

DELHI EDUCATION CODE

1965

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EDN. dated the 16th January, 1965 published in Part IV
of the Delhi Administration Gazette.**

Delhi Administration: Delhi.
(Education Department)

NOTIFICATION

Dated the 16th January, 1965

No. F.1(24)/64.-Edn.—The Chief Commissioner, Delhi is pleased to prescribe the following Education Code for the Union Territory of Delhi and to direct that the said Code shall come into force on the 15th February, 1965 from which date the Punjab Education Code shall cease to apply to the said Territory.

By Order,

Sd./ (B. D. Bhatt)
Secretary (Education),
Delhi Administration, Delhi.

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CHAPTER I

Definitions

In this Code the following terms have the significance shown opposite each, except where it is stated to the contrary; (for facility, the definitions are arranged alphabetically):—

1. *Board* means the Central Board of Secondary Education.

2. *Chief Commissioner* means the Chief Commissioner of Delhi and includes any officer, with whatever designation, appointed as administrator of the Union Territory of Delhi under Article 239 of the Constitution.

3. *Department* means the Department of Education under the Chief Commissioner of Delhi.

4. *Director* means the Director of Education, Delhi and includes such officers as may be authorised by the Chief Commissioner to discharge all or any of the functions of the Director.

5. *Inspector* means an Inspector of Schools in charge of an educational zone, the Assistant Director of Education for Women in the Department and any other officer authorized by the Government, the Chief Commissioner or the Director to perform all or any of the functions of an Inspector.

Note: As from the date of the coming into force of this Code, the term "Inspector" or "Inspectress" with its variants shall be changed to "Education Officer" with its variants.

Example: (i) Zonal Inspector of Schools shall be redesignated Zonal Education Officer.

(ii) Deputy Inspector shall be redesignated Deputy Education Officer.

6. *Institution* means a school or any institution imparting education at Primary, Middle or Secondary stage.

7. *Local Body* means the Delhi Municipal Corporation, the New Delhi Municipal Committee and the Delhi Cantt. Board.

8. *Managing Committee* means a committee of management or any other body charged with the management of the affairs of an institution.

9. *Public Examination* means an examination conducted by any authority recognized by the Director for the purpose.

10. *Scholarship* means a periodical payment to a pupil for a fixed period on certain prescribed conditions.

11. *School Meeting* is a continuous period of instruction at the beginning of which the attendance of students in the school is usually marked.

12. *School Year* means the period of 12 months beginning from 1st May.

13. *Stipend* means an allowance paid to a pupil on certain prescribed conditions for a fixed period to enable the recipient to pursue a specific course of study.

14. *Term* means a time unit of continuous work into which a school year is divided.

15. *Terminal Examination* means an examination conducted by the Heads of institutions at the end of a school term.

16. *Territory* means the Union Territory of Delhi.

17. *Vacation* means the summer vacation for such period as may be notified by the Director in this behalf.

18. *Zone* means the educational region comprising specified areas in the Territory and placed under the charge of an Education Officer for purposes of organization, supervision, inspection and control of institutions located in that area.

19. *Zonal Education Officer* means the Inspector of Schools in charge of a zone.

CHAPTER II

Departmental Organisation

Department of Education.

20. The Department of Education is the agency of the Delhi Administration for organising and administering all educational activity in the Territory upto the higher secondary stage, including professional education of teachers except the establishment, maintenance of, and aid to, schools for primary education in the areas under the jurisdiction of the Delhi Municipal Corporation. The various types of educational institutions through which educational work of the Department is at present carried on in the Territory are:

- (1) Government and non-Government recognised Higher Secondary and Multipurpose schools;
- (2) Government and non-Government recognised Primary and Middle schools (including such schools of New Delhi Municipal Committee and Delhi Cantonment Board) in the areas outside the jurisdiction of the Delhi Municipal Corporation;
- (3) Government Teachers Training Institutes;
- (4) Government Industrial School;
- (5) Government Janata Colleges opened under the Social Education Scheme;
- (6) Government Social Education and Community Centres in the rural areas;
- (7) Government Libraries and Reading Rooms;
- (8) Government aided private Sanskrit Pathshalas which prepare candidates for such examinations in Sanskrit as are recognised by the Department; and
- (9) Government aided private Schools for Fine Arts, Music, Crafts and Vyayamshalas.

Director of Education.

21. The Director of Education is the Head of the Education Department, and responsible for the due discharge of the functions of the department.

22. At the headquarters office he is assisted in his work by Joint Director, Deputy Directors and Assistant Directors (including an Assistant Director for Teachers' Welfare), an Accounts Officer and such other officers and staff as may be appointed from time to time.

23. For supervision, inspection and control of educational institutions, the Territory has been divided into four zones. In each zone there are two Zonal Education Officers one for boys schools and the other for girls schools. They are assisted in their work by Deputy Education Officers and Assistant Education Officers.

24. Physical Education (including N.C.C., A.C.C. and N.D.S.), and cultural and youth welfare activities in all Government and Government aided schools, and Home Science in Government schools are organised and supervised by the Department through Deputy Education Officers appointed for the purpose.

25. For the organisation and supervision of Social Education there is an Assistant Director attached to the Department who is under the administrative control of the Director in all matters concerning Social Education. The work of the Principals of the Janata Colleges, Librarians of the Government Libraries opened under the Social Education Scheme, Assistant Social Education Officers in-charge of Social Education and Community Centres, is supervised by the Assistant Director.

26. All heads of Government schools, including the Government Industrial School, are under the administrative control of the Zonal Education Officer of the area in which they are located. The Principals of the Government Teachers Training Institutes are under the direct administrative control of the Director.

*Adminis-
trative
Control.*

CHAPTER III

Duties and powers of Officers of Department of Education

The main duties and powers of the various officers of the department are given in this Chapter.

The Director.

27. The duties and powers of the Director and specified below and these shall be exercised by him in accordance with the rules and regulations in force at the particular time:—

- (1) To make appointments to all class III (including ministerial) and class IV posts in the Department.
- (2) To post and transfer all class, II, III and IV staff.
- (3) To grant leave to all class II, III and IV staff.
- (4) To grant quasi-permanent status to or confirmation of class III and class IV temporary employees.
- (5) To forward applications of the employees for posts outside the Department and for registration with the Employment Exchange.
- (6) To grant permission to employees of the Department for appearing at public examinations.
- (7) To depute officers and staff for training and for participation in educational programmes, seminars and conferences.
- (8) To arrange seminars, refresher courses, inservice training and workshops for teachers of Government and aided schools.
- (9) To grant recognition to educational institutions subject to the provisions of the Code.
- (10) Inspection and supervision of the educational institutions in the Territory, other than primary and middle schools run and aided by the Delhi Municipal Corporation.
- (11) To visit every year a sufficient number of institutions of all kinds under his control.

- (22) To tender advice to Local Bodies on educational matters, particularly relating to curricula, syllabi, standard and methods of teaching, and maintain liaison with them in formulating schemes for expansion of educational facilities in the Territory.
- (23) To grant or withdraw recognition to institutions in accordance with the rules prescribed in the Code.
- (24) To grant permission to subordinate staff to write books or take up other literary work.
- (25) To prescribe examination and promotion rules for school examinations, other than public examinations, in Government and aided schools.
- (26) To prescribe timings of school meetings, school term and school year.
- (27) To prescribe the headquarters and territorial jurisdiction of Zonal Education Officers and other officers of the Department.
- (28) To sanction grant-in-aid to aided schools under his jurisdiction.
- (29) To suspend, withhold or withdraw or reduce such grants.
- (30) To postpone for a period not exceeding one year at a time recovery of overpayments of grant-in-aid.
- (31) To grant Scholarships and stipends.
- (32) To accord sanction for opening and closing of Provident Fund accounts of the staff employed in aided schools and grant Provident Fund advances in accordance with the rules on the subject.
- (33) To authorise investigation of arrear claims of pay and allowances which have remained in abeyance for a period not exceeding three years.

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OF EDUCATION

- (34) To sanction advances to the employees of the Department in accordance with the powers delegated to the Director of Education from time to time.
- (35) To decide applications of teachers to undertake private tuition work.
- (36) To sanction contingent expenditure on the following basis:—
- (i) *Recurring expenditure* upto Rs. 500 a year in each case;
 - (ii) *Non-recurring expenditure* upto Rs. 2,500 a year in each case;
 - (iii) *Light refreshment* upto Rs. 150 per annum. The exercise of this power would, however, be subject to the general instructions/powers as issued/delegated by the Administrator, Delhi from time to time regarding expenditure on entertainment, light refreshments etc.
- (iv) *Bicycles*
- (a) *Purchases* upto the specified number as may be prescribed from time to time. Where no such limit is prescribed, one bicycle per office. The supplies shall be obtained through Director General, Supplies and Disposals or against rate contract placed by him.
 - (b) *Renewals*—Full powers.
 - (c) *Repairs*—Full powers.
 - (v) *Charges for remittance of Treasure* upto Rs. 500 per annum.
 - (vi) *Conveyance hire* non-recurring upto Rs. 1,000 per annum. Conveyance hire may be reimbursed to a non-gazetted Government servant only who is (i) sent for duty to a place at some distance from office if the Government servant concerned is not entitled under normal rules to draw travelling allowance for the journey, or (ii) is summoned to office outside the ordinary

office hours of duty by the special order of a gazetted officer. Reimbursement of conveyance hire should be made in accordance with the scheduled scale of charges for the conveyance used. The conveyance hire should not be granted in respect of a journey for which the Government servant concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey.

(vii) *Electric, gas and water charges*—Full powers.

(viii) *Fixtures and furniture*—up to Rs. 500 per annum per office. The exercise of this power shall be subject to such conditions as may be prescribed by the Ministry of Works and Housing from time to time.

(ix) *Freight, Demurrage and wharfage charges*—

(a) Freight charges—Full powers;

(b) Demurrage/wharfage—upto Rs. 50 in each case.

(x) *Hire of Office furniture, electric fans, heaters, coolers, clocks and call bells*—upto Rs. 500 per annum per office.

(xi) *Instruments, minor equipment and apparatus*—upto Rs. 1,000 per annum per office.

(xii) *Motor vehicles (other than motor boats and motor launches):*

(a) Purchases—nil.

(b) Maintenance and upkeep—upto Rs. 1,000 at a time on repairs carried out in one or any number of departmental motor vehicles. The repair work should be given to a government workshop. Where the government workshop is unable to undertake the work, repairs may be carried out locally after inviting tenders from at least 10 firms which may be approved by the State Motor Transport Controller.

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OF EDUCATION**

- (xiii) *Municipal rates and taxes*—Full powers.
- (xiv) *Postal and telegraph charges*:
- (a) Charges for the issue of letters, telegrams, etc.—Full powers.
- (b) Commission on money orders—Full powers.
- (xv) *Publication*—Up to Rs. 500 per annum. Priced publications of the Central Government shall be purchased in accordance with the provisions of Appendix XIII to the Rules for Printing and Binding. Maps produced by Survey of India shall be purchased in accordance with the rules issued in this behalf by the Surveyor-General of India.
- (xvi) *Rent*—Upto Rs. 300 per mensem in each case for office accommodation, subject to the prior issue of a certificate by the Public Works Department regarding non-availability of Government accommodation and reasonableness of the rent.
- (xvii) *Repairs to, and erection and removal of Machinery*:
- (a) Repairs—Upto Rs. 500 per annum for one or any number of machines used in the same department. The exercise of these powers shall be subject to the condition that the repairing is due to normal wear and tear and not to negligence of any public servant.
- (b) Erection and removal—Full powers.
- (xviii) *Supply of liveries, badges and other articles of clothing etc. and washing allowance*—Full powers subject to the prescribed scales, rates etc.
- (xix) *Staff paid from contingencies*—upto a maximum period of three months, subject to the following conditions:—
- (a) The staff employed shall be of casual nature, as distinct from that of regular nature and it

may be employed on monthly or daily wages or on whole time or part-time basis;

- (b) This power shall be exercised by the Director very sparingly and only when he has personally satisfied himself that immediate employment of such staff is necessary in public interest and that sanction of the Finance Department cannot be awaited;
 - (c) The staff shall in no case be employed on rates other than those that may be prescribed by the Chief Commissioner from time to time;
 - (d) If in any case the staff employed by the Director in exercise of this power is required to continue beyond the period specified above, prior approval of the Chief Commissioner to its continuance shall be invariably obtained.
- (xx) *Stationery and Printing*—Up to Rs. 20 in each case subject to the limit of Rs. 250 per annum. The conditions for local purchase of these articles are laid down in the General Financial Rules.
- (xxi) *Stores (other than those for works)*—up to Rs. 1,000 per annum.
- (xxii) *Telephone charges*—Full powers for payment of rental charges for duly sanctioned telephones.
- (xxiii) *Tents and camp furniture*—
- (a) Purchase—Nil.
 - (b) Repair—Up to Rs. 250 in each case.
- (xxiv) *Typewriters, calculating machines, etc.* :
- (a) Purchase—Nil.
 - (b) Hiring—Up to three months at market rates.
 - (c) Repairs—Full powers.

(37) *Write off losses—*

- (i) Irrecoverable losses of stores or public money; and
- (ii) Deficiency and depreciation in the value of stores included in the stock and other accounts—
Upto Rs. 250 in each case. The exercise of this power shall be subject to general provisions contained in the Delegation of Financial Powers Rules, 1958, and the General Financial Rules.

(38) *Sanction and control of expenditure from Pupils' Fund—*Full powers for the following items subject to the conditions stated thereunder:—

- (i) Regularisation of expenditure on items not specified in the schedule of Pupils' Fund;
- (ii) Writing off of deficiency and depreciation in the value of stores included in the stock purchased out of Pupils' Fund; and
- (iii) Writing off irrecoverable losses of stores purchased out of the Pupils' Fund or of money belonging to the Fund.

The exercise of the powers against items (ii) and (iii) shall, however, be subject to the following conditions:—

- (a) The loss does not disclose a defect in the system the amendment of which requires the orders of some higher authority; and
- (b) There has not been any serious negligence on the part of any employee which may call for disciplinary action by a higher authority.

28. The Financial Powers of Departmental Officers declared as Drawing and Disbursing Officers shall be as under:—

Drawing and Disbursing Officer.

(1) *Bicycles*

- (a) Purchases—Full powers for sanctioning the purchase in replacement of condemned ones only.

The supplies shall be obtained through the Director General, Supplies and Disposals, or against the rate contract placed by him.

(b) Repairs—Upto Rs. 30 per bicycle per year. The Heads of Offices may have an official bicycle repaired locally or at the nearest repairing Centre. If the repairs required to the frame of bicycle including transit charges would cost so much that in the opinion of the Head of Office it would be true economy to purchase a new cycle, the machine should be condemned and sold under the orders of the Head of Department concerned, the sale proceeds being credited to Government.

(2) *Conveyance hire-non-recurring*—Upto Rs. 250 per annum.

Conveyance hire may be reimbursed to a non-gazetted Government servant only who

(i) is despatched for duty to a place at some distance from office if the Government servant concerned is not entitled under normal rules to draw the travelling allowance for the journey; or

(ii) is summoned to office outside normal office hours of duty by the special order of a gazetted officer. Reimbursement of conveyance hire should be made in accordance with the scheduled scale of charges for the conveyance used. The conveyance hire should not be granted in respect of a journey for which the Government servant concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey.

(3) *Electric gas and water charges*—Full powers.

(4) *Fire protection*—Heads of Offices have full powers within the limits prescribed in item (5) below to incur necessary expenditure for taking suitable

precautionary measures against accidents by fire in buildings, etc. entrusted to their charge.

(5) *Fixtures and furniture*.—Up to Rs. 250 per annum.

The exercise of this power shall be subject to such conditions and scales as may be prescribed by the Ministry of Works and Housing from time to time.

(6) *Freight charges*.—Full powers.

(7) *Hire of office furniture, electric fans, heaters, coolers, and call bells*.—Up to Rs. 100 per annum per office.

