ..
2. Date of admission in the present school and standard of admission ..
3. Name of the school and the standard in which the pupil was studying previously before admission to the present school ..
4. The subject/languages from which exemption is requested for ..
5. The languages studied by the pupil under Parts I and II of the First language in his previous school and/or in the previous standard ..
6. Mother tongue of the pupil with his proficiency in the language ..
7. Whether the pupil has studied any of the Regional Languages of this State, in his primary classes ..
8. The names of the schools where the pupil had studied in the Lower Primary standards ..
9. The language taught under 1st Language Part I and Part II in the present school ..
10. Languages proposed to be studied under Parts I and II of First Language ..
11. Recommendation of the Headmaster ..

Station:

Date:

HEADMASTER

Correction of date of birth in school records and qualification certificates

Date of birth once entered in the admission register shall not be altered except with the sanction of the authority specified by the Government. The provisions relating to this are detailed in rule 3, Chapter VI, K.E.R.

In the G.O. (MS) 164/76/G. Edn., dated 24th August 1976 Government have fixed a time limit of ten years from the date of leaving the school or the date of appearing for S.S.L.C. Examination

for the last time whichever is earlier for entertaining requests for correction of date of birth in school records by the Commissioner for Government Examinations.

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

1. In order to alter/correct the date of birth in school records/qualification certificate, an application in accordance with the provisions under rule 3, Chapter VI, K.E.R. should be submitted in the form appended.
2. The application should be submitted by the guardian if the candidate is a pupil on the rolls of any school and by the candidate himself if he is not on the rolls of any school.
3. It should be forwarded through the Headmaster of the school last attended by the person concerned.
4. Court fee stamps to the value of Re. 1 should be affixed on the application.
5. As alteration/correction of date of birth in school records and qualification certificates such as S.S.L.C., T.T.C. should be made only with the sanction of the Commissioner for Government Examinations, the application for sanction should be addressed to the Commissioner for Government Examinations.
6. The following documents should be produced in stamp paper worth Rs. 3.
 - (i) A certified extract of Birth Register kept in the Office of the Registrar of Births and Deaths concerned or a certificate of birth issued by the Registrar of Births and Deaths concerned (Alteration of date of birth in school records will be allowed only on the basis of such a record unless the correction is due to a bona fide clerical error).
 - (ii) An identification certificate from the local Tahasildar to the effect that "The male/female child born on and whose birth was registered at the Panchayat/Municipality/Corporation with Registration No. . . . and date of registration is the person (known as here enter full name and address) of the application for correction of date of birth, the said person and the holder of S.S.L.C. with register No. March/September 19 or extract of admission register with admission No. . . . (in respect of the applicant who is not an S.S.L.C. holder) issued by the Headmaster. (Here enter the name and address of the school) are one and the same person.

- (iii) An affidavit sworn by the father/surviving parent or by the petitioner himself if the parents are no more, giving particulars of all the children born to his parents (including those who might have died) duly supported by the extracts from Births and Deaths concerned extract of admission register from schools and attested copy of the relevant pages in the S.S.L.C. Book these extracts/certificates including that of the applicant should show the date of registration of births.
- (iv) A statement in the form prescribed below showing the particulars (including complete postal address) of all the educational institutions attended by the applicant from primary classes onwards giving dates of entering and leaving each institutions and the date of birth entered in the records of those institutions.

Serial number	Name of school with postal address	Date of admission	Standard to which admitted	Date of birth entered in the school records	Date of leaving the school	Standard at the time of leaving
1	2	3	4	5	6	7

- (v) Extracts of admission register from all the schools where the applicant underwent studies.
- (vi) Any other documentary evidence that the applicant may want to produce in support of the date of birth claimed by the applicant.

The above documents should be submitted in original together with an attested copy of each of the documents. If any of the documents is in a language other than Malayalam or English, certified English translation of such documents should be submitted.

CHAPTER 5

DISTRIBUTION AND SALE OF TEXT BOOKS

The Text Books Branch of the Department works as a Commercial undertaking. The branch is responsible for arranging printing, distribution and sale of all nationalised text books of the Department. Teachers' hand books, guide books, question banks and other priced publications are also undertaken by the branch. In all, there are 216 nationalised items of text books.

There are 3 Central Text Book Stores under the branch with Headquarters at Trivandrum, Ernakulam and Shoranur. A text books depot is attached to each educational district. The District Educational Officer of the concerned educational district is the officer in-charge of the Text Book Depot. The text books required for each depot are supplied on indent, from the concerned Central Text Books Store. The Central Text Book Store, Trivandrum supplies text books to the text book depots in the Educational Districts in Trivandrum, Quilon and Alleppey Revenue Districts. Similarly the Central Text Book Store, Ernakulam serves the Depots in Ernakulam Kottayam and Trichur Revenue Districts, (excluding Chavakkad Educational District) and Central Text Book Store, Shoranur serves the depots in Palghat, Malappuram, Kozhikode and Cannanore Revenue Districts and Chavakkad Educational District.

A sale commission of 10 per cent in the sale proceeds is allowed to school co-operative societies, Assistant Educational Officers/Headmasters as the case may be.

The immediate charge of the text book depot is vested in a Storekeeper in the cadre of U.D. Clerks. He is assisted by a L.D. Clerk and one or two Counters. The Storekeeper is responsible to the stock and issue of stores and shall periodically submit all reports and returns to the District Educational Officer for scrutiny.

The functions of the District Educational Officer in respect of the text book depot are indicated below:

1. Assess the requirement of text books for a year and to ascertain whether there is adequate supply of all Nationalised Text Books. The number of copies sold during the previous year shall be taken into account 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. Check up whether all schools 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 Headmaster of High Schools or Assistant Educational Officer in the case of primary schools have taken initiative to secure text books and to make them available to pupils.

3. Examine whether the text books are issued to school co-operative societies, etc., on the basis of the latest price list notified or as per indents passed by the District Educational Officer or an authorised officer. (The District Educational Officer shall keep a copy of the price list in his personal 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 Officer's Office.

4. Check up whether the credit sale of the text books permitted to school co-operative societies does not normally exceed Rs. 5,000 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 31st August.

5. Scrutinise whether daily sales register and stock register and 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 cost without commission. It should be checked whether a proper receipt in the prescribed printed form is issued to the party at the time of sale.

7. The provision of dunnage is adequate. Adequate precaution is made to protect the storage from the attack of white ants, rats, etc.

8. Vigilance is exercised to see that there has been no loss, damage or pilferage of book from the storage being an abuse of code of conduct of the business of the text book depot.

9. Render such periodical returns as have been prescribed by the depot on the due dates.

10. Inspect the depot periodically and make reports about the condition and shortcomings and to arrange for conducting physical verification of stock at least once in a year by a person other than the Storekeeper or other employees in the depot.

11. Verify whether there is adequate supply of teachers' hand book, guide book, question bank, etc., prepared by the department as reference to teachers and encourage the sale of these publications among teachers.

CHAPTER 6

SCHOLARSHIPS OFFERED BY THE DEPARTMENT

1. U.S.S. and L.S.S. Scholarships

There are 50 scholarships for U.P. Classes and 80 for High School classes awarded yearly in each Educational Districts. Out of this, 20 per cent are on merit and 80 per cent on merit-cum-means basis. The scholarships are awarded on the basis of an examination held for the purpose. The scholarship once awarded is tenable till the completion of the particular course subject to continued progress. The value of the scholarship is Rs. 20 for U. P. Classes and Rs. 30 for H.S. Classes per year.

2. Muslim girls scholarships

Muslim girls whose annual parental income is Rs. 8,000 and below are eligible for the scholarship. The value of the scholarship is Rs. 30 for U.P. classes and Rs. 50 for High School classes. The District Educational Officers are competent to sanction the scholarship.

3. Nadar girl students scholarships

From the academic year 1979-80 onwards the Nadar girl students in Upper Primary and High School classes are also awarded the scholarship at the rate of scholarships given to Muslim girls subject to the condition that the payment should be made in accordance with Part B of the Unified Rules issued in G.O. (P) 75/71/S. Fdn., dated 11th June 1971 read with G.O. MS. 210/75/G. Edn., dated 30th August 1975.

4. Scholarship for pure Sanskrit Schools

Two students each, from Standards VIII to X, studying in pure Sanskrit schools in the State, are eligible to get this scholarship. The value of the scholarship is Rs. 15 per mensem for 10 months. The awards are made by the Director of Public Instruction on the basis of marks secured for Sanskrit in the previous examination with due recommendation of the District Educational Officers and heads of schools.

5. Centrally sponsored scheme of Sanskrit scholarships

Fifty scholarships at the rate of Rs. 10 per mensem payable for 12 months for 2 years are awarded to students in Standards IX and X who study Sanskrit under first language Part A. The awards are made by the Director of Public Instruction on the basis of marks

secured in Sanskrit by eligible students as passing Standard VIII according to the recommendation of the District Educational Officers and heads of schools.

6. Government of Kerala scholarship in residential schools

Two scholarships are tenable at the residential schools approved by the Government of India for the candidates from Kerala State. The value of scholarship will be determined every year on the basis of parental income of the pupils. Candidates whose parental income per month is more than 500 are not eligible for scholarship.

7. Government of Kerala Scholarship in Rashtriya Indian Military College

Four scholarships are awarded to the cadets of Rashtriya Indian Military College, Dehradun who have been residing in Kerala for not less than five years. The scholarship will be tenable till the completion of the course. Scholarship will be awarded to candidates whose annual parental income does not exceed Rs. 15,000. The value of the scholarship will vary according to the income of the parents. Full scholarship is Rs. 2,500 per year.

8. Scholarships to cadets of Sainik Schools

All Keralite students admitted to Sainik Schools whose parental income is Rs. 1,400 and below per mensem are eligible to get this scholarship subject to the rate prescribed in G. O. M. S. No. 17/80/G. Edn. (D) Department, dated 8th February 1980. Full scholarship per annum is Rs. 4,000 for the first year and Rs. 250 in subsequent years.

9. Government of Kerala Scholarship to the Marine Engineering Training, Calcutta

Three scholarships of Rs. 75 per month are awarded to the cadets of Marine Engineering Training, Calcutta. The scholarship is tenable for the entire period of the courses, subject to continued progress of the cadets. Scholarships will be sanctioned to those, whose annual parental income does not exceed to Rs. 6,000.

10. Government of Kerala Scholarship "Trainingship Rajendra"

Four scholarships at @ Rs. 75 per month are awarded to the cadets who are undergoing training in the Trainingship Rajendra. The scholarships are tenable for four years subject to the continued progress. Award will be sanctioned on the basis of parental income as in the case above.

11. Kerala Government scholarship to the cadets of National Defence Academy, Khadakvasla

One scholarship in each course is sanctioned by Government. The value of scholarship is Rs. 360 per year and is tenable for the entire period of the course, subject to continued progress of the cadet. The scholarship will be awarded to cadets whose annual parental income is below Rs. 500 per month.

12. Scholarships to the pupils in Anglo Indian Schools

Twenty-one scholarships each for U. P. and H. S., classes at the value of Rs. 150 and Rs. 225 per annum respectively are awarded. The scholarships are awarded on the basis of marks secured by the pupils for the annual examination of the previous years. The pupils whose parental income does not exceed Rs. 6,000 per year alone are eligible for the scholarship.

13. The National Scholarship scheme for talented children of rural areas

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

Government of India have introduced the scholarship scheme of awarding two Scholarships for Community Development Block for rural talented pupils, at the secondary stage. The Scholarship begins at Standard VIII and ends at Standard X. The Original rates were Rs. 1000 per year for pupils residing in school boarding houses and Rs. 500 for day scholars. The scholarship can be used for tuition fees, cost of boarding and lodging, expenditure on books, equipment charges and other incidental charges. The Scheme also envisages watching of progress reports by the controlling officers viz., the District Educational Officers.

The U. S. S. Examination conducted in the State is taken as the basic test for the selection of candidates for this Scholarship also.

The amount of Scholarship is now Rs. 250 for pupils studying in schools collecting tuition fees and Rs. 150 for those who need not pay tuition fees.

The first batch of awardees consisted of 284 pupils.

CHAPTER 7
PROVIDENT FUND

A. KERALA AIDED SCHOOL EMPLOYEES'
PROVIDENT FUND

An Act to amend and consolidate the law relating to Government and other Provident Funds was passed by the Government of India in 1925. This Act is called the Provident Fund Act, 1925.

The idea behind the scheme is to help the employees save for their old age and to be beneficial to their family. It is designed for the protection of a subscriber's family against his sudden death or if he survives until retirement, to provide him and his family members with additional resources in his old age.

Most other savings are voluntary, but in the case of Provident Fund there is an element of compulsion and there is an added advantage of earning compound interest for savings.

With the introduction of parity in service conditions from 1st October 1964, between teachers of Government and Aided School, Government extended the rules relating to Provident Fund applicable to Government servants, to teachers of Aided Schools also. Accordingly a new Provident Fund Scheme on the lines of General Provident Fund (Kerala) has been introduced from 1st April 1967 for Aided School employees as also laid down in Rule 3, Chapter XXVII-B, Kerala Education Rules. The accounting 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.

Constitution of Provident Fund Branch

The Provident Fund Branch forms part of the office of the Director of Public Instruction. This Branch is solely responsible for the maintenance of the accounts of K.A.S.E.P.F. Scheme. The Rules relating to the Fund are incorporated in the Kerala Education Rules.

The Provident Fund Branch of the Directorate is a combined auditing and accounting branch, i.e., it audits the payments and keeps accounts of all the transactions relating to K.A.S.E.P.F. This work is very similar to the work done in the Provident Fund Branch of the office of the Accountant General. Hence 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 K.A.S.E.P.F. Scheme other than financial sanction, are as follows:—

(1) Application for Admission to the Fund—The application have to be forwarded to the Account Officer, (P.F.), through the Headmasters and Controlling Officers.

(2) Application for final withdrawal—Applications 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.

(3) Withdrawal of amount from the Provident Fund—The Account Officer (P.F.) issues authorisation for the withdrawal of N.R.A. and final closure of P.F. to the Assistant Educational Officers and Drawing Officers for payment to the teachers concerned on proper receipts. In the 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 or XXVII-B K.E.R. should join the Fund (K.A.S.E.P.F.) 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.

Those who have insured their life in the State Life Insurance may join the Fund at their option.

Teachers who belong to Religious Order which vows poverty can be exempted. Exemption is to be obtained from the Account Officer (P.F.)

In the case of protected teachers, deputed to Government Schools, they may continue to contribute to their K.A.S.E.P.F. account. Separate schedules may be attached to the bill and also name of their parent Aided Schools noted.

In the case of teachers deputed to Government school on protection due to the Aided School where the teachers were working having been closed, they should also continue subscription to K.A.S.E.P.F. 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 preceding 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 the 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.