At places or within an area in which the Public Works Department functions, that Department is responsible for supplying electric fans and heaters required for use in any office or department. Power to hire such articles may be exercised by subordinate authorities only in cases where the Public Works Department is unable to supply them.

(8) *Instruments, minor equipment and apparatus*.—Rs. 500 per annum.

(9) *Municipal Rates and taxes*.—Full Powers.

The expenditure shall be incurred in accordance with the rules for the payment of municipal rates and taxes on building contained in Appendix 19 to the General Financial Rules.

(10) *Petty works and repairs to Government buildings including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations*.—Up to Rs. 250 in each case.

In exercising this power, the provisions of paragraph 189 and 192 to 195 of the General Financial Rules shall be observed.

(11) Postal and Telegraph charges:

- (a) Charges for the issue of letters, telegrams, etc.—
Full powers, subject to the following conditions;
- (i) No charges shall be drawn on any contingent bill for non-service stamps other than those required for letters and other articles sent to foreign countries;
 - (ii) Communications from Government servants regarding their leave, pay, transfer, salary, income-tax, fund subscriptions and other allied matters are private and not official and shall not therefore be sent at the public expense;
 - (iii) Where the cost of establishment is divided between two heads the bills for service stamps shall be divided in the same proportion;
 - (iv) In the absence of any special orders to the contrary only service stamps shall be used in payment of telegrams despatched on public service whether sent from Government or Railway Telegraph offices;
 - (v) If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it cash and the amount so paid may subsequently be debited in a contingent bill. In such cases a certificate that the telegram was sent on State service and that cash payment was unavoidable shall be attached to the sub-voucher concerned.
- (b) Commission on money orders—Charges for remittances of money by postal money-orders in payment of Government dues shall ordinarily be borne by the payee and not by Government vide Treasury Rule 197. Cases in which and the conditions under which the cost of such remittance may be borne by the Government are indicated below:
- (i) Pay, travelling and other allowances and contingent charges of gazetted Government servants employed in outlying stations may be

remitted by money order at Government expense when the stations are at a distance of more than five miles 8 kms. from the nearest Treasury or from the remitting office at which such charges are drawn, provided that the money order commission should not amount to more than the travelling allowance payable if a messenger were sent.

- (ii) Under special circumstances such as when a suitable messenger is not available or the journey is risky, such remittances may be permitted even though the money order commission amounts to more than the travelling allowances that would be payable had a messenger been employed.

- (12) *Stationery and Printing*.—Up to Rs. 20 in each case, subject to the limit of Rs. 250 per annum.

The conditions under which these articles may be purchased locally are laid down in the General Financial Rules.

- (13) *Stores (other than those for works)*.—Up to Rs. 250 per annum.

- (14) *Telephone charges*.—Full powers for rental charges for telephones sanctioned by competent authority.

- (15) *Typewriters, Calculating Machines etc.*—Powers to be regulated by the orders contained in the Ministry of Works, Housing and Supply letter No. S&P 11-56(1)/58, dated 10th June, 1959.

- (16) *Recurring contingent expenditure*.—Up to Rs. 25 in each case.

- (17) *Non-recurring contingent expenditure*.—Up to Rs. 250 in each case.

The exercise of this power shall be subject to general provisions contained in the Delegation of Financial Powers Rules, 1958 and General Financial Rules as amended from time to time and procedural and other instructions issued from time to time by the

Ministry of Finance regulating the purchase of stores, equipment, stationery, etc. and subject to such restrictions, regulations, scales etc. which the Chief Commissioner may prescribe.

Additional/Joint/Deputy/Assistant Directors at Headquarters.

29. The duties and functions of the Additional|Joint|Deputy and Assistant Directors of Education shall be determined by the Director from time to time.

Assistant Director (Welfare).

30. The duties and functions of the Assistant Director (Welfare) shall be to look after the welfare of staff employed in Government and Government aided schools. He shall also look after the complaints of the staff of these institutions and secure early redress of their legitimate grievances.

He shall submit a monthly report of his work to the Director in the prescribed form.

In addition, he shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Director with the approval of the Government where necessary.

Accounts Officer.

31. The duties and functions of the Accounts Officer shall be to assist the Director in all matters connected with the preparation of budget and other financial returns, preparation of pay bills of the headquarters' staff, preparation of pension papers of the entire staff under the Department and settlement of all audit objections concerning the institutions under the control of the Department. The Accounts Officer shall also be responsible for the disbursement of grant-in-aid and loans to aided institutions and carry out regular inspection of their accounts. The Accounts Officer will also act as drawing and disbursing officer for the Directorate of Education. In addition, he shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Director or Government.

32. The main duties and powers of each Zonal Education Officer are: *Zonal Education Officer.*

- (1) To supervise and guide the work of Government and aided institutions in his zone.
- (2) To supervise and ensure proper maintenance of Government and aided School buildings with particular reference to sanitary and health conditions drinking water facilities, maintenance of playgrounds, school gardens, science laboratories, school and class-room libraries, etc.
- (3) To assist the heads of Government and aided institutions in solving their day-to-day administrative and educational problems.
- (4) To assess staff requirements in aided institutions and to ensure that the additional posts, where necessary, are sanctioned in time.
- (5) To ensure that the teachers and other staff of the aided schools receive their salaries by the date prescribed for the purpose.
- (6) To deal with all matters relating to the staff employed in aided institutions.
- (7) To collect necessary information and statistical data required by the Department from time to time from Government and recognised institutions and to ensure their timely submission to the Department.
- (8) To assess the requirements of aided schools under his charge in respect of non-recurring grant-in-aid in accordance with the specifications laid down by the Department from time to time and to submit his recommendations to the Accounts Officer.
- (9) To make recommendations to the Department regarding recognition or withdrawal of recognition of institutions located in his zone.
- (10) To organise inspections of institutions in his charge so that each primary and middle school receives a full inspection at least once each year and a higher secondary school at least once every two years.

-
- (11) To study the educational needs of the area in his jurisdiction.
 - (12) To supervise and control the work of Deputy Education Officers and Assistant Education Officers under him.
 - (13) To check and approve inspection tour programmes of Deputy and Assistant Education Officers under him.
 - (14) To examine inspection reports submitted by inspecting officers under him and to record his comments thereon for submission to the Department, to take follow-on action and remedy the defects and short-comings brought out in the inspection notes of the school concerned. Besides, he shall pay surprise visits to institutions under his charge, especially those which have not been inspected during the year.
 - (15) To submit in the prescribed form to the Department every month a statement of the touring and inspection work done by him and other inspecting officers under him.
 - (16) To make recommendations to the Director for the opening and closing of primary, middle and higher secondary schools in his zone.
 - (17) To maintain up-to-date list of all Government and aided institutions under his charge, showing details of their staff, with their pay scales and qualifications, class-wise enrolment, and other relevant data.
 - (18) To take measures to enlist the co-operation of parents and guardians of students and the public in general in order to promote efficiency of educational institutions under his charge.
 - (19) To conduct detailed inspection at least once a year of his own office.

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OF EDUCATION

- (20) To decide requests for additional admission, up to five, of students in any section of a school in his jurisdiction over and above the prescribed limit.
- (21) To ensure that the Departmental rules and regulations are fully complied with by the Government and aided schools in his jurisdiction.
- (22) Writing off deficiency and depreciation in the value of stores/stock included in the stock purchased out of Pupils' Fund—upto Rs. 500 in each case.
- (23) Writing off loss arising due to non-realisation of Fund money from the students—Full powers.

33. He shall be responsible to the Assistant Director (Social Education) or any other officer designated by the Director of Education for organising and supervising camps, rallies, tournaments, N.C.C., A.C.C., N.D.S., Scouting and other physical and cultural activities in Government and aided institutions in the Territory and maintaining the standards of physical education therein.

*Deputy
Education
Officer
(Physical
Education).*

34. He|She shall be responsible to the Assistant Director (Women's Education) or any other officer designated by the Director of Education and shall inspect and supervise teaching of Home Science in Government and aided girls schools.

*Deputy
Education
Officer.
(Domestic
Science).*

35. The following sub-rules set out the main duties, powers and responsibilities of the Principal or head of a Higher Secondary School. The administrative and financial powers are those which are exercisable by the Principal of a Government Higher Secondary School. The administrative and financial powers of the Principal of an aided Higher Secondary School are determined by the orders of the Managing Committee of the School. The educational and supervisory duties, responsibilities and functions as described hereinafter are to be discharged and

*Principal
of a
Higher
Secondary
School.*

carried out by the Principals of Government as well as aided Higher Secondary Schools:—

*Adminis-
trative &
Financial
powers
(for Gov-
ernment
Higher
Secondary
Schools).*

- (1) To function as the Head of Office for the school under his charge and carry out all the administrative duties required of a head of office.
- (2) To be Drawing and Disbursing Officer for the staff employed in his school.
- (3) To be responsible for the proper maintenance of accounts and school records, service books of teachers, other registers, returns and statistics as are prescribed by the Department from time to time.
- (4) To handle the official correspondence relating to the school and to furnish within the prescribed dates all returns and information required by the Zonal Education Officer and/or by the Department.
- (5) To ensure that the school gets full complement of teaching staff, furniture, science equipment, library books and other teaching aids and towards that end to send his requirements for these to the Department before 1st of June each year.
- (6) To make all payments (including salaries etc. of teachers and other staff) in time and according to rules.
- (7) To ensure that tuition fees, where levied, are realised and credited to the Government revenues in time.
- (8) To grant fee concessions to poor deserving students and to those belonging to scheduled castes, scheduled tribes and backward communities in accordance with the rules prescribed by the Department.
- (9) To make purchases of stores, etc. required for his school in accordance with prescribed rules, to enter all such stores in Stock Register, to scrutinize the bills and make payment.
- (10) To conduct physical verification of school property and stocks at least once a year and to ensure the maintenance of stock registers neatly and accurately.

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OF EDUCATION

- (11) To be responsible for proper utilization of the Pupils Fund.
- (12) To make satisfactory arrangements for supply of drinking water and tiffin facilities for the pupils and to ensure that the school building, its fixtures and furniture, office equipment, lavatories, playgrounds, school garden, etc. are properly and carefully maintained.
- (13) To grant to his school local holidays, not exceeding seven in a school year, for educational and other bonafide purposes.
 - (1) To supervise, guide and control the work of the teaching and non-teaching staff of the school. *Education-
al and
Supervi-
sory (for
Govern-
ment as
well as
aided
Higher
Secondary
Schools).*
 - (2) To be in charge of admissions in his school, preparation of school time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of school examinations and tests in accordance with the rules prescribed by the Department from time to time.
 - (3) To plan the year's academic work in advance in consultation with his colleagues and to hold staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
 - (4) To help and guide the teachers and promote their professional growth and towards this end actively encourage their participation in courses designed for in-service education.
 - (5) To promote initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.
 - (6) To organise the teachers for study of the curriculum and the syllabuses in use with a view to analysing the objectives of teaching of the various topics and adapting the instructional programme to

them, with due regard to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced.

- (7) To ensure that the teacher's diary is maintained in a manner that (i) it helps the teachers in his day-to-day work and (ii) it helps others to understand and appreciate his work and that six best notes of lessons are sent to the Education Officer each year.
- (8) To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter-subject co-ordination.
- (9) To provide special help and guidance to teachers newly entering the profession on first appointment.
- (10) To plan and prescribe a regular time-table for the scrutiny of pupils' written work and home assignment and to ensure that their assessment and correction are carried out effectively.
- (11) To make necessary arrangements for organising special instruction for the pupils according to their need.
- (12) To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work, and not only to evaluate their work objectively but also to bring to the notice of the Education Officer/Department meritorious work done or a successful experiment undertaken by any teacher to improve the school.
- (13) To organise and co-ordinate various co-curricular activities through the House System or in any other effective ways.
- (14) To organise periodically educational excursions after proper pre-planning.
- (15) To develop and organise the library resources and reading facilities in the School and to ensure that the pupils and teachers have access to and use books and journals of established value and usefulness.

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OF EDUCATION

- (16) To encourage the formation of parent-teacher associations in order to establish contacts with and secure the co-operation of parents/guardians in the programmes of the school.
- (17) To send regularly the progress reports of the students to their parents/guardians.
- (18) To promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examinations of his students and to send medical reports to parents/guardians.

CHAPTER IV

Recognition of Schools

*Recogni-
tion.*

36. A secondary school preparing its pupils for the public examinations conducted by a duly constituted and recognised Examining body (for example Central Board) is accorded recognition by that body in accordance with its rules. The rules in this chapter apply to institutions other than such schools, which may on application be accorded recognition by the department, such departmental recognition so long as it is not withdrawn or suspended being a certification of the fact that the institution or school concerned fulfils certain minimum standards of efficient and effective instruction.

*Recogniz-
ing autho-
rity.*

37. The Director is the competent authority to grant recognition by certification to any type of school applying to the Director for such recognition.

*Conditions
for Recogn-
ition.*

38. The recognition by certification of a school shall be governed by the following conditions:

- (1) The school meets a real need of the locality and is not likely to affect adversely the enrolment in a neighbouring school already recognised.
- (2) The school follows courses of instruction approved by the Department.
- (3) The school is not run for profit to any individual or group of individuals.
- (4) The resources of the school are such as to provide at least the minimum prescribed standard of facilities for mental, moral, physical and social development of its pupils, having regard to the strength of the school, the number of courses that it proposes to undertake and the general requirements of efficiency.

- (5) The school maintains a Reserve Fund and is financially viable.
- (6) The admission to the school is open to all without any discrimination based on religion, caste, creed or race.
- (7) The school is under the management of a committee which is registered under the Societies Registration Act of 1860 or any other law for the time being in force in the Territory, that it is so constituted that the teaching staff and guardians of the students are adequately represented on it and suitable provision has been made in its constitution for the continuance of the committee and for the exercise of necessary control over the general administration of the school.
- (8) The constitution of the managing committee of the school or any change made in it is approved by the Director.
- (9) The management undertakes to abide by such instructions as may be issued by the Director from time to time if he finds that the managing committee has failed to observe the rules of recognition and/or departmental instructions, or is not functioning smoothly and efficiently in the best interest of the school.
- (10) The qualifications of the Principal and teaching staff of the school and their number are not lower than those prescribed by the Director for comparable posts in Government or Aided Schools or are otherwise adequate and suitable, that the conditions governing the tenure of office of the Principal and the teaching staff are approved by the Director and are such as to render proper continuity of work possible, and that the teachers and other staff employed in the school are paid their salaries regularly within 7 days of the month following the month to which the salaries relate.
- (11) The teachers are whole-time employees and not engaged in any business or trade, except in the case

of special subjects where sufficient work does not exist to give them employment on whole-time basis.

- (12) The management maintains a standard provident fund scheme or any other similar scheme approved by the Director.
- (13) The buildings in which the school is carried on, its surroundings and furniture and equipment are adequate and suitable for an educational institution, the arrangements in the buildings and in the furnishing thereof meet adequately the requirements of health and hygiene. The school buildings or the grounds are not used during the day or night for commercial or residential purposes or for communal, political or non-educational activity of any kind whatsoever.
- (14) The accommodation is sufficient for the classes under instruction in the school.
- (15) The sanitary arrangements at the school are adequate and are kept in good order. A certificate, in the prescribed form, from the Health Officer of the Local Body having jurisdiction over the area in which the school is located as to the health and sanitation condition of the school shall be submitted as and when required.
- (16) Arrangements are made for the supply of good drinking water to the pupils and suitable facilities are provided to enable them to take refreshments, etc.
- (17) Suitable grounds are provided for outdoor work.
- (18) Due provision is made for the maintenance of a good library and its development.
- (19) The school is so conducted as to promote discipline and orderly behaviour and to maintain a high moral tone.
- (20) No teacher or pupil of the school is compelled to attend a class in which religious instruction is given or take part in any religious activity; no teacher/ or pupil absenting himself from religious instruc-

tion or religious activity is made to suffer any disability on that account and no pupil is refused admission to the school because exemption from attendance at religious exercises or religious instruction has been claimed by him or his guardian.