A subscriber who elects to subscribe during leave will have to subscribe at the full rate for the year. He has neither the option to subscribe at a reduced rate during leave on half average pay nor to elect to discontinue subscription during a portion only of one spell of leave.

Sanction of temporary advance and non-refundable advance

District Educational Officer/Assistant Educational Officer can sanction temporary advance as a special case (Special reason to be recorded) in case when the amount of advance applied for exceeds three months pay and half the amount at credit subject to the monetary limitation of sanction allowed.

The formula $\frac{3a-b}{4}$ is to be applied whether a previous advance is outstanding or not; when there is no advance pending recovery, (b) will be nil and hence $\frac{3}{4}$ of the amount at credit is the maximum amount that can be sanctioned. Instalment of recovery is fixed on the consolidated advance.

Sanction of withdrawal

[Delegation—(Monetary Limits)—Of the Officers of the Department]

<i>Officers</i>	<i>Temporary advance</i>	<i>Non refundable advance</i>
Deputy Directors	Upto 2000	2000
Administrative Officer/Assistant } Deputy Director (Education) }	Upto 2000	1000
District Educational Officers	Upto 2000	1000
P.A. to D.E.O.	Upto 1000	..
Headmasters (Departmental)	Upto 1000	..
Assistant Educational Officer	Upto 1000	500

Special Cases

<i>Officers</i>	<i>Temporary advance</i>
Deputy Directors	Upto 2000
Administrative Officer/Assistant Deputy Director (Educational Office) }	Upto 1000
District Educational Officer	Upto 1000
P.A. to District Educational Officer	..
Headmasters (Departmental)	..
Assistant Educational Officers	Upto 500

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 Accounts Officer (P.F.) 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 (P.F.), within three months before the date of retirement (in the case of subscribers who elect to discontinue subscription).

Note.—Revised delegation of powers in respect of the monetary limit in the reorganised set up it under the consideration of the Government.

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

Provident Fund amount of a deceased subscriber when there is no nomination and there are no members of the family or dependents the limit for payment of the amount without the production of a succession certificate, to legal heirs is enhanced to Rs. 5,000 but heirship certificate should be insisted.

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 (P.F.)

Conditions for sanctioning advances

(a) Temporary advance

Temporary advances may be sanctioned at the discretion of the appropriate authority prescribed by Government subject to other conditions—

1. To pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him; or to repay any outstanding loan taken for this purpose.

Note.—Advance is permissible to meet the expenses on account of confinement.

2. To pay for the Overseas passage for reasons of health or education of the subscriber or of any person actually dependent on him etc.
3. To pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriage, funerals, etc.

Note.—Advance may be granted to meet the expenses in connection with the marriage of the subscriber himself.

4. To pay the cost of legal proceedings.
5. To pay for the cost of subscriber's defence where he is prosecuted by the Government in any Court of Law.
6. To pay for the cost of general education of any child of the subscriber in India, beyond the High School stage.

(b) Non-refundable advance

Ordinary case 50 per cent at credit, or 6 months pay whichever is less.

More than 50 per cent at credit has to be sanctioned by the Director of Public Instruction N.R.A. can be sanctioned for the following purposes; only one N.R.A. can be sanctioned for the same purpose.

1. To meet the cost of higher education. A withdrawal will be permitted to meet the expenses for each year of education.
2. To meet the expenditure in connection with the marriage or repaying any outstanding amount on account of loan expressly taken for the purpose. A further N.R.A. is allowed for a second or subsequent marriage of the same son or daughter or relative actually dependent on the subscriber. In the case of marriage, the amount should not be drawn earlier than 3 months of the date of marriage and if for any reason the marriage is postponed beyond 3 months from the date of drawal of the amount it should be refunded. In such cases a fresh withdrawal can be allowed when the need actually arises.

3. To meet the expenses in connection with the illness of the subscriber or any person actually dependent on him or to repay the outstanding loan taken for the purpose.
4. To purchase a house site in the name of the subscriber or his wife etc.
5. For building a suitable house on a site owned by the subscriber or his wife etc.
6. To make additions, or alterations or reconstruction or repair of house.

Marriage/Education/Illness of son, daughter, relatives, etc., of the subscriber or dependents on different occasions will not be treated as the same purpose. When an N.R.A. is sanctioned for medical treatment of the same person within 6 months of the previous sanction, it should be specified in the sanction that the N.R.A. is for illness on different occasion. A temporary advance should not be granted when a previous N.R.A. is sanctioned for the same purpose within 4 months and vice versa. A temporary advance for the same purpose is permissible after a period of 4 months and within a period of 6 months only when the previous advance sanctioned to the subscriber is an N.R.A. Period of suspension will also be taken into account for the purpose of reckoning the minimum service of 20 years.

OTHER TEACHERS' PROVIDENT FUNDS (OLD)

In addition to K.A.S.E.P.F. there are five other Provident Funds to which teachers in Aided Schools are contributing as shown below:

1. T.L.T.P.F. (Travancore Licensed Teachers' P.F.)
2. C.A.S.P.F. (Cochin Aided School P.F.)
3. A.S.S.T.P.F. (Acceded Secondary School Teachers' P.F.)
4. T.P.F. (Madras)
5. K.A.S.T.P.F. (Kerala Aided School Teachers' P.F.)

In these funds, Government contributes an amount equal to the subscription.

The funds are maintained by the following Officers:—

T.L.T.P.F.	}	Regional Deputy Directors of Public Instruction
A.S.S.T.P.F.		
C.A.S.P.F.		
T.P.F. (Madras) ..		Post Office S.B. Accounts—District Educational Officers.
K.A.S.T.P.F. ..		Treasury S.B. Account—District Educational Officers

C. SOME IMPORTANT GOVERNMENT ORDERS (PROVIDENT FUND)

(1) Recovery of Government dues from the balance in C.A.S.P.F.

There is no legal objection to recover the Government dues by adjustment from the amount of the contribution, provided Government the rule making authority so orders. Balance amount of contribution is not attachable by a court of law in execution of a decree (Government reference 1693/V2/75/G. Education, dated 26th November 1975).

(2) Procedure for transfer of old P.F., i.e., T.L.T.P.F. Account etc., from one region to another

When an account is transferred from one region to another, the opening balance for the year and extract of ledger entries during the year should be communicated to the transferred region and on receipt of acceptance of the balance communicated, necessary entries made in the ledger and Broad Sheet for the year in which the transfer is effected.

(3) Unclaimed balances

All unclaimed balances under the Aided School Employees' Provident Funds including A.S.S.T.P.F., T.L.T.P.F., C.A.S.P.F. and T.P.F. (M) etc., will be credited to appropriate head of accounts. (G.O. Rt. 2619/74, G. Edn., dated 12th August 1974).

(4) Closure Forms

Forms of revised K.A.S.E.P.F. Closure applications have been prescribed in G.O. (P) 159/77/G. Edn., dated 27th September 1977. (Specimen copies E1, E2 and E3 given).

(5) Admissibility of interest

In the case of a subscriber who resigns to take up appointment under the State Government, interest shall be credited to the subscriber's account in K.A.S.E.P.F. upto the date of his admission to G.P.F. and the balance in the account shall be transferred to his G.P.F. account as provided in the note under sub-rule (3) of rule 30.

Amendment issued in G.O. (P) 39/74/S. Edn., dated 25th February 1974.

(6) Admission to the Fund

With a view to ensure that all persons who have to subscribe compulsorily to Provident Fund under the rules have actually joined the fund, Government have ordered that a certificate by the Drawing Officer to the effect that all persons who have to subscribe compulsorily to any of the fund, under the rules have actually joined the fund has to be recorded in the pay bills of Private Aided schools for the months of April and October every year.

(7) Staff of Anglo Indian Schools

Staff of Anglo Indian Schools except in the case of those who have opted to continue in service upto 60 years of age (vide rule 193 of Chapter VI of the Rules for Anglo-Indian Schools) have to be admitted to K.A.S.E.P.F. with effect from the date on which the rules for Anglo Indian Schools, Kerala came to force, i.e., on 1st November 1974. In the case of those who have opted to continue in service upto 60 years of age, they will not be eligible to subscribe to K.A.S.E.P.F. In the case of those who are admitted to K.A.S.E.P.F., the subscribers' portion of their balance in the old Provident Fund together with the interest thereon upto the date of transfer of such balance should be credited to K.A.S.E.P.F. the Manager's portion with interest thereon will have to be credited to Government.

[G.O. (MS) 219/75/G. Edn., dated 9th September 1975.]

(8) Enhancement of Monetary limit

Monetary limit of Rs. 500 already fixed in cases where there is no family and no valid nomination of the deceased subscribers has been enhanced to Rs. 5,000 without the production of a succession certificate.

[G.O. (MS) 281/74/Fin., dated 4th September 1974.]

(9) Erroneous admission of Teachers (who have opted chapter XIV B, K.E.R.) to K.A.S.E.P.F.

In the case of teachers who have opted to rules in Chapter XIV B K.E.R. and who have wrongly been admitted to K.A.S.E.P.F., their subscription will be discontinued as soon as the mistake is noticed and the amount will be kept opened to be closed at the time of retirement and interest allowed at the rate admissible to K.A.S.E.P.F., in case the subscriber has to retire within 2 years of such discontinuance and they will not be asked to join K.A.S.T.P.F. account. If the subscriber has more than 2 years of service ahead he will be asked to join K.A.S.T.P.F. immediately and no exemption will be given.

(G.O. Rt. No. 2482/79/G. Edn., dated 19th June 1979.)

(10) Sanction of advance to protected teachers working in Government Schools

The Heads of Government High Schools are empowered to sanction withdrawal from K.A.S.E.P.F. account in respect of Protected Aided School Teachers working under them subject to a maximum of Rs. 1,000 as specified in G.O. MS 306/75/G. Edn., dated 23rd December 1975.

[G.O. Rt. 2476/78/G. Edn., dated 10th August 1978.]

(11) Transfer of K.A.S.E.P.F. Account to Kerala Private College Teachers' P.F.

As per G.O. (P) No. 197/79/G. Edn., dated 21st November 1979. When a subscriber to the K.A.S.E.P.F. quits Aided School service for appointment in a private college the balance at his credit in the K.A.S.E.P.F. shall be transferred to the Kerala Private College Teachers' P.F.

CHAPTER 8
ANNUAL PLAN 1980-81 PROGRAMME

General Education

Head of account

- | | | | |
|-----|--|--------------|--|
| 1. | CODE No. 7 GEN 001 S1
Outlay Rs. 2,00,000 | 277 A (d) 1 | Strengthening of Supervision and administration. |
| 2. | CODE No. 7 GEN 112 S5
Outlay Rs. 5,00,000 | 277 A (b) 4 | Work experience programme in Primary Schools. |
| 3. | CODE No. 7 GEN 002 S2
Outlay Rs. 5,00,000 | 277 A (b) 5 | Improvement of Science education in Primary Schools. |
| 4. | CODE No. 7 GEN 003 S3
Outlay Rs. 3,00,000 | 277 A (e) 14 | Introduction of socially useful productive works. |
| 5. | CODE No. 7 GEN 004 S4
Outlay Rs. 2,00,000 | 277 A (b) 10 | Opening of Primary Schools in the Tribal Sub-Plan Area—Teacher cost. |
| 6. | CODE No. 7 GEN 005 S5
Outlay Rs. 2,00,000 | 277 A (b) 11 | Purchase of furniture for new schools in the Sub-Plan Area. |
| 7. | CODE No. 7 GEN 006 S6
Outlay Rs. 9,00,000 | 477 A (a) 1 | Construction of school building in Tribal Sub-Plan Area |
| 8. | CODE No. 7 GEN 007 S7
Outlay Rs. 5,00,000 | 477 A (a) 1 | Construction of staff quarters in Tribal Sub-Plan Area. |
| 9. | CODE No. 7 GEN 008 S8
Outlay Rs. 1,00,000 | 277 A (e) 13 | Enrolment campaign at Panchayat level. |
| 10. | CODE No. 7 GEN 010 S2
Outlay Rs. 6,00,000 | 277 A (d) 1 | Training for Primary Teachers. |
| 11. | CODE No. 7 GEN 011 S3
Outlay Rs. 10,000 | 277 A (d) 2 | Health education programme. |

CHAPTER 8—(cont.)

Head of account

12.	CODE No. 7 GEN 012 S4 Outlay Rs. 30,00,000	477 (a) 1	Opening of new Lower Primary School Buildings
13.	CODE No. 7 GEN 013 S5 Outlay Rs. 20,00,000	277 A (e) 1	Additional enrolment teacher cost.
14.	CODE No. 7 GEN 014 S6 Outlay Rs. 5,00,000	277 A (e) 8	Purchase of furniture for new Lower Primary Schools.
15.	CODE No. 7 GEN 015 S7 Outlay Rs. 5,00,000	277 A (e) 10	Supply of furniture to existing Departmental Lower Primary Schools.
16.	CODE No. 7 GEN 016 S8 Outlay Rs. 5,75,000	277 A (e) 11 and 15	Improvement of facilities in Primary Schools.
17.	CODE No. 7 GEN 017 S9 Outlay Rs. 20,00,000	277 A (e) 2	Additional enrolment teacher cost (Departmental Upper Primary Schools)
18.	CODE No. 7 GEN 018 S0 Outlay Rs. 5,00,000	277 A (e) 3	Supply of furniture to existing Departmental Upper Primary Schools
19.	CODE No. 7 GEN 019 A1 Outlay Rs. 9,00,000	477 (a) 1	Replacement and addition of Departmental School Building.
20.	CODE No. 7 GEN 020 A4 Outlay Rs. 25,00,000	477 (a) 1	Minimum site and building for schools run in rented Buildings.
21.	CODE No. 7 GEN 021 S5 Outlay Rs. 30,00,000	477 (a) 1	Opening of new Upper Primary School Buildings.
22.	CODE No. 7 GEN 022 S6 Outlay Rs. 10,000	277 A (e) 12	Establishment of Text Book Bank (Special Component Plan)
23.	CODE No. 7 GEN 023 S7 Outlay Rs. 2,00,000	277 A (e) 7	Appointment of Primary School Teachers from among Scheduled Castes and Scheduled Tribes.

24.	CODE No. 7 GEN 024 S8 Outlay Rs. 5,00,000	277 A (e) 12	Improvement of selected Lower Primary Schools
25.	CODE No. 7 GEN 025 S9 Outlay Rs. 5,00,000	277 A (e) 9	Purchase of furniture for new Upper Primary Schools.
26.	CODE No. 7 GEN 026 S0 Outlay Rs. 30,00,000	277 A (e) 4	Appointment of additional teachers in non Governmental Lower Primary Schools.
27.	CODE No. 7 GEN 027 S1 Outlay Rs. 30,00,000	277 A (e) 5	Appointment of additional teachers in non-Government Upper Primary Schools
28.	CODE No. 7 GEN 028 S2 Outlay Rs. 3,00,000	277 A (f) 4	Removal of backwardness including education of girls.
29.	CODE No. 7 GEN 029 S3 Outlay Rs. 2,00,000	277 A (f) 1	Institute of Primary Education.
30.	CODE No. 7 GEN 030 S6 Outlay Rs. 10,00,000	277 A (f) 6	Non-formal Education.
31.	CODE No. 7 GEN 031 S7 Outlay Rs. 1,00,000	277 A (b) 3	Pre.primary education
32.	CODE No. 7 GEN 032 S8 Outlay Rs. 2,00,000	477 (a) 2	Construction of School Buildings through Community Development Blocks under Rural Man Power Programme
33.	CODE No. 7 GEN 035 S1 Outlay Rs. 40,00,000	277 B (a) 2 and 4	Strengthening of Administration Government Secondary Schools
34.	CODE No. 7 GEN 036 S2 Outlay Rs. 1,00,000	277 B (a) 5	Strengthening of Planning Machinery in the Directorate
35.	CODE No. 7 GEN 037 S2 Outlay Rs. 30,00,000	277 B (c) 2	Additional enrolment teacher cost
36.	CODE No. 7 GEN 038 S4 Outlay Rs. 50,000 Rs. 2,30,01,000	277 B (c) 11 477 (b) 1	Building and equipment for new High Schools

CHAPTER 8—(cont.)

Head of account

37.	CODE No. 7 GEN 040 S8 Outlay Rs. 2,00,000	277 B (k) 10	Strengthening of staff of large Secondary Schools
38.	CODE No. 7 GEN 041 S9 Outlay Rs. 2,00,000	277 C (e) 4	Creation of Scholarship Unit and enhancement of Scholarships
39.	CODE No. 7 GEN 042 S0 Outlay Rs. 3,00,000	277 B (e) 3	Award of scholarships to meritorious Scheduled Castes/Scheduled Tribes students studying in U.P. Schools/High Schools—Special Component Plan
40.	CODE No. 7 GEN 043 A1 Outlay Rs. 4,00,000	277 B (f) 1	Teachers Training—Secondary
41.	CODE No. 7 GEN 044 S2 Outlay Rs. 40,00,000	277 B (d) 1	Additional enrolment Teacher cost
42.	CODE No. 7 GEN 045 S2 Outlay Rs. 2,50,000	277 B (i) 3	Library Movement
43.	CODE No. 7 GEN 046 S4 Outlay Rs. 50,000	277 B (i) 8	Popularisation of Science literature
44.	CODE No. 7 GEN 047 S5 Outlay Rs. 8,00,000	277 B (i)	Purchase of furniture
45.	CODE No. 7 GEN 048 S6 Outlay Rs. 4,00,000	277 B (i)	Improvement of Science Education in Secondary School
46.	CODE No. 7 GEN 049 S7 Outlay Rs. 2,00,000	277 B (i) 6 477 (b) 1	Establishment of Schools for talented children from rural areas
47.	CODE No. 7 GEN 050 S0 Outlay Rs. 1,05,000 Rs. 4,20,000	277 B (i) 2 277 B (c) 3 and 4	Work oriented education in secondary Schools

48.	CODE No. 7 GEN 051 S1 Outlay Rs. 2,00,000	277 B (c) 8	Cost of coaching classes for Scheduled Castes/ Scheduled Tribe students in S.S.L.C. Classes—Special Component Plan
49.	CODE No. 7 GEN 052 S2 Outlay Rs. 1,00,000	277 B (i) 9	Vocational guidance activities
50.	CODE No. 7 GEN 056 S6 Outlay Rs. 4,00,000	277 B (i) 12	Formation of a society for school promotion and development
51.	CODE No. 7 GEN 057 S7 Outlay Rs. 15,00,000	477 (b) 1	Construction of new building in the place of temporary sheds
52.	CODE No. 7 GEN 058 S8 Outlay Rs. 2,00,000	477 (b) 2	Construction of School Buildings through Community Development Blocks under Rural Man Power Programme
53.	CODE No. 7 GEN 059 S9 Outlay Rs. 6,00,000	277 B (i) 10	Improvement of library and laboratory facilities in departmental High Schools
54.	CODE No. 7 GEN 050 S2 Outlay Rs. 3,00,000	277 C (d) 7	Improvement of facilities in existing special schools
55.	CODE No. 7 GEN 061 S3 Outlay Rs. 22,50,000 Rs. 2,50,000	277 C (a) 2 277 C (a) 3	Adult Education Special Component Plan
56.	CODE No. 7 GEN 062 S4 Outlay Rs. 1,25,000	288 D (b) 2 and 6	Integrated education of the Handicapped— State share
57.	CODE No. 7 GEN 063 S5 Outlay Rs. 99,900	288 D (b) 23	Opening of new schools for the mentally retarded
58.	CODE No. 7 GEN 064 S6 Outlay Rs. 5,00,000	277 C (c) 2 to 6	Development of Sanskrit Education
59.	CODE No. 7 GEN 065 S7 Outlay Rs. 100	277 C (c) 7	Establishment of Sanskrit Vidya Peedth in Kerala
60.	CODE No. 7 GEN 067 S9 Outlay Rs. 3,00,000	277 C (d) 3	Establishment of a Regional Institute of Language Training

CHAPTER 8—(contd.)

Head of account

61.	CODE No. 7 GEN 068 S0 Outlay Rs. 2,50,000 Rs. 2,50,000 Rs. 2,50,000 Rs. 2,50,000	277 A (b) 8 277 B (c) 6 277 B (d) 3 277 A (c) 4	Appointment of Hindi Teachers in U.P. Schools in Non-Hindi Speaking States— State share
62.	CODE No. 7 GEN 096 S4 Outlay Rs. 4,00,000	277 G (b) 8	Improvement of Physical Education and Development of Scouting and Guiding
63.	CODE No. 7 GEN 098 S6 Outlay Rs. 1,00,000	277 G (b) 10	Constitution of a Youth Welfare Board
64.	CODE No. 7 GEN 099 S7 Outlay Rs. 1,00,000	277 G (c) 13	Youth Festival, etc.
65.	CODE No. 7 GEN 104 S5 Outlay Rs. 4,00,000 Rs. 1,00,000	277 G (b) 9 477 (b) 1	Sports School, Trivandrum
66.	CODE No. 7 GEN 105 S6 Outlay Rs. 2,00,000	277 G (c) 12	Providing facilities for the sports Division in Departmental Schools
67.	CODE No. 7 GEN 106 S7 Outlay Rs. 3,00,000	277 H (a) 2	State Institute of Education
68.	CODE No. 7 GEN 107 S8 Outlay Rs. 2,00,000	277 H (a) 3	Science Institute
69.	CODE No. 7 GEN 103 S0 Outlay Rs. 50,000	277 H (d) 4	Examination reforms
70.	CODE No. 7 GEN 110 S3 Outlay Rs. 1,00,000	277 H (d) 5	Revision of curriculum

11/709-8	71. CODE No. 7 GEN 111 S3 Outlay Rs. 1,00,000	277 H (d) 9	School Complex Programme
	<i>Art and Culture—</i>		
	72. CODE No. 7 ATC 002 S4 Outlay Rs. 2,00,000	278 (b) 3	Kerala Sahithya Academy
	73. CODE No. 7 ATC 003 S5 Outlay Rs. 1,00,000	278 (b) 11	Kerala Sangeetha Nataka Academy
	74. CODE No. 7 ATC 004 S6 Outlay Rs. 1,00,000	278 (b) 10	Kerala Lalithakala Academy
	75. CODE No. 7 ATC 005 S7 Outlay Rs. 2,00,000	278 (a) 3	Kerala Kala Mandalam
	76. CODE No. 7 ATC 006 S8 Outlay Rs. 50,000	278 (f) 1	Kerala History Association
	77. CODE No. 7 ATC S1 Outlay Rs. 50,000	278 (f) 4	Non-recurring grants to cultural activities
	78. CODE No. 7 ATC 010 S4 Outlay Rs. 4,00,000	278 (b) 1	Financial assistance to men of Arts and Letters
	79. CODE No. 7 ATC 012 S6 Outlay Rs. 50,000	278 (f) 6	Grant-in-aid to authors for production of books
	80. CODE No. 7 ATC 018 S2 Outlay Rs. 3,00,000 Rs. 1,00,000	278 (c) 6 477 (c) 1	Public Library, Trivandrum
	81. CODE No. 7 ATC 019 S3 Outlay Rs. 4,00,000	278 (c) 1	Kerala Grandasala Sangham
	82. CODE No. 7 NUT 005 S6 Outlay Rs. 16,50,000	277 A (c)	School Mid-day Meals Programme

Centrally sponsored scheme accruing 100 per cent Central Assistance

CHAPTER 8—(cont.)

Head of account

83.	CODE No. 7 GEN 016 C0	277 C (a) 1	Social (adult) education
	Outlay Rs. 55,00,000		
	Centrally sponsored scheme	acruing 50 per cent Central Assistance	
84.	CODE No. 7 GEN 098 C8		Appointment of Hindi Teachers in U.P. and H.S. in Non-Hindi Speaking States
	Outlay Rs. 2,50,000	277 A (b) 8	
	Rs. 2,50,000	277 B (c) 6	
	Rs. 2,50,000	277 B (d) 4	
	Rs. 2,50,000	277 A (e) 4	
85.	CODE No. 7 SWE 113 C9	288 D (b) 6	Integrated Education of the handicapped
	Outlay Rs. 1,25,000		

CHAPTER 9

CARE SCHOOL FEEDING PROGRAMME

The CARE School Feeding Programme was introduced in the State for the first time during 1961-62 and is continuing till date without any interruption.

2. The D.P.I. is in overall charge of the feeding programme with the Senior Administrative Assistant attending to the routine work relating to receipt, storage and distribution, inspection and accounting, etc. The Assistant Educational Officers are responsible for the proper implementation of the programme at the school level. They stock the food articles at the sub depots, issue the required quantities to schools on a monthly basis, maintain accounts for the receipts and issues and draw and disburse the transport and preparation charges to the Heads of schools. There are 10 CARE Supervisors one for each Revenue District (excepting Idikki) for inspecting the sub depots of Assistant Educational Officers periodically and for conducting surprise checking of the accounts relating to the CARE feeding in schools, the quality and quantity of the prepared food, the accounting of stock on the date of visit and the number of children actually participating in the programme, etc.

3. To supervise the working of the programme, CARE has its representative at Trivandrum viz., The Administrator, CARE Kerala. There are Field Officers working under him to inspect the feeding at school level and to check the accounts and stocks at the school, sub depot and warehouse levels.

4. The CARE Feeding Programme is extended to all necessitous children in Standards I to IV of L.P. Schools and L.P. sections attached to U.P. and High Schools and to pupils of Standard V of such L.P. Schools where that Standard is retained. The Programme is also extended to the children of Pre-primary Schools and Nursery Schools recognised by the department.

5. The feeding given to the children consists of uppuma prepared with bulgur wheat (or C.S.M. or Balahar) and oil.

6. The food articles required for the feeding programme are received from the CARE organisation as gift. The department takes charges of the articles from CARE at the Cochin Port. They are stored at the Central Depot at Cochin and at the various State Warehouses viz., Parakode, Kunnamkulam, Palghat and Tellicherry. Distribution to Sub Depots of Assistant Educational Officers is made on a monthly basis from the Central Depot and State Warehouses as per the indents of Assistant Educational Officers.

7. Ration

(i) The daily ration fixed for each school during an year will continue to be in force until the ration for next year is fixed and communicated. The ration should not be increased under any circumstances by the Heads of schools, who should however reduce the ration if there is fall in feeding strength attendance, so as to avoid wastage of food. Similarly if on any particular day they expect a fall in attendance due to one reason or other they should issue only lesser quantity on that day. There have been several instances of excess issues made by Heads of schools due to the belated receipt from the Assistant Educational Officers of the orders fixing the ration. This should be avoided. When lesser quantities are issued only the quantities actually issued should be recorded in the stock register as otherwise, the very purpose of maintaining a stock register would be defeated.

(ii) The inspecting officials can refix the ration once fixed at any time during the course of the year if the number actually fed is found to be below the effective feeding strength fixed for the school. Attention is in this connection invited to the instructions contained in Head Office Circular No. CARE 4-118942/72, dated 22nd January 1973.

(iii) Whenever grains ration is issued at a reduced rate for want of stock or for any other reason, a proportionate reduction in the oil ration should also be made at the rate of 1/2 a pound of oil for every 5 lbs. of grains ration reduced, as per instructions contained in Head Office Circular No. CARE 5-136854/74, dated 27th December 1974. The daily ration is fixed in general terms as "grains" and not separately as CSM/Balahar and Bulgur Wheat. Since CSM is no longer supplied by CARE for the Education Programme, Bulgur wheat can be issued for the entire quantity of grains ration. But if and when Balahar or KIF or CSM or CSB is available, the total quantity of Bulgur Wheat and Balahar (or CSM or CSB or KIF) issued, should not exceed the grains ration fixed. The ration is fixed at the rate of 2.82 Ozs. of grains per child per day and 1/4 oz., of oil per child per day, for the effective feeding strength fixed for the schools.

(iv) The effective feeding strength and the daily ration fixed for each school should be communicated to the Heads of schools in writing by the A.E.Os. The details should also be recorded in the "Hand Book" over the signature of the Assistant Educational Officer or Head Clerk. The Heads of schools should be instructed to note the details of effective strength and ration fixed, at the top of the schools stock register on each page (vide Head Office Circular No. CARE 4-92707/72, dated 4th September 1972). The ration fixed for the year should be communicated in time. So that it should be brought into force in all schools from the due date (normally 1st August) Special care to avoid delay in communicating the new ration should be paid

at least in the case of schools where the ration newly fixed is less than that of the previous year. This is essential to avoid excess issues by the Heads of schools.

(v) If the number to be fed on a day falls below the effective feeding strength fixed for the school by ten or more, a reduction in ration should be made at the rate of one pound of grain for every five (5) pupils and $\frac{1}{2}$ a pound of oil for every 5 (five) pounds of grains reduced. The reduction is to be made as shown below:

<i>Fall in number of pupils to be fed below the effective feeding strength</i>	<i>Ration to be reduced</i>	
	<i>Grains</i>	<i>Oil</i>
(1)	(2)	(3)
Up to 9 pupils
10 to 14 ,,	2 lbs.	..
15 to 19 ,,	3 ,,	..
20 to 24 ,,	4 ,,	..
25 to 29 ,,	5 ,,	$\frac{1}{2}$ lb.
30 to 34 ,,	6 ,,	$\frac{1}{2}$,,

8. Feeding attendance

(i) The Heads of schools should obtain applications from the guardians of the pupils who wish to participate in the programme. Consolidated list of pupils wishing to be included in the programme should be obtained by the Assistant Educational Officers from the Heads of schools, in duplicate and one copy returned duly approved before the end of the first week of July.