- (21) Facilities are provided for teaching of minority languages in accordance with the directions given by the Department from time to time.
- (22) All rules and regulations issued from time to time by the Department relating to recognition of a school are followed.
- (23) The school shall be open to inspection by the Inspecting Officers of the Department or any of the following officers:—
 - (a) any authorised official of the Department;
 - (b) Superintendent of Medical Services or Health Officer of the Local Body concerned; or
 - (c) Civil Surgeon, Assistant Surgeon or Health Officer authorised by the Department to examine the health of students or the sanitary conditions of the building and premises.
- (24) The school furnishes the reports and information as may be required by the Department from time to time and complies with the instructions of the Department as may be issued to secure the continued fulfilment of the conditions of recognition or the removal of deficiencies in the working of the school.

39. The recognition given to a school shall be effective from the date notified by the Department. Ordinarily it will be given from the date of commencement of the school year. *Date of Recognition.*

40. The recognition granted to a school shall lapse unless it is availed of within a year from the date it is granted.

Application for Recognition.

41. An application for recognition shall be submitted to the Director through the Zonal Education Officer concerned on the prescribed proforma (Appendix I) at least six months before the date on which it is desired that the recognition should take effect.

Exemption.

42. Any school seeking recognition may, for good and sufficient reasons, be exempted from one or more of the conditions of recognition provisionally provided the Director is satisfied that the school is in a position to fulfil in the near future the requirements from which it is provisionally exempted.

43. The Director, on application, may grant recognition to a school following its own scheme of instruction and curricula by relaxing any of the conditions of recognition laid down in this chapter provided that the Director is satisfied about the standard of education in the school.

Rejection of Application.

44. If an application for recognition of a school is rejected, the order shall state the reasons for such rejection. No fresh application for recognition of the same school shall be considered until after the school has remedied the shortcomings pointed out in the order of rejection.

Withdrawal of Recognition.

45. If a recognised school ceases to function, or is transferred to a different locality or a different management without the previous approval of the Director, its recognition shall lapse and it shall, for purpose of future recognition, be treated as a new school.

46. If a school ceases to fulfil any of the conditions of its recognition, the Director may suspend or withdraw that recognition after giving the school a reasonable opportunity to show cause against such suspension or withdrawal, as the case may be, provided that if the Director is of the opinion that the defects are capable of immediate or early removal, he may allow the management reasonable time to remedy them to the satisfaction of the Department.

Restoration of Recognition.

47. Recognition once withdrawn shall not be restored until the Director is satisfied that the defects and deficiencies which necessitated the withdrawal of recognition have been removed and that in all other respects the school fulfils the prescribed conditions.

48. Any school which has received recognition upto a particular stage before the enforcement of this Code shall be deemed to have been recognised under these rules upto that stage. In case it does not fulfil any of the conditions as laid down in this Code, it may be required by the Director to fulfil those conditions within a specified period. If these conditions are not so fulfilled, the recognition of the school shall be liable to be withdrawn.

*Previous-
ly Recogn-
ized
Schools.*

49. A recognised school which provides hostel facilities shall be required to fulfil the conditions laid down in Chapter X of this Code, failing which the recognition shall be liable to be withdrawn.

*Hostels of
Recogniz-
ed Schools.*

CHAPTER V

Grants-in-aid

The rules in this Chapter regulate the payment of grant-in-aid to recognised composite Higher Secondary Schools having either classes I to XI or Classes VI to XI.

Categories of schools eligible for grant-in-aid.

50. A school to be eligible for grant-in-aid should be recognised by the Central Board of Secondary Education, in case of a Higher Secondary School or by the Department in the case of others. Recognition of a school, however, does not automatically entitle it to grant-in-aid nor can the award of grant-in-aid or its continuance be claimed as a matter of right. The Government reserves to itself the right to determine the number of institutions which will receive grant-in-aid from time to time.

Sanctioning Authority.

51. The authority to approve a school for grant-in-aid shall vest in the Director.

Application for grant-in-aid.

52. All applications from new schools for grant-in-aid shall be addressed to the Director, through the Zonal Education Officer concerned, in the prescribed form. On receipt of an application, the Zonal Education Officer shall inspect the school and forward the application to the Director with his remarks indicating the suitability or otherwise of the school for the purpose of payment of grant-in-aid. The decision of the Director regarding the admission or otherwise of the school to the grant-in-aid list shall be communicated to the school concerned through the Zonal Education Officer.

53. No school shall be approved for grant-in-aid unless its management gives an undertaking in writing that it shall comply with the conditions hereinafter laid down. Breach of any of these conditions shall render the school liable to be removed from the grant-in-aid list.

Conditions for grant-in-aid application.

54. (1) A management applying for grant-in-aid must be a registered society under the Societies Registration Act, 1860, or a public Trust under any law for the time being in force.

(2) (a) The managing committee of the school shall consist of members not exceeding 16 in number which shall include the following:

- (i) Principal of the schools;
- (ii) Three members to be nominated by the Director, one of whom shall be an educationist, the other an officer of the Department not below the rank of Principal of a Higher Secondary School, and the third out of a panel recommended by the Managing Committee;
- (iii) One representative of the teachers of the school. In case the number of teachers is more than ten, there shall be two representatives. These representatives shall be appointed from amongst the five senior most teachers (seniority to be determined on the basis of the length of continuous service in the school) by rotation on a yearly basis;
- (iv) The President or Chairman of the Parent-Teachers Association of the school or his nominee.

(b) If at the time of submitting application for grant-in-aid the constitution of the managing committee of the school is not in conformity with the above provisions, the management shall take necessary steps for the amendment of its constitution.

(c) Any change in the constitution of the managing committee or in the office bearers thereof shall be reported immediately to the Department.

(d) The managing committee shall meet at least twice in a year and at more frequent intervals if so directed by the Department.

(3) The management shall agree to follow this Code and comply with other instructions and directions issued by the Department from time to time for improving educational standards and efficiency of the school.

(4) The school shall have permanent income from endowments and other sources (excluding fees) which, when supplemented by grant-in-aid shall be adequate to enable it to carry on its work efficiently and to pay salaries

of staff regularly and in time in accordance with the scales prescribed by the Department. The Director of Education shall fully satisfy himself about the financial stability of a school before it is approved for being included in the grant-in-aid list.

(5) The school shall have a reserve fund in an amount not less than indicated below or as required from time to time under the Rules and Regulations of the Central Board of Secondary Education. The reserve fund shall be deposited in an approved scheduled bank or the Post Office in the joint name of the Director and the Manager of the school.

(6) Scale of minimum obligatory Reserve Fund.

		Rs.
Higher Secondary Schools	upto 500 pupils	10,000
	501 to 750 pupils	12,000
	751 to 1000 pupils	15,000
	above 1,000 pupils	20,000
Middle School	..	5,000
Primary School	..	2,500

55. The schools which have already been approved for grant-in-aid but do not fulfil the above conditions shall be required to do so within a prescribed period from the date of enforcement of this Code.

*School
Fund.*

56. (a) A school on the grant-in-aid list shall have a school Fund into which shall be deposited all moneys received for purposes of the school except the Reserve Fund mentioned in Sub-rule 6 of Article 55 above and the Pupils Fund referred to in Chapter VI. In particular, this fund shall include all moneys realised as:

- (i) Fees and fines from students;
- (ii) Contributions and donations;
- (iii) Sums earmarked for building and other capital purposes;
- (iv) Grant-in-aid received from the Department;
- (v) All income from rent, interest, etc. in so far as it is earmarked for the school;
- (vi) Approved development fee.

(b) The School Fund shall be deposited in a Post-Office Savings Bank account or in any Scheduled Bank approved by the Department. Withdrawals from the School Fund shall be made only by the Manager. It shall be his responsibility to ensure that no amounts are withdrawn from this fund except for expenditure on approved items for the maintenance or improvement of the school.

57. A school on the grant-in-aid list shall keep the accounts of income from all sources and of expenditure in forms and registers prescribed by the Department and they shall be open to examination by the auditors and inspecting officers of the Department and/or any other officer authorised by the Comptroller and Auditor General in this behalf. *Maintenance of accounts.*

58. Any inspecting officer authorised by the Department, including the Accounts Officer or the Auditor of the school accounts or a nominee of the Comptroller and Auditor General, may, at any reasonable time, with or without notice, visit the school and check such of its accounts and records as are required by the Department to be maintained provided that such officers excepting inspecting officers shall not inspect and comment upon the tuitional and instructional work of the school but they may record their remarks in the visitors Book. (An inspection of the instructional and other academic work of the school shall be regulated in accordance with the rules contained in Chapter IX of this Code). *Checking of accounts.*

59. All aided schools shall employ an adequate number of qualified teaching and other staff as may be required by the Department. Such staff shall be remunerated at the rates prescribed by the Department from time to time for various grades and shall possess the minimum qualifications laid down by the Department for such grades. The pay of unqualified teachers and staff shall not be an admissible charge for the assessment of grant-in-aid of the institution, unless exemption for the same has been given by the Department. *Staff-qualifications, remuneration, etc.*

60. The service conditions of the entire staff, including the Head of the school, and the staff paid out of the Development fee, shall be governed by the rules laid down in Chapter VIII. The salary, including yearly increments of the staff, shall be paid by crossed cheques in full and regularly by the 7th of the month following that for which it is due. No unauthorised cut as compulsory donation or otherwise shall be made from the salary of the staff.

Staff in-eligible etc. for grant-in-aid.

61. No grant shall be admissible on the salary of the staff paid out of Development fee.

Retirement benefits.

62. Each aided school shall establish for the benefit of the staff the prescribed scheme of Contributory Provident Fund or any other approved scheme for the same purpose (Appendix II).

Implementation of awards made by Tribunals.

63. The management of each aided school shall implement the awards made by the Appellate Tribunal referred to in Chapter VIII of the Code within such period as may be specified by the Tribunal or the Department.

Rates of Fees and Funds.

64. An aided school shall charge only such fees and funds from the students as are prescribed by the Department for time to time.

Note: The fees and funds as at present prescribed are given in Chapter VI of the Code.

Fee remitted beyond the authorised limit.

65. If fees are remitted in full or in part beyond the percentage of free and half-rate students prescribed in Chapter VI or if funds available for the maintenance of an institution are utilised for fee-payment the amount so diverted in any year shall be deducted from the amount of grant-in-aid of the institution.

Non-interference in the academic work of the school.

66. The management of an aided school shall give to the head of the school full freedom and authority for the academic work and connected administrative functions including maintenance of school discipline. No member of the managing committee shall interfere in these matters.

The management shall by a resolution delegate financial and administrative powers to the Principal which should be adequate to enable him to discharge his duties and responsibilities as head of the institution. A copy of the resolution duly authenticated shall be sent to the Director and the Zonal Education Officer and one copy shall be retained in the record of the office.

67. No member of the staff of an aided school other than the Principal shall function as its manager.

Ban on the staff to act as Manager.

68. Admissions in each aided school shall be regulated in accordance with the instructions contained in Section III of Chapter XI of this Code, and no member of the managing committee shall interfere in this matter.

Admissions.

69. A percentage not exceeding 5 of the total vacancies in an aided school may be reserved for children whose parents migrate from other States. Nominations to those seats will be made by the Zonal Education Officer.

Reservation of seats.

70. The number of pupils on rolls and the average attendance in any aided school shall not be allowed to fall below the standard or number prescribed by the Department from time to time for the school. A proportionate reduction may be made in the grant-in-aid payable under these rules if the school meetings during a school year fall short of 440 or as may be determined from time to time.

Enrolment and attendance.

71. No aided school shall open an additional section or close an existing one in any class without the previous approval of the Department.

Closure of existing section and opening of additional ones.

72. If a school is in receipt of grant-in-aid for classes comprising one stage and wishes to secure grant for another stage, its authorities shall submit a fresh application in respect of the department for which grant is desired.

Grant-in-aid for a partment.

Example: A school comprising classes VI to VIII is in receipt of grant-in-aid and wishes to open higher secondary classes. It will have to make a fresh application for the higher secondary section.

A school has classes IX and X and receives grant-in-aid. It will not have to apply afresh for adding the concluding class XI.

Condition for the continuance of the grant

73. The continuance of grant-in-aid from year to year to a school shall depend on the working of the school as revealed by the inspection report on it.

Suspension or withdrawal of grant.

74. Grants may be suspended or withdrawn at any time by the Department if the tone, discipline, organisation or instruction is unsatisfactory or if the management, staff or pupils take part in any agitation activity which has or is likely to have an adverse effect on the tone and discipline of the school or of any of the conditions of recognition and grant-in-aid laid down in this Code are not fulfilled.

75. If the grant-in-aid to a school has been suspended, the Director may authorise the Accounts officer to draw in part or in full the grant-in-aid of the school and utilise it for the payment of salaries of the staff of the school. The amount so drawn shall be deemed to have been given to the institution concerned as grant-in-aid earned for that year.

76. Separate accounts in respect of such grants (referred to in article above) and expenditure therefrom shall be maintained by the Zonal Education Officer.

Person authorised to receive grants.

77. The grant-in-aid shall normally be paid to the Manager of the school or any other office-bearer authorised by the managing committee in this behalf. All correspondence with the Department relating to grant-in-aid shall be made by the Manager or by a person so nominated by the management.

78. Where the management of a private aided school defaults in the payment of salaries to the teachers and other staff of the school for two consecutive months the Director of Education may at his discretion draw the grant due on the salaries of the teachers and other staff and disburse it direct to them on pro rata basis and on such direct disbursement of the salaries by the Director of Education, the pro rata liability of the institutions to the payment of the salaries of the teachers and staff concerned will be deemed to have been discharged. The contingent and other grant due to the school shall be withheld by the Director of Education unless the management arranges payment of full salaries to the staff within reasonable period as may be prescribed by the Director of education.

Direct disbursement of grant to the teachers.

79. Notwithstanding anything contained in these rules Government reserve to itself the right to refuse or withdraw any grant at any time at its discretion.

Govt. has right to refuse or withdraw grant.

80. The grants admissible under these rules are of the following categories:

Categories of grants.

- (1) Maintenance grants; and
- (2) Building grants

81. Maintenance grants are of two kinds: (i) Recurring and (ii) Non-recurring. Recurring grants are: (a) staff grants and (b) provident fund grants. Non-recurring grants are: (a) contingent grants; (b) rent grants; (c) depreciation grants; and (d) grants for equipment, furniture, appliances, library, etc.

82. Staff and provident fund grants shall be given to the institutions at the rate of 95% of the difference between the approved expenditure on the salaries of the staff and the employers' contribution towards C.P. Fund of the employees and the income from fees, fines, and such other items as may be specified by the Department.

Maintenance grants-Recurring.

Approved expenditure.

83. The approved expenditure for maintenance recurring grant shall comprise (i) salaries of the staff appointed with the approval of the Department to the extent of the number of posts which have been sanctioned and approved by the Department for grant-in-aid purposes in accordance with the post-fixation rules contained in appendix III of this Code, and (ii) C. P. Fund contribution on this same staff.

Approved scales of pay and the rate of contributory provident fund contribution.

84. The scales of pay of the various categories of staff and the rate of employers' contribution to the C. P. Fund shall be governed by the rules contained in Section I of Chapter VIII.

Conditions of inadmissibility of grants.

85. (i) No grant-in-aid shall be admissible on any special increment, allowance, or financial benefit given to staff unless the same has been previously approved by the Director.

(ii) No grant in respect of an employee shall be allowed if subsequent to the attainment of the age of superannuation he is retained in service without the prior approval of the Department.

(iii) No grant shall be admissible in the case of an employee rendering gratuitous service. If an employee is approved by the Department to work on part time and salaried basis, the admissible grant in his case shall be calculated at the rate of pay prescribed for similar category of teachers employed in Government schools and in proportion to the time spent by him for teaching work other than religious instruction.