(ii) Class-war and consolidated Feeding Attendance Registers should be maintained by the Headmasters. Even though the system of fixed ration is now in vogue, these registers are quite essential and the number actually fed on each day should be correctly recorded in the stock register every day with reference to the Feeding Attendance Registers.

9. Hand books

The hand books should be maintained properly by all Heads of schools even in Sub Districts where the contract system of transport is in vogue. Attention is in this connection invited to Head Office Circular No. 36722/70/CARE-1, dated 18th May 1970.

10. Form 2 acknowledgements

(i) Acknowledgments in Form 2 for stocks supplied should be obtained from the Heads of schools and verified by the Assistant

Educational Officers promptly and follow-up action taken on discrepancies noticed. These acknowledgments should be filed in chronological order and made available for inspection by the inspecting officials.

(ii) This item of work viz., obtaining and checking of the Form 2 acknowledgments is very important, especially in sub districts where the contract system is in vogue for the transport of food articles from the Sub Depot to schools. Strict instructions should be given to the Store Keeper-cum-Clerk and Head Clerk in the matter.

11. Checking of Form A statements

Form A statements should be obtained from all Heads of schools promptly and reviewed before the 10th of every month by the Assistant Educational Officers. A register has to be maintained for watching their prompt receipt and review. If the review is done properly and promptly, irregularities if any committed by the Heads of schools can be detected and set right without delay. The Assistant Educational Officers will be held responsible for excess issues and other irregularities made by the Heads of schools, if they go undetected due to the laxity on their part in checking the Form A statements. The Store Keeper-cum-Clerk and the Head Clerks of Assistant Educational Officer's offices should be given strict instructions not to neglect this very important item of work.

12. Submission of Form 3 statements

(i) Form 3 statements (Stock and Issue Report) should be submitted by the Assistant Educational Officers promptly so as to reach the Head Office by the 5th of the succeeding month. The requirements for the next month (i.e., the quantities to be moved to the sub depot during the next month) should be assessed correctly and noted on the reverse of Form 3, indicating also the week during which the supply is required. This is essential for arranging timely and adequate supply of the food articles. Delivery Notes (Form 1) intended for the Administrator should be attached to the Form 3 sent to him, as without these, the Form 3 cannot be checked.

(ii) If the allotted quantities of CARE food articles are not received in time, Assistant Educational Officers have to address promptly the Depot Officers, CARE Central Depot or the Superintendent of the Warehouse concerned as the case may be, extending a copy to the Senior Administrative Assistant of the Directorate. The CARE Supervisors and CARE Field Officers visiting sub district may also be contacted for assistance in this regard.

(iii) In the past, there had been a few instances where the lorries sent to Sub Depots with food articles were returned without being unloaded at the sub depot, on the plea that there was no space, etc. The transporting Agents have therefore claimed to and fro transport

charges and the action of the Assistant Educational Officers had resulted in avoidable expenditure to Government. In this connection, attention of all is invited to the instructions issued in Head Office Circular No. CARE 4-135208/72, dated 18th January 1973. These instructions should be followed scrupulously.

(iv) The accounting of the stock of CARE Food articles in Form 3 should be made in bags and cartons and tins only and not in pounds.

13. New monthly returns in Form D

Attention is invited to the letter, dated 16th February 1977 from the Administrator, CARE—Kerala Trivandrum and the Head Office letter No. CARE 4-29748/77/K. Dis., dated 25th March 1977 relating to the submission of a New Monthly Return in Form D (consolidation of Form A). The new return for a month should be submitted to this office and to the Administrator, CARE by the 15th of the succeeding month, without fail. This Form D return is in lieu of the commodity despatch (Form sent along with the) Form 3 and the monthly progress report in Form B which have been discontinued with effect from March 1977.

14. Storage of CARE food articles

(a) *Sub Depot level*—Timely action should be taken for the proper maintenance and repair of the Godown where the Sub Depot stocks are kept. Proper dunnage should be provided. Attention is in this connection invited to the Head Office Circular No. CARE 3-62154/74, dated 20th June 1974. Stacking should be done in such a way that there will be no difficulty for the inspecting officials to conduct the physical verification. The Store rooms should be cleaned periodically and kept neat. While making issues to schools, the “First-in-First out” procedure should be followed scrupulously, i.e., stocks received earlier should be issued first, to avoid long storage and resultant damage. Attention is in this connection invited to the Head Office Circular No. CARE 1-44189/72, dated 5th July 1972. If white ant or rat menace is noticed in the Sub Depot Godowns, steps should be taken promptly to prevent damage of food articles.

(b) *School level*—The Heads of schools should store the CARE food articles in safe and secure places to avoid loss through theft or damage. If the school is not safe enough, the headmasters should keep the stocks in their houses, or in the houses of Assistant Teachers or of any other gentleman residing nearby after giving due intimation to the Assistant Educational Officer and to the local police authorities. All efforts should be made to avoid loss through thefts. In this connection attention is invited to the Head Office Circular letters No. CARE 2-110931/73, dated 20th November 1973, and No. CARE 2-140261/76/L. Dis., dated 24th September 1976. CARE food articles should not be kept for obvious reasons, in hotels or tea shops or provision stores.

15. Theft Cases

(i) Cases of theft of CARE food articles should be reported to the police and to the Head Office promptly. The Assistant Educational Officers have to keep in contact with the police authorities and submit periodical reports to the head office regarding the progress of the case until it is finally disposed of. In cases where police could recover the stolen articles either in full or in part, the court has to be moved for their return to the school, pointing out that the articles are easily susceptible to damage if kept long. In this connection attention is invited to the detailed instructions issued in this regard, in the Head Office Circular letter No. CARE 2-110931/73, dated 4th March 1974.

(ii) Normally not more than 25 day's requirements should be supplied to a school at a time. This is with a view to avoiding loss of large quantities through theft or damage due to long storage. However the A. E. Os., can use their discretion and issue more than 25 day's requirements at a time in special cases where they are satisfied that it is necessary in view of the difficulties in transport, high cost of transport, etc., provided that the storage facilities available at the school level are safe and provided further the Headmaster concerned gives an undertaking in writing, that he will hold himself responsible for the safety of the stocks taken delivery of by him.

16. Disposal of damages

(i) Cases of damages of CARE food articles should be reported to the Administrator, CARE, Kerala direct with copy to the Head Office promptly without waiting for the certificate of unfitness from the health authorities so that arrangements could be made by CARE for their early disposal. The Assistant Educational Officers may maintain a list of schools where damaged commodities are lying, and make the list available to the CARE Field Officer whenever he visits the Sub Depot, so that he can attend to the prompt destruction/disposal of such damages.

(ii) If any bags or cartons are received at the Sub Depot or school in a broken or damaged or leaky condition they should be opened and the contents examined immediately and the sound portion transferred to sound empty bags/tins to avoid further loss and issued to nearby schools for immediate use. All efforts have to be made to reduce the loss due to damage by taking prompt action. Detailed instruction in this regard have been issued in the Head Office letter No. CARE 4-34360/74, dated 1st April 1974 and they should be followed scrupulously. Under no circumstances the food articles brought to the Sub Depot from the CARE Central Depot, Cochin or the Warehouse concerned as the case may be, shall be returned unaccepted. If any damage or loss in contents is suspected, the condition of the bags, etc., may be noted clearly in the delivery note itself while acknowledging the consignment. A report should also be send to the head office on

the same day about the condition of the consignment received so that necessary follow up action for the inspection of the stocks may be taken from here. Those who return the stocks unaccepted, contrary to these instructions will have not only to bear the to and fro transport charges but also to make good the value of the articles lost in consequence thereof.

17. Transportation of food articles from Sub Depots to schools

(i) Transport of CARE articles from sub depots of Assistant Educational Officers to schools is arranged through contractors wherever possible. In sub districts where transport through contractors could not be arranged before the reopening of schools in June the heads of schools may be required to take delivery of the articles from the sub depots and arrange for their transport to the schools, themselves so that feeding can be started from the due date itself. In such cases immediate steps should be taken for obtaining the sanction of the competent authority for increases over the P.W.D. scheduled rates, wherever necessary.

(ii) The departmental officers are delegated with powers to sanction enhancements in transport charges as detailed below:

A.E.Os. upto 15 per cent over and above the P.W.D. scheduled rates for the conveyance of cement

D.E.Os	,,	40	,,	„
R.D.Ds.	,,	50	,,	„
D.P.I.	,,	75	,,	„

(iii) Payment of transport charges has to be made promptly and regularly every month. Delayed payments will certainly affect the smooth working of the programme and have to be avoided. The CARE Supervisors and CARE Field Officers will be checking at the time of their visits to the sub depots, whether these instructions are being followed strictly. Difficulties if any in making the payments regularly eg. want of budget allotment, etc., should be brought to the notice of the Senior Administrative Assistant of the Head Office promptly.

18. Preparation charges

(i) Heads of schools are paid preparation charges calculated at the rate of 3.4 paise per pound of food prepared and served subject to a minimum of Rs. 1.50 per school per day. Twenty per cent of the preparation charges subject to a minimum of Rs. 8 per mensem is payable as cook's allowance and the rest is intended to meet the cost of fuel and condiments.

(ii) Preparation charges also should be paid promptly and regularly without giving room for any complaints from the heads of schools. This also will be verified and reported upon by the CARE Supervisors regularly.

19. Sale of empty containers and utilisation of sale proceeds

(i) The minimum sale price fixed for the empties are as shown below:

1. Bulgar wheat cloth bags	..	30 paise each
2. Bulgar wheat polythene bags	..	50 paise each (Fifty paise each)
3. Salad oil/peanut oil tins (7.7 lbs. capacity)	..	30 paise each
4. Oil tins (38.5 lbs. capacity five gallon tins)	..	Rs. 1.50 each
5. C.S.M/C.S.B/S.F.S.G. Polythene lining	..	10 paise each
6. Balahar inner polythene bag	..	10 paise each
7. Balahar outer gunny bag	..	20 paise each
8. KIF inner polythene lining	..	10 paise each
9. KIF outer H.D.P. Bag	..	50 paise each

The rates noted are the minimum. The bulgar wheat bags, etc., may fetch much more than these rates. The Heads of schools have to try their best to sell them at higher rates. The C.S.M/C.S.B./S.F.S.G. outer covers and salad oil outer cartons can be used as fuel if they cannot be sold.

(ii) The sale proceeds can be utilised for:

1. Supplementing the transport and preparation charges if found necessary.
2. For tinning and repairing cooking vessels.
3. For purchasing ladles, mugs, etc. for serving.
4. For supplying eating vessels to children.
5. For purchasing cooking vessels, etc.

(iii) The heads of schools should maintain proper accounts for the receipt and utilisation of the sale proceeds of empties, and the inspecting officials have to check them at the time of visit to the schools. They should be given strict instructions for the proper maintenance of accounts for the receipts and utilisation of the sale proceeds of empty containers and for their production before the Assistant Educational Officer periodically; say once in three months. Attention is invited to the instructions issued in this regard. In Head Office Circular No. CARE-1-6835/75, dated 1st February 1975.

20. Reimbursement value of CARE food articles

The reimbursement value of CARE food article in case of loss misuse, damage, etc., is shown below:

		<i>Rs.</i>
CSM/CSB	..	3.00 per lb.
Bulgar Wheat/S.F.S.G.	..	2.00 ,,
Salad Oil	..	5.00 ,,
Peanut Oil	..	8.00 ,,
Cornmeal	..	1.25 ,,
Milk powder	..	10.00 ,,
Balahar	..	2.50 ,,
K.I.F.	..	2.50 ,,

The register of recoveries should be maintained by all Assistant Educational Officers as instructed in Head Office letter No. 21409/72/ CARE, dated 18th February 1972.

21. Head of Account for remittance

The receipt Head for crediting to the Treasury, amounts, realised from Heads of schools, etc., in respect of CARE articles misused, lost, etc., is "077 Education G. General (b) other receipts-3 other items".

22. Re-stacking of CARE food articles at the sub depots

The instructions contained in the Head Office Circular No. V.3-860/71, dated 30th June 1971 should be followed. The Register prescribed in the Circular should be maintained properly.

23. Follow-up action on visit/inspecting reports

Copies of the visit/inspection reports or visit summaries of CARE Supervisors and CARE Field Officers are sent to the Assistant Educational Officers direct by the CARE Supervisors and the CARE Office. Follow-up action on these reports, wherever necessary, should be taken by the Assistant Educational Officers promptly, without waiting for any reference from the Head Office.

24. "One-Meal-a-Week" Programme

The Scheme "One-Meal-a-Week-Month" was introduced during 1975-76 with a view to (1) securing people's involvement in the School Feeding Programme and (2) making up, at least to some extent, the deficiency in CARE food materials due to the curtailment of supplies by CARE. Under the Scheme the local people are persuaded to

contribute liberally, money and materials required for the conduct of the feeding programme of the local school for one day in a week or at least one day in a month to begin with. The Heads of schools should be requested to see that this scheme is implemented more successfully. All Departmental officers should take active and genuine interest for the proper and efficient implementation of the scheme. Attention is in this connection invited to Government Circular No.45542/D1/75/G1. Education, dated 5th September 1975 communicated with Head Office Endorsement on CARE-1-105756/75/K.Dis., dated 19th September 1975.

CHAPTER 10

DISCIPLINARY CASES AND POWERS

A. STAGES OF DISCIPLINARY CASES

I. Minor penalty

1. Receipt of complaint or preliminary investigation report.
2. Conduct of preliminary enquiry on the complaint if no details are available.
3. Based on the evidence collected at the time of preliminary enquiry or otherwise framing of specific charges and issue.
4. Receipt of written statement of defence to the charges.
5. Conduct of personal hearing if asked for.
6. Conduct of enquiry if the nature of evidences to be collected are as such.
7. Issue of show cause notice proposing the punishment.
8. Receipt of reply to the show cause notice.
9. Issue of Final Orders.

II. Major penalty

1. Receipt of complaint or preliminary investigation report.
2. Conduct of preliminary enquiry on the complaint if no details are available.
3. Based on the evidence collected at the time of preliminary enquiry or otherwise framing of specific charges and issue.
4. Receipt of written statement of defence to the charges.
5. Conduct of personal hearing if asked for.
6. Conduct of detailed enquiry either by the authority who issued the charge memo or any other authority appointed by the former or any other higher authority as per rules.
7. Receipt of enquiry report.
8. Issue of show cause notice with a copy of the enquiry report if further action is required based on the findings in the enquiry.
9. Receipt of reply to the show cause notice.
10. Issue of final orders.

Assistant Educational Officers

The Assistant Educational Officer's have now become Gazetted Officers. Hence they have disciplinary powers over the officers under their control under the K.C.S. (C.C. and A) Rules, 1960.

District Educational Officers

The District Educational Officers are competent to impose all the penalties prescribed under Rule 11 of the K.C.S. (C.C. and A). Rules in respect of all the officers whom he is competent to appoint. But in the case of reduction of pension, District Educational Officers are competent to award the punishment only if they are competent to sanction pension of the officers concerned.

In respect of other officers in the subordinate service of the Department (i.e.) Non-Gazetted post, the District Educational Officers are competent to award the following punishments only:—

1. Censure.
2. Withholding of increments.

Deputy Director of Education

The Deputy Directors of Education are competent to impose all the penalties prescribed under Rule 11 of K.C.S. (C.C. and A) Rules, 1980 in respect of all the officers whom he is competent to appoint and also such of the officers whom the District Educational Officers are competent to appoint (Powers as higher authority). But in the case of reduction of pension the Deputy Directors of Education are competent to award the punishment only if they are competent to sanction pension of the officers concerned.

In respect of other officers in the subordinate service of the Department (Non-Gazetted post) the Deputy Directors of Education are competent to award the following punishments only:—

1. Censure.
2. Withholding of increments.

Director of Public Instruction

The Director of Public Instruction is competent to impose all the penalties prescribed under Rule 11 of the K.C.S. (C.C. and A) Rules, 1960 in respect of all the officers in the subordinate services (Non-Gazetted) of the department. But in the case of reduction of pension the Director of Public Instruction is competent to award the punishment only if he is competent to sanction pension of the officers concerned.

In addition to the above the Director of Public Instruction is competent to impose the following penalties on all the members of the State Services (Gazetted) relating to the Education Department serving under him:—

1. Censure.

2. Withholding of increments and in the case of members of state services (Gazetted) holding the lowest ranks in addition to the above penalties, the penalties of.
3. Recovery from pay of the whole or part any pecuniary loss caused to State Government or the Central Government or a local authority by negligence or breach of orders.
4. Recovery from the pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Review of suspension cases

Government in their circular Memo 8261/C1/79/Vig., dated 28th November 1979 have stated that it will be desirable to limit the maximum period for which a State Government employee is kept under suspension pending completion of disciplinary proceedings initiated against him to six months in normal circumstances. In exceptional cases where it is not possible to adhere to this time limit the authority which placed the officer under suspension should report the facts to the next higher authority and the latter authority should review the case with special reference to the reasons for the delay and issue appropriate orders for continuing or cancelling suspension. The above instructions should be strictly adhered to by all appointing authorities. The review referred to should be done invariably in all cases. This does not mean that an officer under suspension can be readmitted to duty after a period of six months, invariably.

Similar provision for the review of suspension of aided school staff has been incorporated under sub-rule (9) Rule 67, Chapter XIV A K.E.R. [vide G.O. (P) 43/80/G. Edn. dated 26th March 1980 S.R.O. No. 397/80].

Regularisation of the period spent under suspension

Period spent under suspension by an accused officer can be regularised by granting him eligible leave or otherwise. Guidelines indicated in Rule 56, Part I, K.S.R. should be strictly followed. Orders regularising the suspension can be issued by the officer who placed the accused officer under suspension or any higher authority. A notice may be issued to the accused officer indicating as to how the period spent under suspension is proposed to be regularised, provided the period is not proposed to be treated as duty for all purposes.

After obtaining his reply to the notice and after considering all the relevant facts connected with the case, final orders should be issued. Suspension period cannot be allowed to remain as such after finalising the disciplinary proceedings.

CHAPTER 11
OTHER PROGRAMMES

1. The 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 dependents 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 Honorable Minister for Education as the Chairman, and the D.P.I. as the Secretary-cum-Treasurer. Two representatives of Teachers' Associations are also in the committee.

Every year the committee collects nearly six to seven lakhs which is usefully utilised for the benefit of the teachers.

Schemes

1. Financial aid to teachers and their dependents:

Assistance is given for the education of the Teachers' Children for the marriage of their daughters or for the treatment of diseases. Every year a sum of Rs. 3 lakhs is set apart for this.

2. There is other 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 dependents 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 teacher's children studying for post-graduate or technical degree courses.

4. A sum of Rs. 1,500 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 tours sponsored by the District Educational Officers. A sum of Rs. 1,400 is set apart annually for each district under this head.

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 object 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 will be the ex-officio President of the society. The administration of the Society will be vested in the Governing Council.

The Society has established four pay wards each attached to the Medical College Hospitals at Trivandrum, Kottayam and Kozhikode. In addition to that it has also purchased a plot and building at Trivandrum for establishing a teachers home.

Copies of the Kerala Teachers' Sanatoria Society pay ward allotment rules are given below.

The Kerala Teachers' Sanatoria Society Pay Ward Allotment Rules

Short Title.—These rules may be called the Kerala Teachers' Sanatoria Society Pay Ward 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. Dependents of the categories 1, 2 and 3 above, i.e., husband wife, father, mother, children are eligible. In the case of dependents 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

- I. 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 are attached to the respective hospitals subject to the following:
 1. The rent for a pay ward will be Rs. 5 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 ward.
 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 pay wards 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 required 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 acknowledgment 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 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 receipts 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 show 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 paywards on the expiry of the date upto which they have been paid rent.

II. Rules to be observed

1. Patients and their attendants in the pay ward will be responsible for the safety of the equipments, 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 with 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 examination.
 7. All lights shall 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-operation with the authorities in keeping them clean and tidy.
- III. 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 got admission in the pay ward in accordance with these rules.
- IV. 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— | .. |
| (1) Teacher | .. |
| (2) 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 treats the patient | .. |
| 6. Whether 3 days rent is remitted (if remitted M.O. receipt to be attached 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/District Educational Officer/Assistant Educational Officer.

Sports and games activities

The organiser for sports in schools at the Directorate, organises the various sports and games programmes at school level.

The main activities are Sports Coaching Camps, Educational Sub District Level Sports Competitions, Educational District and State Level National Physical Fitness Programme, Competitions in 'one' 'two' and 'three' star merits, probables camps for selection of State Teams to represent National Meets, Competitions in Major Games (to find out the best school in each game in the State) competitions for teachers in sports and games, etc.

In Kerala, there are at present one sports school at Trivandrum and seven sports divisions attached to High Schools at Trivandrum, Changanacherry, Kottayam, Palai, Kunnankulam, Malappuram and Cannanore. In all, 340 pupils, including girls, study in the sports school/divisions.

Teaching of Arabic and Urdu in schools

Arabic and Urdu teaching in the State is organised and supervised by the Arabic Special Officer assisted by six Inspectors for Muslim Education and three Women Inspectors for Muslim Girls' Education.

The jurisdiction and the offices to which the officers are attached are given below:

	<i>Jurisdiction</i>	<i>Office to which attached</i>
A. Arabic Special Officer	State	Directorate of Public Instruction.
B. Inspectors of Muslim Education.		
1. „ Quilon	Quilon and Alleppey Revenue districts.	D.E.O's Office, Quilon.
2. „ Ernakulam	Kottayam, Idikki, Ernakulam and Trichur Districts	„ Ernakulam
3. „ Ottappalam	Palghat Revenue District.	„ Ottappalam
4. „ Malappuram	Malappuram Revenue District.	„ Malappuram
5. „ Kozhikode	Kozhikode Revenue District	„ Kozhikode
6. „ Cannanore	Cannanore Revenue District.	„ Tellicherry
C. Women Inspectors		
1. „ Palghat	Palghat Revenue District	„ Palghat
2. „ Malappuram	Malappuram Revenue District	„ Malappuram
3. „ Badagara	Cannanore and Kozhikode Revenue Districts	„ Badagara

The Inspectors Conduct Teachers Complex Meetings, Inservice Courses and Seminars for Arabic and Urdu teachers and propagate education among Muslim population. Women Inspectors visit schools and houses, organize ladies' conferences and P. T. A. meetings.

The Arabic Special Officer of the Directorate co-ordinates the work of the Inspectors and inspect the offices of the Inspectors the teaching of Arabic and Urdu in L.T.T. Centres and organizes Arabic/Urdu Teachers Complex Conferences.

Education of the handicapped

Rules on opening and recognition of schools for the handicapped qualification of teachers etc.

The rules on opening and recognition of schools, for the handicapped, qualification of teachers etc. are dealt with in G. O. (P) 412/69/Edn., dated 3rd November 1969 as amended from time to time.

Applications for opening of schools shall be submitted to the District Educational Officers, who in turn will submit them to Director of Public Instruction. Director of Public Instruction will submit the application, duly recommended to Government on or before 31st of January.

The minimum strength of a class division will be 5 and the maximum number 10. Director of Public Instruction is the competent authority to fix the staff strength of government schools. District Educational Officers are competent to fix the staff strength of aided schools.

Grants will be paid to the recognised aided schools, subject to the conditions specified in the G. O.

The deaf, dumb, blind and orthopaedically handicapped students studying in the schools for the handicapped are eligible for educational concessions in the form of boarding charges, school requisite allowance, etc., on the basis of the annual income of the parents.

To bring a substantial number of blind pupils to schools, an integrated course of education from Standard VIII has been introduced in the following schools:—

(1) S. M. V., High school, Trivandrum (5) Government High School, Kudamaloor (3) Government High School, Mankada (4) Government High School, Kunnankulam (5) Government High School Kasaragode and (6) Cotton Hill Girls High School, Trivandrum.

There is provision to admit the pupils studying in these schools in Technical schools, School of Arts, Painting, Music, etc.

There are no separate schools for orthopaedically handicapped pupils. But they will be admitted to the ordinary schools and are eligible for certain concessions referred to in the G. O.

Subject to the conditions specified in G. O. Ms. 9/74/G. Edn., dated 18th January 1974, financial assistance from "Flag Day Fund" will be given to the blind, deaf, or orthopaedically handicapped persons and institutions for the handicapped in the form of equipment such as tape recorder, sewing machines, teaching aids, etc., as applied for by the persons or institutions concerned.

TRAINING COURSES

1. 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 at the Deputy Directorate of Education in each of the Revenue Districts by a selection committee consisting of the District Educational Officer, a representative of the P. S. C., Headmaster of one 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 are reserved for Ex-service men (as per G. O. M. S. 41/70/Edn., dated 20th January 1970) and 2 per cent seats for the handicapped and disabled persons as per G. O. MS. 135/77/G. Edn., dated 15th June 1977.

Teachers undergoing T.T.C. can be granted eligible leave during the period of training if they apply for it (G. O. Rt. 2407/77/G Edn., dated 2nd June 1977).

Departmental Trainees are eligible for subsistence allowance at @Rs. 45/p.m. (G. O. M. S.207/69/Edn., dated 20th May 1969).

P. D. teachers who belong to Scheduled Caste/Tribe community who are undergoing T. T. C. will be paid subsistence allowance at @Rs.75/p. m. and additional expenses in this account will be met by the Harijan Welfare Department (G. O. Rt No. 448/78/G. Edn., dated 9th February 1978).

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

Those who were once selected, but Government cancelled their selection once, are not eligible for subsistence allowance when selected subsequently.

On separate orders of Government certain seats are reserved for candidate from Lakshadweep, Pondicherry, etc.

2. 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 subsistence allowance for the departmental candidates will be at @Rs. 75 per mensem (G.O. MS.207/69/Edn. dated 20th May 1969) and for those who belongs to Schedule Caste/Schedule Tribes at Rs. 100. per mensem (G.O. Rt. 448/78/Edn, dated 9th February 1978) and the additional expense on this account will be met by the Harijan Welfare Department.

The principals of the Government Colleges will draw and disburse the subsistence allowance to the departmental candidates.

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 trainees will be granted eligible leave during the period of training if they apply for it. (G.O. Rt. 5239/76/G.Edn. dated 31st December 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 for language teachers working in schools, departmental and private.

The applicants under open quota should not be below the age of 17 years and above 30 years as on 1st of January. The relaxation in upper age limit is admissible for 3 years in the case of O.B.C. candidates and 5 years for Schedule Castes/Schedule Tribes candidates. The upper age limit is relaxable to the extent of teaching service or defence service as the case may be.

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 on 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).

Subsistence allowance at @Rs. 75 per mensem will be paid to departmental candidates for 1978-79 onwards (G.O. MS. 154/79/G. Edn., dated 19th September 1979).

Qualification required for admission to the L.T.T. course is given below:

Hindi

A title holder of oriental learning in Hindi awarded or recognised by the Universities in Kerala or Praveena of the Dakshina Bharath Hindi Prachara Sabha or Sahityacharya of Kerala Hindi Prachar Sabha and a pass in S.S.L.C. Examination conducted by the Commissioner for Government Examinations, Kerala or its equivalent.

Other Languages

Title in oriental learning awarded by the Universities in Kerala (Vidwan or equivalent in Languages Malayam, Tamil, Sanskrit, Kannada and Urdu and Abzal-ul-ulama in Arabic).

Grants to libraries

Rules governing the payment of grants to libraries are dealt with in 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 General Secretary 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 affiliated to the Kerala Grandhasala Sangom should be submitted to the District Educational Officers concerned. The District Educational Officers 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. 4,060 for II type or Rs. 2,340 for type III whichever is less 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 upto a maximum of Rs. 25,000 may be sanctioned as a special case. In very special cases grants upto Rs. 1 lakh will also be granted by Government.

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

Bharath Scouts and Guides

Rules governing the payment of grant to Bharat Scouts and Guides were issued in G.O. No. 551/Edn. dated 22nd September 1961. The amount of the grant will be Rs. 50,000 from 1975-76 onwards (G.O. Rt. 1550/76/H.Edn. dated 29th July 1976). The grant will be paid in two instalments first in May and the 2nd before March after fixing the grant on the basis of the audited accounts of the previous year. Director of Public Instruction will disburse the 1st instalment without any specific order from Government. (G.O. No. 457/63, dated 11th July 1963.)

Local Library authorities

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

CHAPTER 12

LIST

List of training schools

Trivandrum Revenue District

1. Manacaud B.T.S., Trivandrum
2. Attingal B.T.S.
3. Government B.T.S., Ooruttukala, Neyyattinkara (Tamil)
4. Evan's B.T.S., Parassala
5. St. Mary's B.T.S., Pattom, Trivandrum
6. St. Roch's B.T.S., Trivandrum
7. Vilabhagam Asan Memorial B.T.S., Attingal

Quilon Revenue District

1. Quilon B.T.S.
2. Kottarakara B.T.S.
3. C.F.B.T.S., Kottayam
4. Imam Hussain Memorial B.T.S., Quilon
5. Cherukole N.S.S., B.T.S., Pathanamthitta
6. Chowallur St. George's B.T.S., Kottarakara
7. Chempakassery B.T.S., Bhoothakulam
8. S.N.B.T.S., Karunagappally
9. Sasthamcotta J.M.B.T.S.
10. S.N.B.T.S., Mylapra
11. Paracode P.G.M. B.T.S.