(iv) The minimum number of weekly periods of actual secular instruction required to qualify a teacher for full staff grant shall not be less than that laid down from time to time for a teacher of a similar grade in Government schools. The staff grant may be reduced or disallowed if this condition is not fulfilled.

86. If the Manager of a school is working on a salaried basis, no grant shall be given on that salary.

Grant not admissible on the salary of a Manager.

87. Normally the maintenance recurring grants are to be paid on a quarterly basis and can be drawn by a school after it has incurred the expenditure. The application for payment of this grant shall be accompanied by the acquittance rolls of the employees showing the exact amount paid to, and received by, each employee as pay and allowances, and the date of payment. Any deductions made from the salary shall be shown separately.

Periodicity for Payment of grant.

88. The maintenance recurring grant can also be paid in advance if the management gives an undertaking in writing to pay the salaries of the staff regularly and by the prescribed date throughout the year. In cases where the quarterly grant is paid in advance, the grant for a quarter shall be released on the basis of the actuals of the preceding quarter after usual adjustments and checks have been made. Advance grants for a subsequent quarter shall be sanctioned after the management has submitted proper accounts for the preceding quarter and satisfactory evidence of its having paid the salaries and deposited the employers' share of C. P. fund contribution of the staff.

Payment of grant in advance.

89. The Principal of the school shall intimate directly to the Department by the 10th of each month whether or not full payment of salaries has been made to the staff for the preceding month.

Intimation regarding payment of salaries.

90. If the management of a school defaults in paying the salaries of the staff or in depositing its contribution towards the C. P. fund in full in their accounts, or it utilises the grant for purposes other than those for which it has been given it shall render itself liable to the suspension or withdrawal of the grant. If an advance grant is misused by a management, it shall be recovered by making it a first charge on the reserve fund of the institution.

*Mainten-
ance
Grants
Non-re-
curring
Contingent
Grant.*

91. The contingent grant shall be admissible to an institution to the extent of 95% of the actual expenditure incurred during the previous 12 months subject to a prescribed ceiling on items as may be approved by the Department from time to time. The approved items of this expenditure are given in Appendix IV.

Note. (a) The amount of special fee, if any, levied for science and music shall be expended to the full, only for the purpose for which they are charged and will be accounted for separately and not with the total fee income.

Reimbursement in grant to the extent of 95 per cent of the actual expenditure will be admissible for any member of the teaching staff attending an in-service course of Education provided that such attendance is approved by the Department.

92. The grant on contingent expenditure shall be paid only on production of the audited annual accounts and sundry records. e.g., vouchers, receipts, etc., as required in the instructions issued by the Department from time to time.

*Mainten-
ance Grant
Non-re-
curring
Rent
Grant.*

93. The rent grant for buildings taken on hire from a party or parties other than the one managing the school and used for instructional purposes shall be assessed annually and shall be an amount equal to 95 per cent of the rent for the building subject to a maximum of Rs. 300 p.m. or Rs. 3,600 per annum (excluding accommodation for hostellers) provided that no charge on account of upkeep or repairs of the buildings shall be added to the rent charged by the landlord.

*Mainten-
ance Grant
Non-re-
curring
Deprecia-
tion Grant
for School*

94. Institutions using their own buildings constructed without grant from public funds shall be allowed depreciation grant at the rate of Rs. 12 per month for each room used for instructional purposes but not exceeding Rs. 300 p.m. or Rs. 3,600 per annum for the whole building.

95. Institutions which have their own hostel buildings constructed without grant from public funds shall also be allowed depreciation grant at the rate of Rs. 12 per month for each 600 sq. ft. of area actually occupied by boarders and for kitchen buildings and superintendent's quarters at the rate of Rs. 8 per month and Rs. 15 per month respectively for buildings designed in accordance with and of the same dimensions as in the type plan for boarding houses issued by the Deptt.

*Maintenance Grant
Non-recurring
Depreciation grant
for hostel.*

96. The Depreciation grant given to a school or its hostel shall be deposited by its management in a Depreciation Reserve Fund account to be opened in a scheduled bank approved by the Department for the purpose and in the joint name of the Director and the Manager. No money shall be withdrawn from this Fund for the normal maintenance expenditure. However, in special circumstances the Director may permit an institution to utilise this fund for extraordinary repairs, additions and alterations to the buildings or for such other purpose or purposes as might yield a regular income to the institution.

*Depreciation
Reserve
Fund.*

97. Any income derived by letting out a portion or whole of the building used for instructional purpose or for hostel shall be regarded as miscellaneous income of the institution and shall be deducted from the total rent or depreciation grant due to it on the following basis:—

*Income
from
building*

- (i) In the case of school buildings which have been constructed after obtaining building grant from the Department, or public funds only $\frac{2}{3}$ rd of the total amount recovered from the Canteen, Tuck-shop and any person living in the school premises shall be adjustable against the grant payable to the school.
- (ii) In the case of school buildings which have been raised without assistance from public funds, $\frac{1}{3}$ rd of the total amount of income derived by the school as in (i) above shall be adjustable against the depreciation grant payable to the school.

- (iii) In the case of schools which are housed in rented buildings, the entire income derived by the school as in (i) above shall be adjustable against the rent grant if the rent of the school building is within the prescribed limit of Rs. 3,600 per annum; but in cases where rent is paid in excess of the prescribed limit, that part of the income which reduces the liability down to Rs. 3,600 will be taken into account for adjustment against rent grant.

*Mainten-
ance
Grants
Non-re-
curring
Grant for
equip-
ment, fur-
niture, etc.*

98. Grant for the purchase of equipments, furniture, appliances, etc. shall be paid annually and it shall not exceed two-thirds of the total expenditure actually incurred on the purchase of approved articles which are according to the specifications laid by the Department. No grant shall be admissible on the expenditure on conveyance, cartage, etc. No grant shall, also be admissible under this head for ordinary repairs of furniture and equipment and purchase of consumable articles for Science, Drawing, Domestic Science and Agriculture, expenditure on these items being incurable from the contingent grant.

*Conditions
of grant
for equip-
ment, etc.*

99. Grant for the purchase of furniture, equipments, etc. shall be paid subject to the following conditions:

- (a) The Department is satisfied that the purchases for which the grant is made have actually been made and that the articles are of the approved kind;
- (b) The managing committee of the school gives an undertaking in writing that (i) no article purchased with the grant shall be struck off the school property or stock register and no book removed from the catalogue of library books unless previously declared as unserviceable by a properly constituted condemnation Board of the Department (ii) all such unserviceable articles shall be written off with the sanction of the Director and

auctioned by the managing committee concerned, (iii) the sale proceeds shall be refunded to the Government in the same proportion in which the grant is drawn for the purchase of the article (iv) if the institution ceases to be an institution of the status approved by the Department or an aided institutor, or it is maintained in a state of inefficiency, or the articles are used for purposes other than those for which they have been purchased, then the Department shall have a prior lien on the articles to recover a sum which bears such proportion to the present market value of the articles as the grant to the then market value.

- (c) Non-recurring grant can be sanctioned by the Director at 2/3rd of the approved expenditure subject to a maximum of Rs. 1000 in each individual case.

100. Applications for grant for the purchase of furniture, equipments, appliances, etc. shall be submitted in the prescribed form to the concerned Education Officer by 1st September of the financial year preceding that in which the grant, if approved, is to be paid. A detailed list with the cost of each item shall invariably be furnished with each application. The decision of the Department shall be communicated to the managements of schools by the 30th April of the year following the year of application.

Application for grant for furniture, etc.

101. The purchase of equipment, furniture, appliances, etc. and submission of grant papers shall be governed by the following conditions and procedures:

Procedure for purchase of furniture, etc. and drawal of grant.

- (i) All articles shall be purchased by inviting tenders, and orders shall be placed with the firm quoting the lowest rates. The minimum number of quotations required in each case is three.
- (ii) A comparative statement showing the particulars of each article along with the rates quoted by each firm shall be prepared and submitted along with the original tenders, bills and receipts of the firm(s). The lowest rate in respect of each item shall be underlined.

- (iii) All bills, receipts and comparative statements shall clearly indicate the articles purchased and their rates and prices in English, Hindi, or Urdu using the international numerals.
- (iv) All articles shall be entered in the specific stock or property register and a certificate to this effect recorded in the body of each bill under the signature of the manager. The page number of the stock or property register on which the entry in respect of the article purchased has been made shall also be stated in the certificate.
- (v) Cash memos and receipts over Rs. 20 shall be obtained from the firm(s) properly stamped.
- (vi) All papers such as bills, cash memos, tenders, comparative statements, etc. shall be countersigned by the Manager and submitted to the Department by the date given in the order communicated to the institution.

Maintenance grants Non-recurring. Hostel grant.

102. Maintenance grant for a hostel attached to an aided institution may be made at a rate not exceeding 95 per cent of the excess of approved expenditure over the income from hostel fees, subject to the condition that the average attendance of pupils in residence for the previous 12 months is not less than ten. The full grant on account of any hostel shall be admissible only if the conditions laid down in Chapt. X are fully complied with.

Assessment of hostel grant.

103. For the purchase of assessing hostel grant the rate of fee to be charged in the hostel shall be the fee prescribed by the Department. The approved expenditure shall also not be in excess of the scale laid down by the Department.

Building grants.

104. (i) Building grants may be paid for the following purposes only to those schools which are qualified to receive maintenance grants:—

- (a) Purchase, construction or extension of school or hostel buildings;

(b) Payment of debts incurred in the purchase, construction or extension of school or hostel buildings.

(ii) No grant shall be admissible under this section for ordinary or extra-ordinary repairs and upkeep of a school building, and grants under clause (b) above shall be made only in special cases.

105. No building grant shall ordinarily exceed two-thirds of the total expenditure actually incurred on any of the purposes, mentioned in Article 104, subject to the maximum of Rs. one lakh.

Quantam of building grants.

106. Applications for building grants along with plans, estimates and specifications for the building, shall be made in the prescribed form and submitted to the Education Officer concerned before 1st July. The prior sanction of the local authority, exercising control over the erection of buildings, to the proposal set forth in the plans shall be obtained and a copy of the same attached to the application. The estimates and designs of the proposed buildings shall be prepared or certified by a designing agency approved by the Department or the C.P.W.D. Satisfactory evidence shall also have to be produced to show that:—

Application for building grant.

- (i) A building of the contemplated size is required in the locality;
- (ii) The school shall be permanently maintained in a state of efficiency; and
- (iii) There is a reasonable probability that the matching funds necessary to complete the building will be forthcoming.

107. Ordinarily no portion of any grant for a building shall be paid until the following conditions have been fulfilled:

Conditions for the payment of the building grant.

- (a) prior approval of the Director has been obtained in respect of the plans, estimates and specifications of the work before it is commenced; and

-
- (b) the building has been satisfactorily completed according to the approved plans and estimates of the work and a completion certificate in the prescribed form signed by a responsible gazetted officer of the C.P.W.D.

108. In special cases the grant may be paid in instalments subject to production by the school authorities of a certificate signed by a responsible officer of the C.P.W.D. to the effect that the works or portions of the work for which the instalment of the grant is desired, have been duly completed according to the approved plan and estimates, and if the Department is satisfied that the work is proceeding satisfactorily. The amount to be paid at any time shall be determined on the principle that the money actually spent on the construction bears at least the same ratio to the instalment paid as the total estimated cost bears to the sanctioned grant.

Agreement.

109. In all cases of building grant before any portion of it is paid, the grantee shall execute an agreement in the prescribed form (Appendix V).

CHAPTER VI

Fees and funds

110. Fees and funds shall be charged from students of various class in Government and aided schools at such rates as may be prescribed by the Department from time to time. The existing rates of, and rules for, the levy of fees and funds as prescribed by the Department are given in this chapter.

111. (a) No admission fee shall be charged in classes I to VIII. *Admission fee.*

(b) An admission fee of Rs. 3·00 shall be charged in the higher secondary department of each school. In case a student has already paid an admission fee at the time of his first admission to the school, no admission fee shall be charged on his promotion to different classes in the higher secondary department of the same school or his transfer to another school under the same management.

(c) No admission fee shall be charged from a student exempted from the payment of tuition fees and only half the prescribed admission fee shall be charged from a student who is admitted at half rates.

(d) A fresh admission fee at full rates shall be payable on re-admission of a student, who himself withdraws his name, or whose name is struck off the rolls as a disciplinary measure on account of absence or of non-payment of fees and other school dues, irrespective of any concessions granted in the tuition fee.

112. The rates of tuition fee prescribed for the various classes shall be as follows: *Tuition fee.*

Class	Boys Schools		Girls Schools			
	Grade I	Grade II	Government		Aided	
	P.M.	P.M.	Grade I	Grade II	Grade I	Grade II
	P.M.	P.M.	P.M.		P.M.	
I to VIII
IX	Rs. 8.00	6.00	4.00	3.00	4.40	3.30
X	Rs. 9.00	7.00	5.00	3.50	5.50	3.85
XI	Rs. 10.00	8.00	6.00	4.00	6.60	4.40

NOTE: Grade I fee is to be charged from students whose parents' income is not less than Rs. 5,000 per annum. Grade II fee is to be charged from students whose parents' income is less than Rs. 5,000 per annum. In co-educational institutions boy students shall pay tuition fees at the rates prescribed for boys in the corresponding classes in the boys schools and the girl students at the rates obtaining for corresponding classes in the girls schools.

Additional fee for Science & Music.

113. In higher secondary classes an additional fee of Rs. 0.50 per month per subject is chargeable from the students taking Science and Rs. 1.00 p. m. from those taking Music.

Recognised Pupils' Fund.

114. In addition to the tuition fees, the schools are authorised to charge contributions to the following funds at the rates shown against each.

<u>Name of fund</u>	<u>Hr. Sec. Deptt</u>	<u>Middle Deptt.</u>	<u>Primary Deptt.</u>
1. Games Fund	Equal to one month's tuition fees payable in two equal instalments in July & Dec. every year.	Equal to one month's tuition fee at old rates in two equal instalments in July & Dec. every year.	Rs. 0.06 P.M.
2. Audio-Visual Fund	Rs. 0.10 P.M.	Rs. 0.10 P.M.	Nil
3. Reading Room & Magazine fund	Rs. 0.15 P.M.	Rs. 0.15 P.M.	Nil
4. Red Cross Scouting, pupil Societies & Poor fund.	Rs. 0.15 P.M.	Rs. 0.15 P.M.	Rs. 0.15 P.M.
5. Medical Fund	Rs. 0.25 P.M.	Rs. 0.25 P.M.	Rs. 0.05 P.M.
6. Examination Printing and Ink Fund	Rs. 0.30 P.M.	Rs. 0.30 P.M.	Rs. 0.02 P.M.
7. Domestic Science Fund	Rs. 0.50 P.M.	from the girls students of classes VII to XI only.	

Development Fee.

115. The managements of aided schools may charge, with the previous approval of the Director, a development fee from the pupils in order to cover expenses incurred by them in effecting special improvements on which no grant-in-aid is admissible under the rules contained in Chapter VIII. The fee shall be charged at a flat rate and used for the following purposes:—

- (a) Appointment of additional or more qualified teachers in excess of the number admissible to the school under the grant-in-aid rules;
- (b) Provision of special subjects, duly approved by the Department, for which no grant is admissible under the rules of Chapter VIII.

- (c) Purchase of any special teaching aids and equipment; and
- (d) Provision of special amenities to pupils like additional fans, supply of cool drinking water, medical aid and provision of hobbies.

116. The development fee shall be utilised exclusively for the purposes specified above and shall, in no circumstances whatever, be used for meeting the managements' share of expenditure on the maintenance of the school.

117. Each management shall keep a separate account of all collections made through the Development Fee and the same shall be open to inspection and audit by the Director or any officer authorised by him in this behalf. *Separate accounts for Development fee.*

118. No fees, funds or contributions of any kind other than those prescribed or permitted in the preceding paragraphs shall be charged in any aided school. For example the following types of fees are unauthorised: *Unauthorised fees & funds.*

Building fee;
Furniture fee;
Equipment fee; and
Guardians/Parents compulsory contribution. etc.