Alleppey Revenue District

1. Mavelikara B.T.S.
2. Chengannur B.T.S.
3. Triruvalla B.T.S.
4. Alleppey B.T.S.
5. Padamanabhadayam B.T.S., Mezhuveli, Mavelikara
6. M.S. B.T.S., Thazhakara, Mavelikara
7. N.S.S. Training School, Kaviyoor
8. St. Thomas B.T.S., Thiruvalla
9. N.S. B.T.S., Mannar
10. Thuravoor T.D. B.T.S.
11. Angadical S.C.R.V. B.T.S.
12. Chettikulangara B.T.S.
13. Maramon M.M.B.T.S.
14. Othara N.S.S. B.T.S.
15. Peringara P.N.V. B.T.S.
16. Kakkazhom S.N.V. Training School

Kottayam Revenue District

1. Government B.T.S., Velloor
2. Kottayam Government Training School
3. Ettumanoor B.T.S.
4. C.N.I., Training School, Kottayam
5. St. Teresa's Training School, Vazhapally
6. Ettumanoor Sree Varukappalli Kesava Pillai N.S.S. Training School
7. St. Joseph's Training School, Mutholi
8. Pallom B.I. Training School
9. St. Thomas B.T.S., Palai

Idikki Revenue District

1. Government B.T.S., Thodupuzha
2. N.S.B.T.S., Ranni
3. B.B.M. B.T.S., Mundakayam
4. N.S.S., Training School, Thadiyoor
5. St. George's B.T.S., Vazhakulam

Ernakulam Revenue District

1. Edappally B.T.S.
2. Muvattupuzha B.T.S.
3. Kuruppampady B.T.S.
4. St. Joseph's Training School, Karukutty
5. Moothakunnam S.N.B.T.S.
6. T.D.B.T.S., Mattancherry
7. Bhagavathi Vilasom B.T.S., Nayarambalam
8. St. Peter's B.T.S., Kolencherry
9. Palluruthy O.L., B.T.S.
10. Vadakara St. John's B.T.S.
11. Vadavucode R.M. B.T.S.
12. St. Albert's B.T.S., Ernakulam

Trichur Revenue District

1. Chalakudy B.T.S.
2. Ramavarmapuram Government Training Institute
3. Seethi Sahib Memorial B.T.S., Azhikode
4. Sree Narayana B.T.S., Irinjalakuda
5. Krishna B.T.S., Panangad
6. O.K.C. B.T.S., Pavaratty
7. S.N.B.T.S., Cheruthuruthi
8. Koorkancherry J.P.E.B.T.S.
9. L.C. B.T.S., Irinjalakuda

Palghat Revenue District

1. Government B.T.S , Chittoor
2. Government B.T.S., Abakkara
3. G.S.S. B.T.S., Alathur
4. N.E.B.T.S., Alathur
5. B.T.S., Koduvayur
6. L.S.M. B.T.S., Ottappalam
7. Palghat Training School B.T.S. (Women)

Malappuram Revenue District

1. Government B.T.S. for Women, Tirur
2. Government B.T.S., Malappuram
3. Ramanattukara Sevamandir B.T.S.
4. Tirurangadi Seethi Sahib Memorial Orphanage B.T.S.
5. Valancherry Raman Memorial Teachers Training Schools

Kozhikode Revenue District

1. Government B.T.S. for Men, Calicut
2. Government B.T.S. for Women, Calicut
3. Government B.T.S., Badagara
4. Muhammed Abdul Rahiman B.T.S., Mukkom
5. St. Vincent Colony Training School, Calicut (Women)

Cannanore Revenue District

1. Cannanore Training School for Men
2. Government B.T.S., Maipadi (Kannada Medium)
3. Do. Cannanore (Mixed School)
4. St. Joseph's B.T.S., Manantoddy
5. Sree Narayana Senior B.T.S., Nceleswar
6. Govt. B.T.S., Palayad, Tellicherry

Training Schools converted as High Schools

1. St. Marys B.T.S., Kamukumcode
2. M.T.B.T.S., Kundara
3. N.S.S. B.T.S., Karuvatta
4. S.P.B. M.T.S., Mararcade, Kottayam
5. N.S.S., B.T.S., Perunnai
6. Do. Karukachal
7. St. Joseph's B.T.S., Muthalakodam
8. N.S.S. B.T.S., Manickamangalam
9. G.B.T.S., Cherpu
10. Nalanda B.T.S., Pacha
11. B.T.S., Irumpanangadi
12. B.T.S., Kadampanad

2. List of L.T.T. Centres/Hindi Teachers' Training Institutes

Malayalam

1. L.T.T. Centre, Quilon
2. Do. Muvattupuzha
3. Do. Trichur
4. Do. Kozhikode

Arabic

1. L.T.T. Centre, Quilon
2. Do. Malappuram
3. Do. Kozhikode

Urdu

1. L.T.T. Centre, Malappuram
2. Do. Kozhikode

Sanskrit

1. L.T.T. Centre, Trichur

Cannada

1. L.T.T. Centre, Maipady

Tamil

1. L.T.T. Centre, City H.S., Trivandrum

Hindi

1. Regional Training Institute, Ramavarmapuram
2. Hindi Teachers' Training Institute, Trivandrum

3. List of Sanskrit High Schools

1. Government Sanskrit H.S., Trivandrum
2. H.S., Panmanamanayil
3. S.N.V. H.S., Thrikkaruva, Perinad
4. Vivekodayam Sanskrit H.S., Ezhukone
5. V. S. Sanskrit H.S., Koipallikaramana, Mavelikara
6. S.N.D.P. Sanskrit H.S., Vallikunnam
7. N.S.S. H.S., Veliyanad
8. K. V. Sanskrit H.S., Muthukulam
9. Government Sanskrit H.S., Cheramangalam, Muhamma
10. Do. Tripunithura
11. Do. Badagara
12. Government Oriental H.S., Pattambi
13. H.S. Lakkidi
14. V.P. Oriental H.S., Chokli
15. Patasala Sanskrit H.S., Chittur

16. Hemambika Sanskrit H.S., Kallekulangara, Palghat
17. Sanskrit H.S., Vattoli, Kakkattil
18. S.N.V. Sanskrit H.S., N. Parur

4. List of Schools for the Handicapped

Government

1. School for Blind, Deaf and Dumb, Trivandrum
2. School for the Blind, Olassa, Kottayam
3. School for Blind, Deaf and Dumb, Kunnamkulam
4. School for Deaf and Mute, Ottappalam
5. School for Blind, Kasargode

Aided

1. School for Blind, Mankada, Pallippuram, Malappuram
2. School for the Deaf and Blind, Assisi Mount, Neerampara, Thalayolaparambu, Kottayam
3. School for Deaf and Dumb, Thiruvalla
4. Rhumaniya School for the Handicapped Velliparambu P.O., Kozhikode
5. Light to the Blind, Sreenivarapuram P.O., Varkala

Unaided Recognised

1. School for the Blind, Alwaye
2. School for the Deaf Children, Valakom, Kottarakkara

CHAPTER 13

DELEGATION OF POWERS

GOVERNMENT OF KERALA

General Education (C) Department

G.O. (Ms.) 185/80/Gl. Edn., dated, Trivandrum,
13th November 1980.

Abstract.—General Education—Establishment—Reorganisation of the Education Department Delegation of Powers to the officers of and below the rank of the Deputy Directors in the Education Department—Orders—Issued.

- Read.*—1. G.O. (Ms.) 142/79/Gl. Edn., dated 27th August 1979.
2. Letter No. D4-150370/79, dated 29th September 1979 from the Director of Public Instruction.

ORDER

In the G.O. read above, orders were issued reorganising the Education Department and setting up offices of Deputy Directors (Education) at Revenue District level. The three offices of the Regional Deputy Directors of Public Instruction at Trivandrum, Ernakulam and Kozhikode, were also abolished. The Director of Public Instruction has reported to Government in the letter read above, that for the proper functioning of the new offices and the department, the officers have to be delegated with sufficient powers to carry out business. He has also submitted necessary proposals in this regard.

2. Government have examined the proposals forwarded by the Director of Public Instruction in detail and are pleased to order that the powers as detailed in the Appendix to this G.O. will be delegated to the various officers of and below the rank of the Deputy Directors in the Education Department.

3. The Deputy Directors will be responsible for exercise of over-all control over their respective charges.

(By order of the Governor,)

M. RAJAGOPALAN NAIR,

Joint Secretary.

APPENDIX

Delegation of powers to the officers in the Education Department

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>District Educational Officer</i>	<i>Personal Assistant District Educational Officer</i>	<i>Assistant Educational Officer</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. APPOINTMENTS						
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 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 appoint graduate and under-graduate teachers to sanctioned posts on a provisional basis subject to observance of rules and advice by the Employment Exchange
2. CHARGE ARRANGEMENTS						
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 sanction charge arrangements 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)					

11/709-10a

3. PROMOTIONS AND SANCTION OF GRADES OF PAY

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 sanction higher grades to Class IV and Ministerial Staff in his office

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 higher grade and super grades to teachers of aided and departmental primary schools and to Class IV and ministerial staff in his office according to rules

143

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>A.E.O's office</i> <i>Jr. Supdt. H.C.</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. TRANSFERS AND POSTINGS

To transfer teachers of all categories excluding Headmasters of High and Training Schools

To transfer all Class IV and Ministerial staff upto and including Junior Superintendents in the Revenue District

To transfer Primary school teachers

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P. A. to D.E.O.</i>	<i>A.E.O.</i>	<i>A.E.O's office</i> <i>Jr. Supdt. H.C.</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

5. LEAVE

To sanction leave other than study leave, special disability leave and leave without allowances not exceeding 4 months to teaching staff, A.E.Os. Edn. Extension Officers and others Gazetted Officers	To sanction leave as mentioned in column 1 to Class IV employees and other ministerial staff		To sanction leave as mentioned in column 1 to Officers in his office and also to teaching staff and non-teaching staff of Aided High Training Schools (Rule 57 to Ch. XIV (A) KER.	To sanction leave as in column 1 to Officers upto and including the leave of U. DCs in the District Educational Office	To sanction leave as in column 1 to Officers in his office and also teaching and non-teaching staff of Aided Primary Schools [Rule 57 & 58 Ch. XIV, (A) K.E.R.]		To sanction leave as in column 1 to all employees working under him
--	--	--	--	--	---	--	---

6. CASUAL LEAVE

To sanction C. L. to D. E. Os., A.E.Os. Edn. Extension Officers, Social Education Officers and Other Gazetted Officers in his office	To sanction C. L. to all non-gazetted staff in the office working under him	To sanction C. L. to all non-gazetted Officer working under him	To sanction leave to Gazetted Officers in the office	To sanction leave to all non-gazetted officers in the office	To sanction casual leave to H.C./Jr. Superintendent and Heads of Primary schools	To sanction leave to non-gazetted officers in the office	To sanction casual leave to all non-gazetted officers in the schools
--	---	---	--	--	--	--	--

7. VACATION DUTY

To sanction vacation duty to teaching staff under his control

To sanction vacation duty to teaching staff under his control (in aided schools)

To sanction vacation duty to teaching staff under his jurisdiction.

8. DISCIPLINARY ACTION

To initiate disciplinary action against Educational 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 D. E. Os., A.E. Os. and Heads of High and Training Schools

To initiate disciplinary action against members of Class IV and Ministerial staff upto the level of Jr. Superintendent and impose punishments of censure, withholding of increments on them. To impose other punishments on staff of whom he is the appointing authority

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 C. C. & A Rules.

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.&A. Rules.

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.

Deputy Director

*Administrative Assistant
(Deputy Directorate)*

*Accounts Officer
(Deputy Directorate)*

D.E.O.

P.A. (District Educational officer)

A.E.O.

Headmaster of High and Training Schools

(1)

(2)

(3)

(4)

(5)

(6)

(7)

9. INCREMENT

To sanctioned 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 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 authorise increment to all officers in the subordinate service in his office.

To authorise increment to all officers in the subordinate service in his office and also to all primary school teachers.

To authorise increment to all non-gazetted officers under him including teachers.

10. CONFERENCES

To convene or direct to convene conferences of Subordinate Officers including Staff of

To convene conferences of Aided High and Training School Staff when directed

To convene conferences of department and aided primary school staff

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

by higher officers. To depute staff of aided High and Training Schools for attending conferences, seminars, courses, etc. convened by the Education Department

11. PURCHASES

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 subject to Stores Purchase Rules

when directed by higher officers. To depute staff of primary Schools (aided and departmental) for attending conferences, 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 upto Rs. 100 in each case subject to annual limit of Rs. 500

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).

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. (District Educational Officer)</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

11 (a) PURCHASE OF FURNITURE

To purchase furniture of approved pattern according to the standards laid down in the rules 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 classroom furniture manufactured and supplied by Parent Teachers association at

approved rates
as per the
general guide-
lines and direc-
tion of Govern-
ment/D.P.I.
from time to
time

To sanction
repairs of furni-
ture according
to rules subject
to the limit of
Rs. 1,000 at a
time and sub-
ject to budget
provision

To sanction write
off of the value
of unservice-
able 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 communic-
ated to audit
with specific
nature of cir-
cumstances of
the case

11 (b) REPAIRS OF FURNITURE

12. WRITE OFF

To sanction re-
pairs of furni-
ture according
to rules subject
to the annual
limit of Rs. 1000
at a time and
subject to bud-
get provision

To sanction write
off of the value
of unservice-
able articles
subject to the
annual limit of
Rs. 500 when
the Book value
does not exceed
Rs. 50 in each
case

To sanction re-
pairs of furni-
ture according
to rules subject
to the annual
limit of Rs.
1,000

To write off the
value of dama-
ged class text
books subject
to the annual
limit of Rs. 250

Deputy Director

(1)

*Administrative
Assistant (Deputy
Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

*P.A. (District
Educational
Officer)*

(5)

A.E.O.

(6)

*Headmaster of
High and Training
Schools*

(7)

13. DISPOSAL OF UNSERVICEABLE ARTICLES

To sanction the disposal of un-serviceable articles or 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 the disposal of un-serviceable 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 the disposal of un-serviceable 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

14(a) AUCTION OF CONDEMNED BUILDINGS

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 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.

14 (b) AUCTION OF TREES AND USUFRUCTS

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 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 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 sanction sale of fallen and dead trees within the school premises.

15. SHIFTING OF OFFICE

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.

<i>Deputy Director</i>	<i>Admn. Asst.</i>	<i>Accounts Officer</i>	<i>D. E. O.</i>	<i>P. A. (District</i>	<i>A. E. O.</i>	<i>Headmasters of</i>
(1)	<i>(Dy. Directorate)</i>	<i>(Dy. Directorate)</i>	(4)	<i>Edn. Officer)</i>	(6)	<i>High and</i>
	(2)	(3)		(5)		<i>Training Schools</i>
						(7)

16. PRINTING OF FORMS

To sanction printing of Forms, Circulars and Pamphlets in Government Press.