119. The agency of Parent-Teacher Association or any similar organisation shall not be used by the management of any aided school to collect any compulsory contribution or donation from the students or their parents/guardians for school activities. *Ban on levy of compulsory donations.*

120. Managements levying unauthorised fees and funds shall render themselves liable to withdrawal of grant-in-aid. *Penalty for collection of unauthorised fees & funds.*

Voluntary contribution for building purposes.

121. With prior approval of the Director, the management of an aided school may invite voluntary contribution from parents/guardians for building purposes. On receipt of the Director's approval, the management shall issue an appeal to the parents/guardians, and those willing to contribute shall be requested to communicate their consent in writing. The appeal shall not be issued at the time of admissions or declaration of results.

Fee Concessions.

122. For a period of 12 months commencing from 1st of May each year concessions in tuition, science and music fees may be granted on the following basis to deserving pupils whose parents/guardians are not in a position to pay the prescribed fees:—

- (i) Full and half-rate exemption from payment of tuition fees up to a limit of 20 per cent of the total number of students on rolls in each of the higher secondary classes on 31st of July of the year may be granted. The proportion of pupils receiving full and half-rate concession in any class may be varied at the discretion of the head of the school, provided the equivalent of 15% full-rate exemption is not exceeded at any time.
- (ii) The percentage of the concession-receiving pupils shall be calculated on the total number of pupils in the higher secondary classes reduced by the number of pupils granted fee concession under Articles 122, 123 and 124 below. In calculating the number for award of this concession, the fraction of half and more shall be counted as one.
- (iii) The number of fee concessions shall not be altered during the year, but any concessions falling vacant may be awarded to other deserving pupils.
- (iv) If pupils found to be eligible for the concession are in excess of the number admissible under this rule, the award shall be made in the order of merit shown at the preceding annual examination or, if necessary, a special examination shall be

held to determine the order of merit of the eligible pupils.

123. The children of scheduled castes, scheduled tribes and other backward classes shall be granted exemption from the payment of tuition, science and music fees in accordance with the instructions issued by the Department from time to time.

Fee concessions to students of scheduled castes etc.

124. When two or more real brothers or sisters read in the same Government or aided school (or its branches in the same town) and do not enjoy any concession under the preceding Articles, the child in the highest class shall pay the full prescribed fees and others only half of the tuition, science and music fees.

Brothers/sisters concessions.

125. No tuition fee will be charged from the children of the teachers employed in Primary, Middle, High, Higher Secondary schools run or aided by the Government in the Union Territory of Delhi. This concession will come into force with effect from the commencement of the academic session, 1964-65 and the facility of the concession will be available only to children studying in Government or aided schools.

126. Fee concessions granted under Art. 121, 122, 123 & 124 shall be liable to be withdrawn for misconduct, irregular attendance or failure at the annual examination.

Withdrawal of fee concessions.

127. Scholarship holders shall not be eligible for fee concessions except in very special circumstances subject to the express sanction of the Department. This rule does not apply to scheduled castes, scheduled tribes and other backward classes.

Scholarship holders not eligible for fee concessions.

128. All fees shall be charged for full 12 months of the year except in the following cases:

Fees payable for twelve months.

- (i) A pupil who is expelled or rusticated during a session shall not be required to pay fees beyond the month of rustication or expulsion.

- (ii) In a case of unavoidable delay in joining a new school or readmission to the school last attended the fee shall be payable from the month of admission. The sanction of the Education Officer shall be necessary in each such case except that of a pupil who has failed in a public examination and has sought readmission within 20 days of the date of re-opening of the school.
- (iii) A second fee for the same month shall not be charged from a student on an approved transfer from one Government or recognised school to another.

*Last date
of pay-
ment of
dues.
Non-pay-
ment by
the pres-
cribed
date.*

129. All schools dues shall be payable in advance by the 10th of the month in which they are due.

130. No fine for late payment of school dues shall be charged from pupils of primary classes:

- (i) In the case of pupils other than those of primary classes a fine at the rate of 5 P. per day shall be charged after the 10th of the month for each day for which the school dues remain unpaid;
- (ii) No fine shall be levied for late payment of school dues if they remain unpaid during holidays that intervene between the 10th and the 20th of the month;
- (iii) Heads of schools may, in special cases, remit fines where they are satisfied that the delay in the payment of school dues was unavoidable.

131. If a pupil does not pay school dues, together with the fines, by the 20th of the month in which they are due, his name shall be struck off the rolls on the last day of the month and he shall be readmitted only on payment of all school dues including a fresh admission fee. In the case of the month of May if the long vacation begins on a day earlier than the 20th day of the month, the name of

the pupil shall not be struck off the rolls till 31st of July when he shall have to clear all dues.

132. All dues from students shall be collected by the class teachers who shall at the time of collection grant receipt in the form prescribed for the purpose and make a note of the collection in the appropriate place in the Attendance Register.

Collection of School dues.

133. The teacher collecting the school dues shall send the amount realised to the school office on the same day. It shall be the duty of the office to enter the amount immediately in the Cash Book giving initials, for the amount received, in the Attendance Register. The Attendance Register shall be submitted to the Principal for comparison with the Cash Book and returned to the teacher concerned.

134. Normally no school dues shall be received by the school office direct from any student or his parent or guardian.

135. Accounts of fees and funds shall be maintained at the school office in accordance with Government rules for the maintenance of public accounts. They shall be liable to be inspected by the officers of the Department and of the Accountant General, Central Revenues.

Maintenance of accounts for fees and funds.

136. The administration of the Pupils' Fund in Government and aided schools shall vest in the Head of the school who shall be assisted and advised by a Committee to be called the Pupils' Fund Committee. It shall consist of the Head of the school, three teachers on the staff, and three students, one each from classes IX, X and XI. One of the teachers shall function as the Secretary of this Committee. The functions of this Committee shall be:—

Advisory Committee for Pupils' Fund.

- (a) To decide applications from pupils or their parents/guardians for exemption from payment of various funds subject to such limits as may be prescribed by the Department.

- (b) To discuss and pass budget for expenditure under the funds;
- (c) To define the powers of expenditure to be exercised by the various fund sub-committees subject to the approval of the head of the school within the framework of the rules prescribed by the department.
- (d) To deal with all others matters relating to proper utilisation of the funds subject to the rules laid down in the article below.

*Adminis-
tration of
Pupils
Fund.*

137. The general organization and administration of the Pupils Fund in any Government or aided school shall be regulated under the following rules:

- (i) Accumulation in any year in a particular fund shall not exceed the previous year's collection if at least 50 per cent. of the amount collected for that fund during that year has not been spent on that activity. If 50 per cent. or more of the collection is spent on that activity, the balance amount shall be carried over to the next year. The maximum accumulation at any time in any fund shall not exceed Rs. 2,000 in any case. If the accumulated amount exceeds Rs. 2,000, charging of further subscription to that fund shall be discontinued.
- (ii) No loan of any type and for any purpose shall be advanced out of any of the funds except that the head of the school may, with the prior approval of the Director, transfer *upto 25 per cent.* of the amount from one fund to another within the same school.
- (iii) Prior sanction of the Department shall be obtained for making any purchase costing Rs. 1,000 or more out of any of the funds.
- (iv) The Pupils Fund account in each school shall be maintained and operated by the head of the school. The account shall be kept with the State

Bank of India, Post Office Savings Bank or a Co-operative Bank approved by the Registrar, Co-operative Societies, or a scheduled Bank. Except in absolutely unavoidable circumstances no cash balance exceeding rupees 100 in all from all funds shall be retained in hand.

- (v) No permission of the Manager/Managing Committee of the school or the Department shall be necessary for expenditure on approved items stated in the next article.
- (vi) In case of emergency the head of school shall have power to incur expenditure upto Rs. 100 at a time out of any of the funds on items not specified in the following article, provided intimation of the same is sent immediately to the Department.
- (vii) The Director of Education is empowered to permit or order expenditure out of Pupils Fund on any item which he considers to be of educational value.
- (viii) The Pupils' Fund account of any recognised school shall be audited by the same agency which is to audit other accounts of the school. The fee for auditing the Pupils Fund account in aided schools shall be paid out of the Pupils Fund of the school.

138. The approved items on which expenditure may be incurred from the Pupils Fund are given in Appendix VI.

*Approved
items of
expendi-
ture from
Pupils
Fund.*

CHAPTER VII

Scholarships

139. This chapter deals only with the scholarships which are administered directly by the Department and excludes all others (for example the Merit Scholarships for Study in Public and Residential Schools or the Merit Scholarships for Children of School Teachers, both administered by the Government of India) to which also residents of the Territory are eligible.

140. For purposes of scholarships out of public funds, a pupil shall be taken to belong to the Territory if he or his parents are residing in the Territory at the time the scholarship is awarded, or who or whose parents originally belonged to the Territory and still possess landed property there.

141. The following scholarships shall be awarded by the Department from public funds:—

- (i) School scholarships, (ii) Scholarships for technical and professional studies at the collegiate level, and (iii) Miscellaneous scholarships.

*School
Scholar-
ships.*

142. The school scholarships shall comprise:—

- (a) Open scholarships for middle school stage;
- (b) Open scholarships for higher secondary stage;
- (c) Charitable scholarships;
- (d) Scholarships for destitute children;
- (e) Scholarships for study at the Industrial School.

*Open
scholar-
ships at
school
stage.*

143. The open scholarships for middle stage (classes VI—VIII) shall be of the value of Rs. 50 P.A. tenable for 3 years in any government or recognised school situated in the Territory. The number of scholarships shall be determined by the Department every year. These shall be awarded on the basis of a competitive examination to be

conducted by the Department after the commencement of the academic session. Only those pupils who secure first 3 positions in the annual promotion examination of class V and whose age does not exceed 13 on the last date of the school-year in which the examination is held shall be eligible to sit in the examination. In the case of girls, the corresponding age-limit shall be 14 years. The scholarship shall be forfeited if its holder discontinues his studies before passing class VIII.

144. The open scholarships for higher secondary stage (classes IX—XI) shall be of the value of Rs. 10 p.m. payable for 10 months in a year for study in a government or aided higher secondary school situated in the Territory. They shall be renewable from year to year till the student passes the higher secondary examination. The number of scholarships shall be fixed by the Department every year. These shall be awarded on the basis of a competitive examination to be conducted by the Department each year after the commencement of the academic session. Only those students who secure first 3 positions in the annual promotion examination of class VIII and whose age does not exceed 17 years on the last day of the school year in which the examination is held shall be eligible to take the examination.

145. In the case of open scholarships referred to in the two articles above, the amount of scholarships shall be drawn from the Delhi Treasury by the Head of the government school in which the student has been admitted. In the case of an aided school, the scholarship shall initially be paid by the school management and it shall be reimbursed to it by the Department.

146. One scholarship of the value of Rs. 20 p.m. for a maximum period of 2 years shall be awarded each year to a candidate on pecuniary considerations coupled with diligence, punctuality and good conduct. Preference shall be given to destitute children or to dependents of government

*Charitable
scholar-
ships.*

servants who have died while in service as a result of devotion to duty. There shall not be more than 2 students holding this scholarship at any time. The scholarship shall be tenable in any school recognised by the Department or any constituent college of Delhi University. Applications for the scholarship shall be submitted within the prescribed date to the Director through the Head of the institution concerned and shall be supported by:

- (i) A statement of the pecuniary condition of the applicant signed by the Tahsildar, Delhi, or a 1st class magistrate;
- (ii) A certificate to the effect that the student is a bonafide resident of Delhi; and
- (iii) A certificate by the Head of the institution that the student is diligent, punctual in attendance and bears a good moral character.

Scholarships for destitute children.

147. The scholarships for destitute children shall be awarded to deserving non-displaced pupils of government or aided schools of Delhi. These shall be payable for a period of 10 months during a year and their number and value shall be as under:—

Primary Department—14 scholarships of Rs. 15 p.m. each.

Middle Department—17 scholarships of Rs. 20 p.m. each.

Higher Secondary Department—18 scholarships of Rs. 25 p.m. each.

148. Applications for these scholarships shall be submitted within the prescribed date to the Director through the Head of the institution concerned and shall be supported by the same certificates as in the above article.

Scholarships in the Industrial school.

149. 50 scholarships—25 of Re. 1 p.m., each and 25 of Rs. 4 p.m. each—shall be awarded to deserving students of the Government Industrial School, Delhi. These shall be payable for 10 months during a year. Applications for these scholarships shall be submitted within the prescribed date to the Director through the Head of the institution.

150. There shall be 12 scholarships for students from the Territory receiving technical and professional education at the collegiate level. Four of these shall be available at the College of Technology, Varanasi, 3 at the Birla Engineering College, Pilani, 4 at the Indian Institute of Science, Bangalore, and 1 at the Indian Institute of Science and Applied Geology, Dhanbad. The selection of students for scholarships in each case shall be done by a Board to be set up by the Chief Commissioner. A student awarded any of these scholarships shall have to give an undertaking to serve Government for a minimum period of 3 years after successful completion of his studies, provided his services are required by Government and an employment is offered within 6 months of completion of the course. For the same purpose, the parent/guardian of the candidate shall execute an agreement. In the event of non-fulfilment of this agreement or the scholarship holder being found to be guilty of serious misconduct or unsatisfactory progress in his studies, the scholarship shall be liable to be forfeited and the refund of the scholarship money already paid called for. The scholarship money in each case shall be collected by the Head of the institution concerned for being paid to the student.

Scholarships for technical and professional studies.

151. The scholarships at the College of Technology, Varanasi, shall be given to the poor and needy students of the Territory, and the value of each shall be Rs. 40 p.m. paid for 12 months in the year. Each year 3 of the scholarships may be renewed and only one awarded afresh in the lowest class of study. Applications for the scholarships are to be received by the Principal of the college by 31st August each year. The Director shall get the financial position of the parent/guardian of the recommended applicants verified by the Deputy Commissioner/Tahsildar of Delhi before award of the scholarship.

152. The 3 scholarships at the Birla Engineering College, Pilani, shall be in the form of payment of capitation fee of Rs. 500 each year for each of 3 selected students from the Territory. These students shall be out of the 5 ad-

mitted in this college against the 5 seats reserved for candidates from the Territory. Minimum qualification for eligibility is that the candidate should have passed higher secondary (science) examination of the Central Board of Secondary Education in 1st division and preference shall be given to the B.Sc's. in the following order:—

- (i) B.Sc.—1st division;
- (ii) B.Sc.—2nd division with higher secondary in the 1st division; and
- (iii) Higher Secondary (science)—1st division.

Note.—This college is affiliated to the University of Rajasthan. According to the rules of the University, candidates who have passed the B.Sc. from Delhi University in two subjects after passing the higher secondary examination of Delhi or the Central Board of Secondary Education are not eligible for admission, unless they have passed the B.Sc. with an additional subject, viz., Chemistry. Candidates with B.Sc. (Hons.) or Pass from Delhi University shall be deemed eligible, provided, they have passed the aforesaid examination with Physics, Chemistry and Mathematics with the minimum aggregate of 45 percent marks in these subjects. Candidates shall also have good health and the minimum requirements shall be 5'-2" in height and 100 lbs. in weight. On 1st July of the year minimum age of the candidate shall be 17 years and maximum 21 years. Applications for this award shall be submitted to the Director in the prescribed form and within the date prescribed each year.

152-A. The scholarships at the Indian Institute of Science, Bangalore, shall be of the value of Rs. 50 p.m. payable for 12 months in the year. Each year three scholarships may be renewed and only one awarded afresh in the lowest class of study. Preference shall be given

to a candidate who is studying a subject which is of greater value to the Delhi Administration. Applications for these scholarships are to be received by the Registrar of the Institute by 31st August of each year.

153. The scholarship available at the Indian school of Mines and Applied Geology, Dhanbad, shall be of the value of Rs. 40 p.m. payable for 12 months in the year. It shall be renewed on a year to year basis for the duration of the course subject to satisfactory educational progress and conduct and character of the scholarship holder. Applications for the award of this scholarship shall be made by the students within the prescribed date to the Director through the Principal of the School.

154. The following miscellaneous scholarships and educational concessions shall be awarded by the Department:—

Miscellaneous scholarships.

- (i) Scholarships for study at the Rural Institute, Jamia Millia;
- (ii) Educational facilities and scholarships to the children of political sufferers; and
- (iii) Attendance scholarships for girls.

155. The following scholarships shall be available at the Rural Institute, Jamia Millia, New Delhi:—

Scholarships in the Rural Institute, Jamia Millia.

- (i) Preparatory course—not more than 2 each year of Rs. 40 p.m. each;
- (ii) Diploma course in Rural Services—not more than 6 each year of Rs. 60 p.m. each;
- (iii) Diploma course in Engineering—not more than 6 each year of Rs. 50 p.m. each; and
- (iv) Diploma course in Agricultural Science—not more than 6 each year of Rs. 40 p.m. each.

156. Each scholarship shall be tenable for a period of 10 months in the year. Preference shall be given to poor and needy students belonging to rural areas of the Territory. Each of these scholarships is renewable on yearly basis subject to satisfactory progress of the recipient. Applications for these scholarships shall be submitted to the Director through the Principal within such dates as may be prescribed by the latter before 31st August each year.

Scholar-
ships etc.
to political
sufferers.

157. Provision shall be made for the grant of educational facilities and scholarship to the children of political sufferers in the Territory. For this purpose, the following definitions shall be adopted:—

- (i) *Child* shall mean the son or daughter of the political sufferer and also include the grand children of his/her pre-deceased sons, provided they (grand children) are dependant on him/her.
- (ii) The *adopted children* and the *step children* shall also be treated at par with natural children and the concessions envisaged for the children of political sufferers shall be made applicable to them as well.
- (iii) An *institution* shall mean an institution recognised by the Director, Central Board of Secondary Education, University of Delhi, or by any other competent authority for imparting academic, technical or vocational education in the Territory.
- (iv) A *political sufferer* shall mean a person who has suffered imprisonment or detention of not less than 6 months or who has died or been killed in action in detention or has been awarded capital punishment or has become permanently incapacitated due to firing, lathi-charge etc., or lost his job or means of livelihood or part or whole of his property on account of participation in the national movement of India.
- (v) Those who participated in the I.N.A. movement shall be treated at par with other political sufferers and their children shall be granted the educational concessions to which the children of political sufferers are eligible.
- (vi) The **Political sufferers Relief Committee** shall mean the committee appointed by the Union Home Minister or by the Chief Commissioner.

158. The concessions prescribed in article 159 shall be admissible up to class XI to the children of political sufferers, subject to the fulfilment of the following conditions:—

- (i) That the child shall be a student in a recognised institution in the Territory;

- (ii) That the total income of the political sufferer from all sources on whom the child depends does not exceed Rs. 300 P.M.; and
- (iii) That the child is not in receipt of any cash grant given to students belonging to Scheduled Castes, and Scheduled Tribes.

159. The following concessions and grants shall be admissible to the children of political sufferers:—

- (a) Special consideration in the matter of admission and awards of freeships and half freeships in all government and aided schools in the Territory (the term 'admission' relates to actual admission of eligible students and it does not provide for the grant of any financial assistance in this behalf. The free and half-freeships shall be out of those available in the institution concerned).
- (b) Free seats in hostels attached to government and aided schools and colleges in the Territory;
- (c) Limited number of stipends and cash grants of the following value for the purchase of books to students studying in recognised educational institutions in the Territory:—

- (i) For classes I—V—Rs. 12/- P.A.
- (ii) For class VI—Rs. 30/- P.A.
- (iii) For classes VII and VIII—Rs. 40/- P.A.
- (iv) For classes IX—XI—Rs. 60/- P.A.
- (v) For pre-university class—Rs. 150/ P.A.
- (vi) For degree classes—Rs. 250/- P.A.
- (vii) For law classes—Rs. 250/- P.A.
- (viii) For post graduate classes—Rs. 300/ P.A.
- (ix) For B.T./B. Ed. classes—Rs. 250/- P.A.
- (x) For Junior Basic Training etc.—Rs. 60/- P.A.
- (xi) For engineering and medical subjects—Rs. 250/- P.A. for first 3 years and Rs. 300/- P.A. for the rest of the course; and

- (xii) Diploma in engineering and medical studies—
Rs. 250/- P.A.

160. Application to avail of the concession etc. shall be made by the political sufferer in the prescribed form obtainable free of charge, to the institution concerned. The application shall be submitted within a period of one month from the date of admission of the students in the institution and thereafter the application for a renewal of any concession shall be made in each academic year within one month of the reopening of the institution after the summer vacation. A concession given once shall be withdrawn if the awardee fails in the annual promotion examinations consecutively for two years and may be restored after promotion next year to a higher class. A forfeited concession may also be restored by the Chief Commissioner under any special circumstances.

*Attend-
ance scho-
larships
for girls.*

161. In order to encourage education of the girls in the Territory, particularly in the rural areas, scholarships shall be granted to girl students on the basis of their attendance in the schools. The number of scholarships and conditions for their award shall be determined by the Director from time to time.

*Cash
grants to
the
students
belonging
to Sched-
uled
Castes/
Scheduled
Tribes
studying
in re-
cognised
schools of
Delhi.*

162. Cash grants of the following value for the purchase of Books & Stationery to the students belonging to Scheduled Castes/Scheduled Tribes, provided such students are on the rolls of Govt./Govt. Aided Schools of Delhi and the income of their parents does not exceed Rs. 200/- p.m. will be awarded every year:—

Classes V & VI	Rs. 30/- P.A.
VII & VIII	Rs. 40/- P.A.
IX & X	Rs. 50/- P.A.
XI	Rs. 60/- P.A.

The cash grants given once shall be withdrawn if the awardee fails in the annual promotion examination or his/her conduct during the year has been reported as unsatisfactory by the head of the Institution concerned and may be restored after promotion next year to a higher class.

163. The Delhi University and Post High/Higher Secondary Institutions situated within the territorial limits of Delhi Administration and which are recognised by the Govt. of India/Delhi Administration or affiliated to any University recognised by law, shall exempt all their students belonging to Scheduled Castes from payment of tuition fee. The Scheduled Caste students shall also be eligible to get such concessions from payment of other fees such as Enrolment fee or Registration fee, Admission fee, Library fee, Examination fee, Games and Common room fee.

Payment of 100% grant-in-aid to Delhi Colleges in lieu of exemptions granted by them to Scheduled Caste students from payment of fees.

The Director of Education, Delhi, shall obtain from such Colleges or institutions their statements of claims annually showing details regarding the exemptions granted or proposed to be granted to Scheduled Castes students and the Directorate of Education, Delhi with the prior approval of the Delhi Administration will pay 100% grant-in-aid in lieu of such concessions granted from payment of fees mentioned above, subject to the fulfilment of the undernoted conditions.

- (i) The students have passed in the annual examination of the preceding class for which the fee or fees have been exempted. No failed students shall get this benefit.
- (ii) They maintain satisfactory conduct during the year. The head of the institution concerned may withhold such exemption for reasons of misconduct, serious negligence towards studies etc.

(iii) They have taken up any post-high/higher secondary course of academic, technical or vocational nature offered by such institutions referred to in para (i) above.

(iv) Parents/guardians income does not exceed Rs. 299/- p.m.

General rules.

164. All scholarships paid from public funds shall be open to pupils of institutions recognised by the Department and shall be tenable only in such institutions.

165. Two or more scholarships awarded from public funds shall not be held simultaneously by one and the same pupil.

166. A scholarship paid from public funds shall not be awarded to a pupil who has won an endowed scholarship for the same or higher value, except when the latter is awarded for proficiency in some specific field and not for general merit shown in a public or scholarship examination.

167. A scholarship shall generally lapse if:

- (i) it is not taken up by the holder within a month and half of its award; or
- (ii) the holder dies; or
- (iii) the holder is absent without leave for 6 consecutive working days; or is on ordinary leave for more than one month, or is on sick leave for more than 3 months at one time; or
- (iv) the holder on permissible migration to another institution fails to join the second institution within 14 days of leaving the first institution, except when the awarding authority is satisfied that the delay has been unavoidable.

168. Any scholarship may be drawn only for the periods stated below:—

- (i) Days of attendance;
- (ii) Sundays, sanctioned holidays and vacations;

- (iii) Periods of absence without leave if it is shown to be unavoidable and does not exceed 2 working days in a calendar month;
- (iv) period of sick leave not exceeding 6 working days at one time or 30 working days in the school year;
- (v) period of ordinary leave granted by the Head of the institution for not more than 6 working days at one time nor more than 14 working days in the school year. (If the period of absence exceeds the number of working days admissible, the scholarship shall not be payable for the period not admissible, but in the case of girls the scholarship may be drawn for absence for double the period given in (iii), (iv) and (v) above.)
- (vi) Up to the closing day of the month in which a public examination takes place for which the student is sent up by the Head of the institution; and
- (vii) period of transit up to the limit of one week on migration of the student from one institution to another.

169. A scholarship which has been suspended may be restored by the sanctioning authority if it is satisfied that the suspension is no longer necessary. A scholarship forfeited due to failure at an annual promotion examination may be restored if the Head of the institution certifies that the failure has been due to reasons beyond the control of the student.

170. A scholarship which has lapsed or been forfeited may, at the discretion of the sanctioning authority, be awarded to the next eligible candidate for the unexpired period of its tenability.

171. Except in the case of a scholarship tenable at a specified institution only, any scholarship-holder shall be permitted to have his scholarship transferred to any other recognised institution, provided that the migration to the other institution has the previous approval of the scholarship sanctioning authority.

172. A certificate in the form prescribed duly signed by the Head of the institution, shall accompany each bill for a scholarship.

CHAPTER VIII
Conditions of service of Employees

SECTION I

EMPLOYEES OTHER THAN MEDICAL OFFICERS

*General
Instruc-
tions to
teachers.*

173. He who chooses teaching as a career assumes the obligation to conduct himself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his work and, in conduct, setting an example which will command the respect of the pupils, the parents and his colleagues.

174. Recognising that his first and foremost responsibility is to give of his best for promoting the physical well-being and the intellectual, moral and social development of the pupils individually and collectively and for contributing to the building up of sound traditions in the corporate life of the school, the teacher will endeavour constantly to increase his professional competence and knowledge of the processes of education, and acquire the deeper insight and understanding of the pupils' needs and capabilities.

175. His responsibility extends to wherever the pupils are, inside or outside the class-room. His influence is exerted as much through systematic instruction in class-room as through participation in the cocurricular and corporate activities of the school.

176. In organising his instructional work he will aim at developing the pupils' initiative, habits of systematic work, widening of intellectual interests, the capacity to work in groups and cooperatively and by gradual stages, the habits of self-reliance, independent study and work, through provision of learning experiences adapted to the pupil's needs, ability and aptitude.

177. By example and precept, he will develop in the pupils love of the country and the spirit of service to the people, a sense of pride for the school and of responsibility for all that belongs to the schools.

178. Every teacher shall maintain a diary to record therein the plan of his work, preparation of lessons and reference books used by him to supplement the information given in the textbooks, projects and trips organised by him to enrich the learning experiences of the pupils, steps taken to help the weak students and bring them at par with the class, allotment of home work and its correction, any class-room experiment he may have undertaken for improved teaching, and other matters of professional interest.

179. Every teacher shall pay special attention to the cleanliness and beautification of the school and its surroundings.

180. All records under the charge of a teacher shall be maintained properly, neatly and up-to-date. The class registers shall be completed and checked on the last working day of each month.

181. No teacher shall prepare or publish keys or assist directly or indirectly in their preparation or use or publication.

182. No teacher shall engage himself as selling agent or canvasser for any publishing firm.

183. The recruitment of all staff including the teaching staff and head of the school in each aided institution shall be made by a Selection Committee to be set up by the school management. *Recruitment.*

184. The selection committee in the case of a Principal shall consist of a representative of the management, a representative of the Department not below the rank of a Zonal Education Officer and an educationist to be nominated by the Director as an adviser. The educationist

shall, however, have no right to vote. If there is any difference of opinion amongst the members of the Selection Committee in regard to the suitability of any particular candidate, the matter shall be referred to the Director whose decision shall be final.

185. Members of a Selection Committee should be guided by the well established convention that if a candidate under consideration is a relation of any of the members of the committee, that member should not participate in the selection. In such an event, another representative or nominee may be included in the selection committee in place of the member whose relation is to be considered.

186. No management shall entertain any application for employment during a school session from a person who is serving as a teacher in another recognised or aided institution unless the application is recommended by the manager of his school.

187. The appointment of staff including the teaching staff and the head of the institution shall be made by the management. The approval of the Director shall be obtained before the appointment is made.

188. No aided school shall employ without the approval of the Director a teacher who has been dismissed from another aided school.

Sanctioned strength.

189. The Department shall fix the total number of posts in an aided school in accordance with the post-fixation rules laid down in Appendix III.

Scales of pay.

190. All persons appointed against the sanctioned posts shall be entitled to draw pay in the scale of pay of that post as prescribed by the Department.

Minimum qualifications.

191. No person shall be appointed against a sanctioned post unless he possesses the minimum academic and professional qualifications prescribed by the Department and in case of secondary schools by the Central Board of Education for that post. In exceptional cases, e.g. non-

availability of trained and qualified teachers in a particular subject, relaxation from the minimum qualifications may be granted by the Director for a period not exceeding one academic year at a time.

192. The various categories of posts and their scales of pay and minimum qualifications will be such as may be prescribed by the Department from time to time.

N.B.—The minimum qualifications prescribed for secondary schools are subject to modification or amendment from time to time in accordance with the rules of the Central Board of Secondary Education.

193. No person who is not a citizen of India or a subject of Sikkim or a displaced person from Pakistan who has intention of permanently settling in India shall be eligible for employment in an aided school except with the prior approval of the Department.

Domicile.

194. No person who is more than 30 years of age unless he is already in the teaching profession, or is less than 20 years of age shall be appointed as a teacher in an aided school except with the prior approval of the Director. (The minimum required age for appointment to a primary section shall be 18 years). Maximum age limits in the case of scheduled caste and scheduled tribes candidates and displaced persons may be relaxed in accordance with the rules prescribed by Government for such persons from time to time.

Age limits.

195. All first appointments shall be on probation for a period of one year. The probationary period may in special circumstances, and with the prior approval of the Department, be extended for another year the period of probation beyond two years shall in no circumstances be permissible. If the work and conduct of a probationer are not satisfactory during the period of probation his service shall be terminated by giving a month's notice with the

Probation.

prior approval of the Director. In all such cases, however, the person concerned shall be informed in writing of the proposal to terminate his services and given an opportunity to make any representation that he may wish to make. The Department shall take such a representation into consideration before according its approval to the termination of his services.

Agreement.

196. An agreement in the prescribed form (Appendix VIII) stating in clear terms the conditions under which the employee is appointed shall be executed between the employee on the one side and the school authorities on the other. The agreement shall contain a clause that irrespective of the terms of the contract, the services of an employee cannot be terminated except in accordance with Government aided Private School Teachers (Discipline, Punishment and Appeal) Rules, 1959.

Medical fitness & character certificate.

197. All appointments in an aided school shall be subject to:—

- (i) Physical fitness and mental alertness; and
- (ii) good character.

198. A candidate selected for appointment shall be required to produce a medical certificate of fitness from a registered medical practitioner approved for the purpose by the Department, or such medical authority as may be prescribed by it. Two character certificates from two different Members of Parliament or gazetted officers or Members of a local body, not related to the candidate shall be furnished. The character and medical certificates shall be in the forms prescribed by the Department. These certificates shall invariably be obtained in duplicate and one copy of each shall be enclosed with the grant-in-aid papers claiming the salary grant of the appointee for the first time. The Director may, in individual cases, dispense with the production of a medical certificate.