To sanction printing of forms, Circulars and Pamphlets in Government Presses (Printing of new forms and registers should have the approval of the Government.)

Note: Printing of New Forms and Registers should have the approval of Government.

17. WORKS

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

To approve estimate in respect of PCR works To carry out petty construction works of

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, 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 upto Rs. 500 in each case subject to budget provision and observance of rules.

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

18. CONTINGENT EXPENDITURE

To incur non-recurring contingent Expenditure upto Rs. 250 in each case subject to budget provision

of primary School's upto Rs. 2,000 on a proper estimate.

an urgent nature for an amount not exceeding Rs. 500 at a time.

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 upto Rs. 100 in each case subject to budget provision

To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provision

<i>Deputy Director</i>	<i>Admn. Asst.</i> <i>(Dy. Directorate)</i>	<i>Accounts Officer</i> <i>(Dy. Directorate)</i>	<i>D. E. O.</i>	<i>P. A. (District</i> <i>Edn. Officer)</i>	<i>A. E. O.</i>	<i>Headmaster of</i> <i>High and</i> <i>Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

19. REPAIR CHARGES OF MOTOR VEHICLES

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 sanction repair charges of motor vehicles upto 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/PD., dated 24th January 1962.

20. TRAINING COURSES

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 Admn. Assts., A.Os., D.E.Os., Inspector of Muslim Edn., A.E.Os. and Social Edn. Organisers.

To sanction journeys on duty of Officers under him.

To countersign T.A. Bills of senior Superintendents and also to draw and disburse T.A. of the Non - Gazetted Staff in the Office.

21. T. A. CLAIMS

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 countersign T.A. Bill of aided high school teaching staff whenever necessary

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,

Deputy Director

(1)

*Admn. Asst.
(Deputy
Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

*P.A. (Dist.
Edn. Officer)*

(5)

A.E.O.

(6)

*Headmasters of
High and Training
Schools*

(7)

To inspect the Offices of the D. E. Os., A.E.Os. Other subordinate Offices and Edl. Institutions in the Dist. and to review the Inspection reports of subordinate Offices and Edl. Institutions. Inspection reports of the Dy. Director will be submitted to the D.P.I.

22. INSPECTION

To inspect all High and Training Schools and special schools including recognised schools and submit Inspection reports to the Deputy Director.

To inspect schools under his control and submit inspection reports to the Dy. Director. To inspect nursery schools and submit reports to the D. E. O./Dy. Director (Deptl. Schools to Dy. Director and aided to D.E.O.)

To sanction reimbursement of Medical expenses subject to rules.

23. MEDICAL REIMBURSEMENT

To sanction reimbursement of Medical expenses subject to rules to the staff in his office.

To sanction reimbursement of Medical expenses subject to rules.

To sanction reimbursement of Medical expenses subject to rules.

To accord sanction for the grant of Cycle Advance subject to Rules

24. CYCLE ADVANCE AND MOSQUITO NET ADVANCE

11/709-11

To sanction Mos-
quito Net
Advance

To place depart-
mental build-
ings declared
unsafe by
P.W.D. at the
disposal of that
department for
being demoli-
shed or au-
ctioned

To place lands
acquired for
construction of
building etc.
at the disposal
of the P.W.D.

25. DEPARTMENTAL BUILDINGS

26. ENGLISH MEDIUM PARALLEL SCHOOLS

To sanction par-
allel divisions
in English
Medium in the
next higher
standards pro-
gressively when
once the school
is granted
English Med-
ium standards
under intima-
tion to the
Director of
Public Instru-
ction

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P. A. (District Edn. Office)</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

27. DISTRIBUTION OF TEXT BOOKS

To arrange and supervise the distribution of Text Books and note books to schools within the District

To supervise the distribution of Text Books to schools within his jurisdiction

To arrange for the distribution of text books to schools under his control

28. REFUNDS

To sanction refunds as per instructions in Book of Financial powers

29. PROVIDENT FUND WITHDRAWAL

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 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 withdrawal from G.P.F. in respect of members of his office staff and KASEPF:
1. in normal cases upto Rs. 3,000
2. in special cases upto Rs. 2,000
Non-refundable upto Rs. 2,000

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
NRA upto Rs. 1,000

To sanction withdrawal from the G.P.F. and KASEPF Refundable:
(i) Normal cases Rs. 2,000
(ii) Special sanction upto Rs. 1,000
NRA upto Rs. 1,000

To sanction withdrawal from the GPF and KASEPF refundable upto Rs. 2,000.
Special cases upto Rs. 1,000,
NRA upto Rs. 1,000

30. PENSION

11/709-11a
To sanction pension to all non-gazetted teaching staff working under his control

To sanction pension to all non-gazetted Non-teaching staff in the district

To forward applications to District Collectors for acquisition of land for school purpose

To collect Educational Statistics

31. LAND ACQUISITION

32. COLLECTION OF EDUCATIONAL STATISTICS

33. AUDIT OBJECTIONS AND PRE-AUDIT

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

Deputy Director

(1)

*Administrative
Asst. (Deputy
Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

*P.A. to
D.E.O.*

(5)

A.E.O.

(6)

*Headmasters of
High and Training
Schools*

(7)

34. AUDIT

1. To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots/ Central Stores in the District.
2. To conduct stock verification of articles in the offices/ Edl. Institutions/ Text Book Depots/ Central Stores.
3. To conduct post-audit of all grant-in-aid bills and pre-audit of

claims relating to grant-in-aid bills

35. INVESTIGATION OF ARREAR CLAIMS

1. To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred cases.
2. To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred one.

Deputy Director

(1)

*Admn. Asst.
(Deputy
Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

*P.A. (Dist.
Edn. Officer)*

(5)

A.E.O.

(6)

*Headmasters of
High and Training
Schools*

(7)

36. BUDGET PROPOSALS

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.

37. SCRUTINY OF D. C. B. AND PROGRESS OF EXPENDITURE AND RECONCILIATION

(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
irregulari-
ties if any,
detected.

(ii) To scruti-
nise perio-
dically and
watch the
progress of
expendi-
ture based
on the
approved
Budget
provisions
and take
prompt
further
action.

(iii) To recon-
cile the de-
partmental
figures of
expendi-
ture and
receipt
with those
booked in
the Treas-
ury and by
Accountant
General.

Deputy Director

(1)

Administrative Assistants (Deputy Directorate)

(2)

Accounts Officer (Deputy Directorate)

(3)

D.E.O.

(4)

P.A. to District Educational Officer

(5)

A.E.O.

(6)

Headmasters of High and Training Schools

(7)

38. MISCELLANEOUS

1. Seniority

Preparation and maintenance of seniority list of teaching staff recruited or appointed on district-wise basis.

Preparation and maintenance of seniority list of non-teaching staff recruited or appointed on district-wise basis.

2. No-objection Certificate

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 issue N.O.C. for getting passports to non-teaching staff whom he is competent to appoint subject to general orders in the matter.

3. Drawing Officer of Bills

To be Drawing and Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills, P.F. Bills and Contingent Bills of the office.

To be Drawing and Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills, P.F. Bills and Contingent Bills of the office. To coun-

to draw without countersignature bills of private buildings taken up for Government primary schools. To be Drawing and Dis-

To be Drawing and Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills and Contingent Bills of the Office.

tersign the Estt.
Pay Bills and
T.A. Bills of
aided schools.

bursing Officer
in respect of
Estt. Pay Bills,
T.A. Bills, P.F.
Bills and Con-
tingent Bills of
the Office. To
pass Estt. Bills
of the Schools
under his con-
trol and coun-
tersign the
salary bills of
Graduate Head
Masters of U.P.
School. To pass
stipend and
subsistence allo-
wance bills
relating to
teachers under
his control.

To countersign
scholarship
bills. To coun-
tersign mainte-
nance grant
bills.

To countersign
Contingent
Bills and T.A.
Bills of Teach-
ing and non-
teaching staff
of the sub-
district.

Deputy Director

(1)

*Administrative
Assistant (Deputy
Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

*P.A. to District
Educational Officer*

(5)

A.E.O.

(6)

*Headmasters of
High and Training
Schools*

(7)

4. Scholarships

To award scholarship in cases when the selection is confined to a particular institution.

To award scholarship to cases when the selection is confined to a particular institution.

5. Class promotions

To decide finally complaints on class promotions in respect of all High and Training Schools.

To decide finally complaints on class promotions in respect of all primary schools.

6. Change of Language

To permit change of language and subject study of pupils upto Std. VII in composite Schools.

To permit change of language and subject study of pupils upto standard VII.

7. Fees

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 spl. fee concessions to children of deceased Govt. servants and aided school teachers who die in harness or within six months of the date of retirement.

To sanction refund of tuition fees and pass the Bill thereof.

Deputy Director

(1)

*Administrative
Asst.
(Deputy Directorate)*

(2)

*Accounts Officer
(Deputy
Directorate)*

(3)

D.E.O.

(4)

P. A. to D.E.O.

(5)

A.E.O.

(6)

*Headmasters
of High and
Training Schools*

(7)

8. Contribution

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 building, furniture, equipment etc. for departmental schools as prescribed.

To grant permission under Rule 14 of the Govt. Servants 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.

9. Break of study

To condone break of study for purpose of fee concession.

10. Provisional Admission of Pupils

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian in primary schools.

To assist the State Institute of Education in conducting inservice courses.

11. Inservice courses

To assist the State Institute of Education in conducting inservice courses

To supervise examination conducted by Commissioner for Govt. Examinations

12. Examinations

To supervise examination conducted by Commissioner for Govt. Examinations.

<i>Deputy Director</i>	<i>Administrative Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

13. Destruction of Records

To sanction destruction and preservation of records in the office as per rules.

To sanction destruction and preservation of records in the office as per rules.

To sanction destruction and preservation of records in the office as per rules.

14. Issue of Documents

To issue extract of admission register in school on stamped paper. To issue extract of mark list of the annual examination of Stds. I to IX on requisition from the guardians.

15. Endowment

To accept endowments upto Rs. 1,000 (One thousand).

To arrange and supervise noon feeding in Lower

Primary Schools,
to draw CARE
feeding bills
without the coun-
tersignature of
the D.E.O. To
correspond with
the D.P.I. direct
on matters relat-
ing to CARE
feeding pro-
gramme.

39. GENERAL

The Deputy Directors will be responsible for exercise of overall control over their jurisdiction.

The powers delegated to the various officers in the respective heirarchy will be exercised by superior officers whenever necessary.

CHAPTER 14
STATISTICAL TABLES

<i>Table No.</i>	<i>Title heads</i>	<i>Page</i>
1.	Literacy in Kerala by Districts (1971 Census) ..	175
2.	Area and population of States in India (1971 Census) ..	176
3.	State-wise area, density and number of districts ..	177
4.	District-wise mid-year population (Kerala) ..	178
5.	Population of Scheduled Castes and Scheduled Tribes (1971 Census) ..	179
6.	Distribution of schools in Kerala 1979-80 ..	180
7.	No. of Schools in relation to population ..	181
8.	Sections/schools sanctioned by Government 1979-80 ..	182
9.	Distribution of students 1977-78 to 1979-80 ..	183
10.	Distribution of students 1979-80 (District-wise) ..	184
11.	Sex-wise distribution of students (1980-81) (Provisional) ..	185
12.	Distribution of pupils—Age group-wise ..	186
13.	Expenditure on School Education 1979-80 and 1980-81 ..	187
14.	Expenditure pattern 1980-81 ..	188
15.	Teachers in Kerala 1978-79 ..	188
16.	Teachers in Kerala 1979-80—District-wise ..	189

TABLE No. 1
Literacy in Kerala by Districts (1971 Census)

District	No. of literates			Percentage of literacy		
	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7
Trivandrum ..	751,708	623,225	1,374,933	68·64	56·48	62·54
Quilon ..	845,158	722,374	1,567,532	70·10	59·84	64·97
Alleppey ..	788,406	708,964	1,497,370	75·22	65·79	70·44
Kottayam ..	757,098	655,043	1,412,141	71·77	63·59	67·72
Ernakulam ..	845,399	710,553	1,555,952	70·34	60·15	65·29
Trichur ..	678,631	633,012	1,311,643	66·35	57·23	61·61
Palghat ..	447,333	339,516	786,849	54·58	39·22	46·69
Malappuram ..	503,135	386,093	889,228	55·32	40·78	47·90
Kozhikode ..	696,252	509,149	1,205,401	65·82	48·56	57·23
Cannanore ..	740,976	556,047	1,297,023	63·20	46·62	54·84

11/70J-12a

TABLE No. 2
Area and population of States in India (1971 Census)

State	Population (in lakhs)	Percentage of area	Percentage of population	Sex ratio (females per 1000 males)
Andhra Pradesh	435.03	8.44	7.94	977
Assam	149.58	3.04	2.73	897
Bihar	563.53	5.30	10.28	954
Gujarat	266.97	5.97	4.87	934
Haryana	100.37	1.35	1.83	867
Himachal Pradesh	34.60	1.70	0.63	958
Jammu and Kashmir	46.17	6.77	0.84	878
Kerala	213.47	1.18	3.90	1016
Karnataka	292.99	5.85	5.35	957
Madhya Pradesh	416.54	13.50	7.60	941
Maharashtra	504.12	9.38	9.20	930
Manipur	10.73	9.68	0.20	980
Meghalaya	10.12	0.69	0.18	942
Nagaland	5.16	0.50	0.09	871
Orissa	219.45	4.75	4.00	988
Punjab	135.51	1.54	2.47	865
Rajasthan	257.66	10.43	4.70	911
Tamilnadu	411.99	3.96	7.52	978
Tripura	15.56	0.32	0.28	943
Uttar Pradesh	883.41	9.97	16.12	879
West Bengal	443.12	2.68	8.09	891
Union Territories	63.42	3.00	1.18	..
India	5479.50	100.00	100.00	930

Source: "Economic Review 1976".