199. No person who has more than one wife living, or who having a spouse living marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service; and no woman whose marriage is void by reasons of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment in an aided institution. If the Department is satisfied that there are special grounds for so ordering, it may allow exemption for any person from the operation of this rule.

Bigamous marriages.

200. The initial pay of an employee on first appointment shall normally be fixed at the minimum of the scale of pay. No benefit of the previous service rendered in any Government, aided or other institution can be claimed as a matter of right. A higher start on the prescribed scale or a higher scale may be given to a person, with the previous sanction in writing of the Director, if he has outstandingly high qualifications.

Fixation of pay.

201. The Department may also on the request of the management agree to allow, as a special case, higher starting pay in the prescribed scale as may be considered suitable to such teachers as would not otherwise be available owing either to the unattractiveness of the area in which the school is situated or the dearth of suitably qualified teachers in the particular subject or subjects for which the appointment is sought to be made or for any other special reasons to be specified in writing.

202. The pay of an employee on promotion to the higher grade shall be determined by the same rules as are applicable to the employees of Government schools.

203. Transfers in the same post but from one school to another under the same management are permissible. In case of such transfers the employee shall be entitled to draw the same pay as he was drawing in the previous school.

Grant of increments.

204. The annual increment shall ordinarily be drawn as a matter of course unless it is withheld. The increment may be withheld from an employee if his conduct has not been good or his work has not been satisfactory. The withholding of an increment is, however, a punishment and it should be awarded in accordance with the Government Aided Private School Teachers (Discipline, Punishment and Appeal) Rules, 1959. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of deferring future increments.

Efficiency bar.

205. (a) Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to an employee of aided school without the specific sanction of the authority empowered to withhold the increment.

(b) The Government may from such time as it considered suitable direct that no person shall cross the efficiency bar unless he has satisfactorily undergone an approved course of inservice training.

C.P. Fund.

206. All the staff employed in aided schools holding permanent posts shall be entitled to the benefits of the C.P. Fund or any approved scheme of similar character from the date of their confirmation, in accordance with the rules laid down in this behalf in Appendix II of this Code. Each employee shall be required to contribute $8\frac{1}{3}\%$ of his basic pay to the C.P. Fund. The employer's contribution to the C.P. Fund shall also be at the rate of $8\frac{1}{3}\%$ of the subscriber's basic pay. The subscriber shall, however, have the option to subscribe to the C.P. Fund at a rate higher than $8\frac{1}{3}\%$ subject to a maximum of $12\frac{1}{2}\%$, but the employer's contribution shall be restricted only to $8\frac{1}{3}\%$ of the subscriber's basic salary.

Determination of seniority.

207. Seniority shall be determined by length of continuous service rendered in a particular grade. Service rendered by an employee in the same grade in a school

not under the same management shall, however, not be counted for purposes of seniority.

208. The normal age of retirement of an employee of an aided school (including the head of the school) shall be the date on which he attains the age of 60. But an employee may be retired any time between the age of 55 and 60 years on grounds of inefficiency, incompetence or physical unfitness after he has been given a reasonable opportunity to show cause against the proposed retirement and after his representation, if any, has been duly considered. *Retire-
ment age.*

209. An employee may, however, retire from service any time after he has attained the age of 55 years provided that he gives in this behalf a notice in writing to the management at least three months before the date on which he wishes to retire. There would, however, be no objection to permission being given to such an employee to withdraw the notice given by him before the expiry of the notice period but ordinarily such permission shall not be granted unless he is in a position to show to the satisfaction of the management that there has been a material change in the circumstances in consideration of which the notice was originally given.

210. An employee of an aided school may be granted casual leave not exceeding 12 days in any one calendar year for emergent requirements. Casual leave cannot, however, be claimed as a matter of right. *Casual
Leave.*

211. Not more than 8 days casual leave shall be granted to an employee at any one time except under special circumstances to be recorded.

212. Sundays or closed holidays may be prefixed or suffixed to casual leave. Sundays and holidays falling within the period of any casual leave shall not be counted towards such leave.

213. Normally casual leave shall be applied for and got sanctioned before it is actually availed of, except in unforeseen emergent circumstances.

214. Casual Leave not taken in any one year shall not be carried forward to next year and shall lapse on 31st December of the year.

**Earned
Leave.**

215. The employees who are classified as employees of the vacation department shall not be entitled to any earned leave. They shall be eligible only to leave on half average pay in accordance with the rules applicable to Government servants of the Vacation departments. Earned leave shall be allowed to the employees categorised as employees of the non-vacation department in accordance with the rules applicable to the Government employees of this category.

Note.—The following categories of employees in an aided school shall be termed as employees of the non-vacation department:—

Clerical staff including Librarian, Peon, Chowkidar, Mali, Farash and Sweeper.

**Maternity
Leave.**

216. A whole-time female married employee of an aided school may be granted maternity leave on full pay for a period which may extend up to three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier. Maternity leave under this rule may also be granted in cases of miscarriage subject to the condition that:—

(i) leave does not exceed 6 weeks;

(ii) the application for leave is supported by a certificate from an authorised medical attendant.

217. Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

218. Medical leave, leave without pay, leave not due, study leave and disability leave shall be admissible to all employees of aided schools in accordance with the rules applicable to Government employees of the same category. *Other kinds of leave.*

219. Except in cases where teachers are specifically employed in temporary vacancies up to the beginning of long vacations, a teacher who is appointed and joins his duty before the winter break against a sanctioned post shall be entitled to the full vacation pay. *Vacation pay.*

220. Confidential Reports of heads of schools, teachers, clerks, librarians and all the class IV staff shall be maintained in the prescribed form. The Confidential Reports shall be written at the end of each school year. Reports shall be recorded every year by the head of the school in respect of all the staff working under him and reviewed by the Zonal Education Officer. Confidential Reports of heads of schools shall be written by the Manager and reviewed by the Zonal Education Officer. *Confidential Reports.*

221. The head of the school/Manager shall regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly recorded and maintained in respect of staff working in the school.

222. Adverse entries shall be communicated or cause, to be communicated by the Zonal Education Officer to all concerned within three months of the making of the entry. While doing so, the substance of the entire report, including what may have been said in praise of the officer reported upon shall also be communicated.

223. Confidential Reports of all the staff, including that of the head of the school, shall be kept under safe custody by the reporting authority.

*Permis-
sion to
undertake/
private
employ-
ment, tui-
tions, pub-
lic exami-
nations.*

224. Unless in any case it be otherwise provided, the whole time of an employee of a Government or an aided school shall be at the disposal of the Government or the school as the case may be in connection with the affairs of the school, without any claim to additional remuneration.

*Private
tuition by
teachers.*

225. While the general policy of the Department is to discourage private tuition by teachers, permission may, however, be granted if the Department is satisfied that the undertaking of such work by a teacher does not in any way interfere with the proper discharge of his school duties, including the preparation of lessons at home, the correction of exercise books and participation in co-curricular activities.

*Applica-
tion for
permission.*

226. An application, for permission to undertake private tuition shall be made to the Zonal Education Officer through the head of the school.

*Conditions
for per-
mission.*

227. The grant of permission to undertake tuition work shall be subject to the following conditions:—

- (i) No teacher shall be allowed to undertake tuition work during school hours and in school premises.
- (ii) The number of hours that may be devoted by a teacher to private tuition shall not exceed two per day or twelve per week.
- (iii) A teacher shall in no case undertake more than two tuitions per day.
- (iv) The number of pupils in any private tuition shall not exceed two in the case of higher secondary students and three in the case of middle and primary students.
- (v) Permission to undertake private tuition of a pupil reading in the school in which the teacher is employed shall not ordinarily be granted except for very special reasons which shall be recorded.

(vi) Heads of schools and Superintendents of hostels shall not be allowed to undertake any private tuition.

(vii) One-third of the income derived by a teacher from private tuition work shall be credited either to Government or to the school fund of an aided school as the case may be.

228. An employee who undertakes private tuitions or undertakes any other work for a private party without the prior written permission of the management shall render himself liable to disciplinary action.

229. Applications, in the prescribed form, to appear at an examination shall reach the Department/Zonal Office through proper channel by the 15th of May each year. As far as possible, orders in respect of grant of permission shall be passed by the competent authority and communicated to the concerned applicants before the 15th June of the same year. Applications received after the prescribed date shall not be entertained.

Application for grant of permission for appearing at Public examination—last date for application.

230. Applications for permission to appear at an examination will be considered only if they have been recommended by the head of the school in case of teachers and the Zonal Education Officer concerned in case of Principals.

231. A graduate teacher shall normally be allowed, if permission is given, to appear at an examination for the award of a Master's degree only in one of those subjects which he has taken for his Degree examination or in the subject which he has been teaching continuously for the last three years in the secondary classes of school(s) where he has been working.

232. No permission shall be granted to a teacher unless he is permanent and has rendered at least three years continuous and satisfactory service under the Department or in an aided school on the 15th May of the year in which the application is made. However, at the discretion of

Facility for Rural Teachers.

the Director, quasi-permanent teachers may also be granted permission to take examinations in subjects in which qualified teachers are in short supply. In case of teachers working in rural schools, permission may be given in relaxation of this rule provided they give an undertaking in writing to serve in any rural school in the territory for a minimum period of five years after passing the said examination.

233. Not more than 10% of the members of the staff of a school may be permitted at any time to appear at an examination. In granting permission, preference shall be given to those who have not been granted such permission previously or who are working in schools in rural areas. If a teacher, already granted permission, is subsequently transferred to another school, he shall continue to have the permission even though it may increase the maximum percentage of 10 in the school to which the teacher is transferred.

234. Permission shall be granted for a specified examination, and in the case of post-graduate degree examinations for a specified subject. Any change in the examination or the subject shall need previous approval of the competent authority.

Lapse of permission.

235. If the permission accorded for a particular examination is not availed of in that year, it shall lapse.

236. Permission once granted may be withdrawn at any time at the discretion of the Director. Such withdrawal shall confer no right on the grantee to claim damages for loss that he may have to suffer on account of such withdrawal.

Second permission.

237. A teacher once granted permission to appear at an examination shall not be granted such permission again unless a period of five years has elapsed from the date he passed the previous examination for which permission was

last granted except in case of the Final Examination for a post-graduate degree where permission may be given within five years of passing the previous examination.

238. If a teacher granted permission to appear to an examination fails in that examination, he may be granted permission to re-appear at the same examination in the same subject in the following year at the discretion of the Director but such permission will not be extended to a third or subsequent attempt.

*Failed
Teacher.*

239. No leave shall ordinarily be granted to a teacher in connection with his preparation for an examination except for the period of the examination. The leave for the period of the examination shall be sanctioned, subject to title, only on production by the applicant of the programme of the examination.

*Leave for
prepara-
tion.*

240. Subject to the conditions specified in the preceding articles, a teacher may be granted permission to appear at a public examination by joining a recognised institution as a regular student provided the applicant has at his credit sufficient leave to cover the full period of the course. Leave sanctioned in such cases shall be for the entire period of the course to pursue which permission has been sought. Leave once sanctioned shall not ordinarily be cancelled.

*Regular
student.*

241. While considering requests for permission, the competent authority shall take into account the following factors to assess the merit of each case:—

*Criteria to
determine
merit of
individual
cases.*

- (a) The teachers' general behaviour, conduct and professional efficiency, his Log Book, Confidential Reports on him, and the recommendation of the head of the school;
- (b) His contribution to co-curricular activities or special assistance in tutorial or other work;
- (c) Results of his pupils at the public and home examination;
- (d) His length of service/seniority;

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- (e) His length of satisfactory service in rural schools;
- (f) Unqualified teachers who cannot be confirmed or declared quasi-permanent;
- (g) Teachers of shortage categories;
- (h) Teachers who have not been able to avail of the permission already granted; and
- (i) Any other special consideration.

**Discipline,
Punish-
ment and
Appeal
Rules.**

242. No employee of an aided school shall be dismissed, removed, suspended, discharged from service or awarded punishment except in accordance with following rules:

Government Aided Private School Teachers (Discipline, Punishment and Appeal) Rules, 1959.

(1) The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee in a Government aided school, namely:

- (i) Censure;
- (ii) Withholding of increment;
- (iii) Withholding of promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the schools by negligence, fraud or misappropriation of schools fees and funds;
- (v) Reduction to a lower stage in the time scale;
- (vi) Compulsory retirement;
- (vii) Termination of service.

Explanation: The following shall not amount to a penalty within the meaning of this rule:

- (i) Stoppage at the efficiency bar on the ground of unfitness to cross the bar.
- (ii) Retirement of the employees in accordance with the provisions relating to his superannuation or retirement.
- (iii) Replacement of an unqualified teacher (not approved by the Director of Education) by a qualified one.

- (iv) Discharge of an employee appointed in a short term officiating vacancy caused by grant of leave, suspension etc.

Explanation: The termination of the service of an employee who has satisfactorily completed the period of probation will be treated as a punishment, unless the necessity for the post has ceased to exist in the meanwhile.

(2) *Suspension:* The Managing Committee of a school may, with the prior consent of the Zonal Education Officer concerned, suspend a teacher etc., where disciplinary proceedings against him are contemplated or are pending or where a case against him in respect of any criminal offence is under investigation or trial. An order under this rule may be revoked by the authority which made the order or by the Director of Education.

(3) *Punishing Authority:*

- (i) The punishing authority in respect of Government aided private schools employee shall comprise (i) the Chairman of the Managing Committee of the school, (ii) the Secretary/Manager of the Managing Committee,
- (ii) a nominee of the Director of Education (not below the rank of an Education Officer if the case is against the head of the School).

NOTE: The Punishing authority may co-opt the Headmaster/Principal of the school where action is proposed to be taken against a teacher of a school. He shall, however, have no right of vote.

The Punishing Authority may impose any of the penalties specified in Rule I.

(4) *Procedure for imposing minor penalties.*

No order imposing any of the penalties specified in clauses (i) to (iv) of Rule I shall be passed except after:

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make.

(b) Such representation, if any, is taken into consideration by the Punishing Authority.

(5) *Procedure for imposing major penalties.*

No order imposing on an employee any of the penalties specified in clauses (v) to (vii) of Rule I, shall be passed, except after an inquiry, held as far as may be, in the manner indicated below:

(a) The punishing authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the punishing authority but not later than two weeks a written statement of his defence and also to state whether he desires to be heard in person.

(b) On receipt of the written statement of defence or if no such statement is received within the time specified, the punishing authority may itself inquire into such of the charges as are not admitted or, if it considers it necessary to do, appoint an Enquiry Officer for the purpose.

(c) At the conclusion of the inquiry, the Enquiry Officer shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefor.

(d) The Punishing Authority shall consider the record of the inquiry and record its findings on each charge. If the Punishing Authority is of the opinion that any of the penalties specified in clauses (v) to (vii) should be imposed, it shall:

- (i) furnish to the employee, a copy of the report of the Enquiry Officer.
- (ii) give him a notice stating action proposed to be taken in regard to him and calling upon him to submit within specified time not exceeding two weeks such representation as he may wish to make against the proposed action:

- (iii) On receipt of the representation, if any, made by the teacher, etc. as aforesaid, the punishing authority should determine what penalty, if any, should be imposed on the employee and pass appropriate orders on the case.

(6) *Appellate Tribunal*

All appeals against orders of the punishing authority will be heard by an Appellate Tribunal consisting of the Director of Education (Chairman) and two non-official members, namely (i) a Manager of an aided school (representing the Managers' Association) and (ii) a Principal/Headmaster of an aided school (representing the teachers), both to be nominated by the Chief Commissioner. For this purpose the Managers' Association as well as the recognised Teachers' Associations of aided schools shall be asked to submit a panel of five names each, out of whom the Chief Commissioner will nominate members of the Appellate Tribunal. The Manager and the Principal/Headmaster of a school to which the dispute relates shall not function as members of the Appellate Tribunal when that case is heard.