TABLE No. 3

State-wise area, density and number of districts

State	Area (in 000's sq. km.)	No. of districts	No. of inhabited villages	Density of population (per sq. km.)
1	2	3	4	5
Andhra Pradesh ..	277	22	27,221	174
Assam ..	79	10	20,965	222
Bihar ..	174	17	67,566	362
Gujarat ..	196	19	18,275	154
Haryana ..	44	7	6,670	261
Himachal Pradesh ..	56	12	16,920	69
Jammu and Kashmir ..	222	10	6,559	24
Karnataka ..	192	21	26,377	170
Kerala ..	39	11	1,635	612
Madhya Pradesh ..	443	43	70,883	110
Maharashtra ..	308	26	35,665	184
Manipur ..	22.4	6	1,866	58
Meghalaya ..	22.5	3	N.A.	51
Nagaland ..	17	7	960	37
Orissa ..	156	13	48,092	158
Punjab ..	50	12	12,188	302
Rajasthan ..	342	26	32,241	88
Sikkim ..	7	4	N.A.	34
Tamil Nadu ..	130	14	15,735	344
Tripura ..	10.5	3	4,727	176
Uttar Pradesh ..	294	54	1,12,624	333
West Bengal ..	88	16	38,454	575

TABLE No. 4
District-wise mid-year population (Kerala)
(In lakhs)

District	Population as on 1st July of						
	1975	1976	1977	1978	1979	1980	1981
1	2	3	4	5	6	7	8
Trivandrum ..	24·18	24·67	25·11	25·54	25·96	26·36	26·76
Quilon ..	26·53	27·06	27·55	28·02	28·48	28·92	29·36
Alleppey ..	23·39	23·85	25·48	24·70	25·10	25·49	25·88
Kottayam ..	16·93	17·27	17·58	17·88	18·17	18·45	18·73
Idikki ..	8·43	8·60	8·75	8·90	9·05	9·19	9·33
Ernakulam ..	23·81	24·29	24·72	25·45	25·55	25·95	26·34
Trichur ..	23·41	23·88	24·31	24·73	25·12	25·50	25·90
Palghat ..	18·53	18·90	19·24	19·57	19·88	20·19	20·50
Malappuram ..	20·40	20·80	21·19	21·55	21·90	22·24	22·58
Kozhikode ..	23·17	23·64	24·06	24·48	24·87	25·25	25·64
Cannanore ..	26·02	26·54	27·01	27·48	27·62	28·35	28·78
Kerala State ..	234·80	239·50	243·90	248·00	252·00	255·90	259·80

Source: "Economic Review 1976"

TABLE No. 5

Population of Scheduled Castes and Scheduled Tribes (1971 Census)

Districts	Scheduled Castes			Scheduled Tribes		
	Persons	Male	Female	Persons	Male	Female
1	2	3	4	5	6	7
1. Trivandrum ..	213741	105111	108630	11059	5523	5536
2. Quilon ..	280632	139707	140925	3737	1901	1836
3. Alleppey ..	200770	100074	100696	435	221	214
4. Kottayam ..	94528	47566	46962	11059	5640	5419
5. Idikki ..	97819	49723	48096	23181	11846	11335
6. Ernakulam ..	182775	91403	91372	580	361	219
7. Trichur ..	216237	106436	109801	9363	4604	4779
8. Palghat ..	210765	103784	106981	25594	12870	12724
9. Malappuram ..	140826	69254	71572	8882	4382	4500
10. Kozhikode ..	76338	38447	37891	84982	42579	42403
11. Cannanore ..	57737	29421	28316	90464	45069	45395
Kerala ..	1772168	880926	891242	269356	134996	134360

Source: Director of Census Operations, Kerala.

TABLE No. 6
Distribution of schools in Kerala 1979-80 (provisional)

Name of Revenue District	High Schools			U. P. Schools			L. P. Schools			All Schools		
	Government	Private	Total	Government	Private	Total	Government	Private	Total	Government	Private	Total
1	2	3	4	5	6	7	8	9	10	11	12	13
Trivandrum ..	81	85	166	89	108	197	347	190	537	517	383	900
Quilon ..	68	136	204	80	198	278	412	294	706	560	628	1188
Alleppey ..	42	155	197	96	130	226	288	350	638	426	635	1061
Kottayam ..	35	141	176	63	136	199	204	300	504	302	577	879
Idikki ..	25	40	65	41	43	84	89	113	202	155	196	351
Ernakulam ..	53	151	204	81	115	196	226	284	510	360	550	910
Trichur ..	58	119	177	55	179	234	138	418	556	251	716	967
Palghat ..	44	60	104	58	160	218	193	355	548	295	575	870
Malappuram ..	61	46	107	101	195	296	351	466	817	513	707	1220
Kozhikode ..	61	76	137	98	259	357	284	610	894	443	945	1388
Cannanore ..	69	74	143	131	323	454	314	744	1058	514	1141	1655
Kerala ..	597	1083	1680	893	1846	2739	2846	4124	6970	4336	7053	11389

TABLE No. 7

Number of schools in relation to population 1979-80

Serial number	Name of Revenue District	Total population (Estimated 1979) in lakhs	Number of H.S.	Population served by one H.S. (in '000)	Number of U.P.S.	Population served by one U.P.S. (in '000)	Number of L.P.S.	Population served by one L.P.S. (in '000)
1	2	3	4	5	6	7	8	9
1	Trivandrum ..	25.96	166	15.6	197	13.2	537	4.8
2	Quilon ..	28.48	204	13.9	278	10.2	706	4.0
3	Aleppey ..	25.10	197	12.7	226	11.1	638	3.9
4	Kottayam ..	18.17	176	10.3	199	9.1	504	3.6
5	Idikki ..	9.05	65	13.9	84	10.8	202	4.5
6	Ernakulam ..	25.55	204	12.5	196	13.0	510	5.0
7	Trichur ..	25.12	177	14.2	234	10.7	556	4.5
8	Palghat ..	19.88	104	19.1	218	9.1	548	3.6
9	Malappuram ..	21.90	107	20.5	296	7.4	817	2.7
10	Kozhikode ..	24.87	137	18.2	357	7.0	894	2.8
11	Cannanore ..	27.92	143	19.5	454	6.1	1,058	2.6
	Kerala ..	252.00	1,680	15.00	2,739	9.2	6,970	3.6

TABLE No. 8

Sections/Schools sanctioned by Government during 1979-80

District	Departmental			Aided			Unaided recognised		
	L.P.S.	U.P.S.	H.S.	L.P.S.	U.P.S.	H.S.	L.P.S.	U.P.S.	H.S.
1	2	3	4	5	6	7	8	9	10
Trivandrum	1	..	4	5	10	1	1	2
Quilon	1	..	6	10	9	1
Alleppey	2	5	1	5
Kottayam	1	2	2	5	8	..	1	..
Idikki ..	1	2	2	18	17	11
Ernakulam	3	2	5	5	1
Trichur	1	1	4	5	6	2	1	1
Palghat	2	7	5	3	1	1	..
Malappuram	1	19	20	12	1	..	3
Kozhikode	3	..	7	13	8
Cannanore ..	1	4	6	10	12	10	..	1	..
Total ..	2	13	19	84	98	87	6	5	7

TABLE No. 9
Standard-wise distribution of pupils by sex
(1977-78 to 1979-80 as on 6th working day)

Standard	1977-78			1978-79			1979-80		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
1	2	3	4	5	6	7	8	9	10
I	357,416	336,724	694,140	336,216	319,149	655,365	335,516	319,221	654,737
II	356,240	334,105	690,345	363,398	339,934	703,332	347,065	327,098	674,163
III	331,567	305,486	637,053	340,593	317,724	658,317	342,797	327,836	670,633
IV	327,196	301,357	628,553	325,714	301,274	626,988	335,351	312,985	648,336
V	313,095	278,599	591,694	305,835	273,801	579,636	303,838	276,747	580,585
VI	310,265	271,699	581,964	292,669	261,346	554,015	285,937	259,800	545,737
VII	306,774	275,069	581,843	299,612	263,464	563,076	285,012	257,069	542,081
VIII	234,628	206,742	441,370	269,267	240,855	510,122	267,920	235,625	503,545
IX	197,366	178,707	376,073	209,507	192,004	401,511	237,087	220,771	457,858
X	141,764	128,959	270,723	146,531	139,239	285,770	154,240	149,364	303,604
Total	2,876,311	2,617,447	5,493,758	2,889,342	2,648,790	5,538,132	2,894,763	2,686,516	5,581,279

TABLE No. 10
Standard-wise strength of students as on 6th working day 1979-80

Sl. No.	Districts	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Trivandrum ..	58,367	64,308	63,528	59,745	54,797	51,763	50,582	50,129	47,203	32,639	533,061
2	Quilon ..	64,039	71,120	72,195	69,339	66,117	64,926	68,004	66,661	63,439	42,641	648,481
3	Alleppey ..	50,500	55,734	56,796	54,855	53,965	55,514	58,000	59,180	55,105	36,502	536,151
4	Kottayam ..	40,936	43,803	43,993	43,225	42,496	41,363	43,775	42,213	40,425	27,613	409,842
5	Idikki ..	21,094	22,369	23,891	21,712	19,074	17,985	17,683	15,578	13,630	8,882	182,498
6	Ernakulam ..	57,008	62,147	63,628	62,922	60,846	590,50	61,301	56,702	51,937	35,207	570,748
7	Trichur ..	65,906	66,894	67,506	67,002	61,625	58,042	59,306	55,564	50,141	33,142	685,128
8	Palghat ..	60,152	56,726	55,047	51,081	41,591	35,345	33,057	30,199	26,108	17,565	406,871
9	Malappuram ..	73,338	72,823	73,466	70,553	53,627	47,524	41,319	31,881	26,048	15,354	505,933
10	Kozhikode ..	76,282	73,926	72,306	71,497	60,988	55,781	53,894	46,566	41,000	26,656	578,896
11	Cannanore ..	86,515	84,313	78,277	76,405	65,459	58,444	55,160	48,812	42,822	27,403	623,670
	Kerala ..	654,737	674,163	670,633	648,336	580,585	545,737	542,081	503,545	457,858	303,604	5,581,279

TABLE No. 11

**Distribution of pupils in Kerala—Standardwise
boys/girls (Provisional) 1980-81**

<i>Standards</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
(1)	(2)	(3)	(4)
I ..	322530	308503	631033
II ..	339961	321524	661485
III ..	332194	313369	645563
IV ..	337596	317353	654949
Total L.P. section ..	<u>1332281</u>	<u>1260749</u>	<u>2593030</u>
V ..	313826	287786	601612
VI ..	288060	263560	551620
VII ..	280492	257241	537733
Total U.P. section ..	<u>882378</u>	<u>808587</u>	<u>1690965</u>
VIII ..	259590	233748	493338
IX ..	241890	225502	467392
X ..	176135	173756	349941
Total H.S. section ..	<u>677665</u>	<u>633006</u>	<u>1310671</u>
Grand Total ..	<u>2892324</u>	<u>2702342</u>	<u>5594666</u>

TABLE No. 12
Distribution of pupils—Age group-wise
(1977-78 to 1980-81 as on 6th working day)

Year	Standards I-V (6-11)			Standards VI and VIII (11-14)			Standards IX and X (14-17)			Total
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	
1	2	3	4	5	6	7	8	9	10	11
1977-78 ..	1685514	1556271	3241785	851667	753510	1605177	339130	307666	646796	5493758
1978-79 ..	1671756	1551882	3223638	861548	765665	1627213	356038	331243	687281	5538132
1979-80 ..	1664567	1563887	3228454	838869	752494	1591363	391327	370137	761462	5581279
1980-81 .. (Provisional)	1646107	1548535	3194642	828142	754549	1582691	418075	399258	817333	5594666

TABLE No. 13

Expenditure on school education 1979-80 and 1980-81

(Rs. in lakhs)

<i>Sl. No.</i>	<i>Item of expenditure</i>	<i>1979-80 (R.E.)</i>	<i>1980-81 (B.E.)</i>
(1)	(2)	(3)	(4)
1.	(a) Government primary schools ..	3,755.31	4,646.43
	(b) Private primary schools ..	5,511.50	5,717.00
	Total ..	9,266.81	10,363.43
2.	(a) Government secondary schools ..	1,481.71	1,813.10
	(b) Private secondary schools ..	2,466.15	2,608.20
	Total ..	3,947.86	4,421.30
3.	<i>Special education:—</i>		
	(a) Sanskrit ..	22.48	23.72
	(b) Other languages ..	74.11	80.25
	(c) Adult education ..	76.07	81.09
	Total ..	172.66	185.06
4.	(a) Direction and administration ..	220.92	256.65
	(b) Inspection ..	194.85	208.66
	Total ..	415.77	465.31
5.	(a) Research ..	16.38	15.41
	(b) Training ..	37.54	41.73
	Total ..	53.92	57.14
6.	Scholarship ..	56.38	61.43
7.	Minimum needs programme ..	913.75	977.48
8.	(a) Development of physical education ..	7.00	13.50
	(b) Youth welfare and youth festival ..	2.25	2.50
9.	Others ..	533.17	565.75
	Grand total ..	15,369.57	17,112.90

TABLE No. 14
Expenditure pattern 1980-81

1. Percentage of expenditure on 277 education out of the total Revenue Expenditure of the State	.. 36.4
2. Percentage of expenditure on Primary Education out of total amount provided under 277 education	.. 56.67
3. Percentage of expenditure on Secondary Education out of total amount provided under 277 Education	.. 25.97
4. Percentage of expenditure on school education to the total expenditure under 277 Education	.. 82.65
5. Percentage of plan expenditure under 277 Education	.. 5.80
6. Cost per pupil for Primary Education	.. Rs. 267
7. Cost per pupil for Secondary Education	.. Rs. 402

Education Systems Unit,
National Institute of Educational
Planning and Administration
1/1, Anna Salai, Madurai-625 016

TABLE No. 15
Teachers in Kerala (1978-79)
(School-wise and sex-wise)

Section (1)	Men (2)	Women (3)	Total (4)
I. HIGH SCHOOLS			
H.S. Section	21074	20207	41281
U.P. Section	10258	13084	23342
L.P. Section	900	1493	2393
Total	32232	34784	67016
II. U.P. SCHOOLS			
U.P. Section	17364	16552	33916
L.P. Section	8162	10056	18218
Total	25526	26608	52134

TABLE No. 15—(cont.)

<i>Section</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
(1)	(2)	(3)	(4)
III. L.P. SCHOOLS	25166	28816	53982
IV. TRAINING SCHOOLS			
Training Section	282	183	465
U.P. Section	140	186	326
L.P. Section	84	238	322
Total	506	607	1113
Grand total	83430	90815	174245

NIEPA - DC



D0092

TABLE No. 16

Teachers in Kerala 1979-80

<i>District</i>	<i>(Provisional)</i>		
	<i>Government</i>	<i>Private</i>	<i>Total</i>
(1)	(2)	(3)	(4)
1. Trivandrum	9621	6799	16420
2. Quilon	9162	11637	20799
3. Alleppey	6113	10936	17049
4. Kottayam	4267	8893	13160
5. Idikki	2381	3189	5570
6. Ernakulam	6235	11252	17487
7. Trichur	5706	13172	18878
8. Palghat	4487	7723	12210
9. Malappuram	6935	8645	15580
10. Kozhikode	6042	11922	17964
11. Cannanore	7283	13357	20640
Total	68232	107525	175757

DATE

NOTES