(7) *Appeals.*

- (i) No appeal shall lie against any order of punishment specified in clause (i) of Rule I.
- (ii) An employee may make an appeal to the Appellate Tribunal in respect of penalties referred to in clauses (ii) to (vii) of Rule I.
- (iii) A teacher may also appeal to the Appellate Tribunal against an order of the Management which denies or varies to his disadvantage his pay, allowances and other conditions of service.
- (iv) No appeal shall lie against the decision of the Appellate Tribunal.

(8) *Period of limitation for appeals:*

No appeal shall be entertained unless it is submitted within a period of thirty days from the date on which the appellant receives a copy of the order appealed against;

Provided that the Appellate Tribunal may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

(9) *Consideration of appeals:*

- (i) In the case of an appeal against an order imposing the penalties (ii) to (vii) specified in Rule I, the Appellate Tribunal shall consider:
 - (a) whether the procedure prescribed in these rules has been complied with, and, if not whether such non-compliance has resulted in denial of justice
 - (b) whether the findings are justified, and
 - (c) whether the penalties imposed are excessive, adequate or inadequate; and pass orders:
 - (i) setting aside, reducing confirming or enhancing the penalty; or
 - (ii) remitting the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case, provided that:
 - (a) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.
 - (b) The Appellate Tribunal shall not impose any enhanced penalty which the authority, which made the order appealed against, is not competent in the case to impose.
- (ii) In the case of an appeal against any order specified in sub-rule (iii) of rule 7 the Appellate Tribunal shall consider all circumstances of the case and pass such orders as it deems just and equitable.

NOTE: If the Chairman of the Managing Committee and/or its Secretary or Manager happens to be a relation of the teacher, etc., against whom disciplinary action is proposed to be taken, the Committee shall nominate any other member of the Managing Committee in his place to serve as member of the Punishing Authority.

243. Staff Councils shall be established in Government and Government aided schools with the following objects:

- (i) To consider suggestions for improving standards of work and promote professional growth;
- (ii) To provide to the members of the staff opportunities for making their points of view known to the Department or Management in matters affecting their conditions of service;
- (iii) To provide a means of personal contact between the officers and managements with a view to developing cordial relations between them and to encourage keener interest in their work.

244. The Staff Council shall be advisory bodies. Matters relating only to the conditions under which the members of the staff are required to work, general principles relating to their service conditions, welfare of the staff and improvement of efficiency and standards of work can be brought before the Council for discussion.

245. Questions relating to conditions of service shall be discussed only with reference to general principles underlying them. No discussion whatever on individual cases shall be permitted.

246. The Staff Council of Teachers of Government schools shall comprise :—

- | | |
|--|-----------|
| (1) Assistant Director of
Education (Welfare) | Chairman. |
| (2) Accounts Officer | Member. |
| (3) Assistant Director of
Education (Admn.) | Do |
| (4) One representative of the
Principals of Boys Schools. | Do |

(5) One representative of Principals of Girls Schools.	Member.
(6) One representative of the Post Graduate Teachers.	Do
(7) One representative of the Trained Graduate teachers.	Do
(8) One representative of the Teachers in the grade of Rs. 130-300.	Do
(9) One representative of the teachers in the grade of Rs. 118-225.	Do

247. There shall be a separate Staff Council for each aided school. This Council shall comprise the following:

(1) Assistant Director of Education (Welfare) or his nominee.	Chairman
(2) Manager of the School.	Member
(3) Head of the School.	Do
(4) One representative of the Post-Graduate Teachers.	Do
(5) One representative of the Trained Graduate Teachers.	Do
(6) One representative of the Teachers in the grade of Rs. 130-300.	Do
(7) One representative of the Teachers in the grade of Rs. 118-225.	Do

248. In all cases the Chairman shall in consultation with the members nominate one of them to act as Secretary of the Council.

249. The selection of Members, the tenure of their appointment and the conduct of the meetings of the Staff Councils shall be regulated in accordance with the rules prescribed by Director from time to time.

250. Every effort shall be made to set up a Parent-Teacher Association in each school with the following aims and objects :

Parent-Teacher Association.

- (1) To help the development and welfare of children in the home, the school and the community.
- (2) To help parents to take an active and continuous interest in the education of their children in school.
- (3) To advise the parents and make them conscious of their responsibilities towards their children.
- (4) To bring about better understanding between parents and teachers of the school.
- (5) To work for more harmonious relationship between the school and the community.

251. In the light of the above the functions of each Association may be determined by the Association itself and these may be on the following lines;

- (1) To make parent-teacher consultations possible individually as well as in groups.
- (2) To arrange for parents to visit the school on appointed days and observe their and other children at work.
- (3) To provide opportunities to teachers and parents to meet each other and discuss problems of their children in order to ensure their growth and welfare.
- (4) To prepare programmes for increasing cooperation between parents and teachers and a better understanding among them.
- (5) To help the parents to understand better the school programmes.
- (6) To arrange for social get-to-gether for parents and teachers.
- (7) To celebrate important national functions.
- (8) To bring out a magazine, or a newsletter or any other periodical or publication.

252. Membership.—Parents of students of a school can enrol as ordinary members of the Association. All teachers of the school shall be its *ex-officio* members.

253. General body and Office Bearers of the Association.—All the members of the Associations shall constitute its General Body.

There shall also be an Executive or Managing Committee of the Association which may include the following office-bearers and will be elected by the General Body:—

A Chairman, a Vice-Chairman, an Honorary Secretary, an Honorary Joint Secretary, an Honorary Treasurer and two or more members.

The Chairman—Any parent or the Principal of the school may be the Chairman of the Association. He shall preside at the meetings of the Association.

The Vice-Chairman—He shall preside over the meetings of the Association in the absence of the Chairman.

The Hony. Secretary—He shall be responsible for all correspondence on behalf of the Association and shall call meetings and arrange for various programmes approved by the Executive or Managing Committee.

The Hony. Joint Secretary—He shall assist the Secretary in the discharge of his duties.

The Hony. Treasurer—(Ordinarily to be appointed from amongst the teachers). He shall be responsible for keeping account of the income and expenditure of the Association.

Coopted Members—In addition to the elected members, the Executive or Managing Committee may coopt one or more persons as members of the Association.

254. Fee.—All ordinary members shall pay an enrolment fee and a regular subscription which shall be decided in a meeting of parents convened for the purpose or the General Body of the Association.

255. *Elections.*—The term of each office bearer shall be one year and the election for the Executive or the Managing Committee shall be held every year.

256. *Registration.*—The Association may be registered under the Societies Registration Act, 1860, if the members so decide by a majority vote in a General Body meeting.

SECTION II

APPOINTMENT OF MEDICAL OFFICERS

257. The appointment of Medical Officers and Dispensers in aided schools shall be governed by the following rules:

- (1) The previous approval of the Department shall be necessary for such appointments. The head of the institution shall, as far as possible, enter into a contract with one of the medical practitioners of the area in which the school is situated for appointment as part time medical officer and after obtaining his consent recommend his appointment to the Department for approval. Normally the duration and number of visits of the Medical Officer to the school shall be regulated at follows :—

Daily.

Enrolment upto 500	1 hr.
Enrolment from 501 to 750	1½ hrs.
Enrolment from 751 to 1000	2 hrs.
Enrolment from 1001 to 1500	2½ hrs.
Enrolment above 1500	3 hrs.

- (2) The Doctors and Dispensers shall be remunerated at such rates as may be prescribed by the Department from time to time. A doctor who undertakes the Dispenser's work can claim the remuneration prescribed for that duty also.
- (3) Part-time Doctors and Dispensers shall not be paid any remuneration for two months of summer vacation.

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- (4) Services of part-time Doctors and Dispensers shall be engaged on purely temporary basis, terminable at any time without giving any notice or assigning reasons therefor.
 - (5) Doctors shall carry out medical examination of all students of the school at least once a year.
 - (6) In Girls Schools only lady Doctors shall be appointed.
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CHAPTER IX

Supervision and Inspection of Schools

258. The staff of the Department charged with the responsibility of supervision and inspection consists of the Director, Deputy and Assistant Directors, Zonal Education Officers and Deputy Education Officers and such other officers as may be assigned all or any of these functions by the Director or the Government and includes teams or panels of persons with special knowledge and experience that may be constituted to carry out inspection of a school.

259. From the date the Code is brought into effect, the name Inspector is being changed to Education Officer, in recognition of the enlarged scope of the functions that an inspecting officer has now to discharge and of the new context in which he views his tasks in relation to the schools. While inspection is and remains a function of the Department's Officers, it is only one among many ways in which they exercise their influence in promoting sound development of the school system.

Guiding principles for supervisory and inspecting staff.

261. The functions and responsibilities of the supervisory and inspecting officers include;

- (a) the primary duty to help and guide the school-staff, in co-operation with the heads of institutions, in planning, organising and carrying out a systematic and balanced school programme;
- (b) assessment of the adequacy, efficiency and effectiveness of the work of the staff and of the total school programme in all its aspects, instructional and extra-curricular, with a view to stimulating improvement;
- (c) raising of standards through diffusion of better techniques and discouraging routine and formal methods;
- (d) helping and encouraging the teachers in their professional growth and maintenance of professional morale;

- (e) bringing to the problems of any one school experience gathered in many and providing a link between school and school so that the best experiences are exchanged and become the growing points for further improvement;
- (f) encouraging and promoting initiative and sound experimentation in the schools;
- (g) studying the educational needs and problems of the area in the jurisdiction of the inspecting officer and, in the light of it, preparing and implementing plans of development;
- (h) providing a link between the Department and schools and teachers and Managements and keeping in close touch with the parents and the community in general;
- (i) exercising vigilance and control to ensure that public funds are expended prudently for the purpose for which they were allotted, and that the rules in the Code and the instructions of the Department are complied with;
- (j) organising the administrative work pertaining to his office and conducting enquiries and making reports to the Department on appropriate matters.

261. The Inspecting Officer discharge his functions in the following, among other, ways:

- (i) by carrying out periodically full inspection of the schools in his jurisdiction;
- (ii) visiting schools frequently to acquire personal knowledge of the teachers and the school programmes;
- (iii) organising inter-school visits of teachers, in-service training courses and other opportunities for professional growth;

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- (iv) meeting parents, school managements and the community to explain new programmes to them and enlisting their support and interest;
 - (v) frequently meeting heads of institutions, school managers and colleagues in other areas to discuss common problems and programmes;
 - (vi) keeping himself well informed about developments in modern educational techniques in all fields which have a bearing on the work of the schools, and studying concretely the way in which new principles may be applied to the conditions in the schools;
 - (vii) periodically evaluating the progress of the schools in his jurisdiction and assessing the impact on them of the inspecting and supervisory procedures;
 - (viii) organising opportunities to enable teachers and persons with special knowledge relevant to the school work to meet and derive benefit from an exchange of ideas.

262. At the commencement of the school year, each Education Officer whose duties include inspection of schools shall prepare for his own guidance a schedule of inspections for the ensuing school year, indicating the schools within his jurisdiction which will be fully inspected, the method of inspection (by the Education Officer individually or by a team or panel) and approximately the time when the inspection is proposed to be carried out. The schedule of inspections should be so arranged that not less than 25 schools within a Zonal Education Officer's jurisdiction should have full inspection during the year and the inspection of each school should normally cover not less than three days.

263. It is desirable that, save in exceptional circumstances, the authorities of the school proposed to be inspected should be informed in advance of the dates of inspection to enable the head of the school to keep ready information about the school in the form of statements for use

of the inspecting officers. The school work should, however, be carried on as usual, so that the inspecting officer may be able to see all aspects of the school programme and organisation.

264. In addition to full inspections, the Education Officer may visit without advance notice the institutions within his jurisdiction to see how the school work or any particular aspect of it is being carried on, or to observe the progress of any significant work or experimentation undertaken by the school or by way of follow-up on the full inspection report on a school.

265. The inspection report on a school should be based on a thorough assessment of the total programme of the school; the weaknesses disclosed should be pointed out with candour and balanced by concrete and constructive suggestions for their removal; the points of strength should be carefully evaluated and described to enable others to derive benefit from them; work of merit should be given the commendation due to it and negligence, dereliction of responsibility and incompetence should be marked out. It is particularly important that hurried and routine inspection of a succession of classes followed by a stereotyped report should be scrupulously avoided. An inspecting officer must give to a school as much time as a just assessment of its programme and the nature of its difficulties require.

266. A full inspection has necessarily to include careful examination of the administrative and financial affairs of the school. It is however the duty of the inspecting officer to ensure that the proper purpose of inspection, which is educational, remains the main focus of his work and no undue proportion of his time and energy is deflected from it.

267. Before concluding the inspection of a school the inspecting officer should discuss with the head of the institution and; wherever necessary, with the manager, his

impressions of the work of the school and his suggestions for improvement. He should have similar discussions with the teachers, individually or in group. The final inspection report should be prepared only after these discussions have taken place.

268. In large secondary schools which provide instruction in a variety of school subjects through specialist teachers, it is desirable that the full inspection should be made by a Team. The Director may constitute teams separately for as many secondary schools in a year as he may consider necessary. The Zonal Education Officer shall be the Chairman of the Team which will consist of not less than three and not more than five members, according to the size and organisation of the school to be inspected. The members of the Team will be selected from among those who have special knowledge and experience of secondary education and the team so constituted that the members, amongst them, may be able to cover the school subjects at a specialist level. The specialist members of the team will inspect the work of the school relating to their field of specialisation. In addition it will be the responsibility of the whole Team to acquaint itself with the school programme in its totality, obtain a general picture of its aims and its successes, the material conditions of the school, its organisational activities and corporate life and of the quality of education it offers. Before the conclusion of the inspection the Team will have discussions with the Head of the institution and also with teachers individually or in group, regarding points of common interest arising out of the Team's observation. The Zonal Education Officer as Chairman of the Team shall prepare, on behalf of the Team and with their concurrence, the report of inspection on the basis of the individual reports of the members and discussions with them.

Team Inspection.

269. In Appendix VIII is given a list of main points in the form of a questionnaire, which the Inspecting Officer (including a team) may use for general guidance in carrying out a full inspection. It is, however, emphasised that

it is no more than a general guide list and should, on no account, be used to stereotype an inspection.

270. The inspection report shall be prepared in the final form within a fortnight of the conclusion of the inspection and sent to the Director with a copy to the school concerned. Notes on the visits of the Education Officer to a school may either be recorded in the log book of the institution concerned or sent separately to the school.

CHAPTER X.

HOSTELS

271. The Department shall, to the extent necessary and practicable, establish or assist in establishing hostels for students studying in schools in Delhi.

272. A hostel attached to a Government or aided school shall have a suitable and adequate building for residence of students, located in a clean and hygienic environment and designed and equipped for safety and healthy community living. (Arrangements necessary for preventing and extinguishing fire are laid down in Appendix IX. *Hostel building.*

273. Living accommodation in a hostel will be provided in the form of dormitories or rooms to accommodate 3 or more pupils. As far as possible pupils of the same age group will be accommodated in a dormitory or room. *Living accommodation.*

274. In planning a hostel, provision should be made for floor space per pupil in a dormitory and in a room as is prescribed by the Administration from time to time. *Scale of accommodation.*

275. The scale of provision in a hostel building for Dining Room, Common Room, Bath Room, and Latrine and Urinal facilities shall be at least on the same basis as is prescribed from time to time by the Administration.

276. Provision shall be made in a hostel for medical attendance and care of the residents. One room or more according to the size of the hostel shall be set apart for use as sick room. Provision should also be made for isolation of pupils suffering from a contagious or infectious-disease. *Medical Attendance.*

277. A hosteller shall be provided with the following minimum furniture:— *Scale of furniture.*

a bed, a table, a chair, a book-shelf, and a clothes-peg.

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*Respon-
sibility of
Principal.*

278. The Principal of the school shall have the overall responsibility for the management of the hostel, including sanitation, medical attendance, discipline, and organisational and other arrangements, and shall not consider himself relieved of this responsibility by the appointment of a Hostel Superintendent. All important correspondence regarding the hostel shall be carried on by him.

279. No person shall be permitted to reside in a hostel without permission of the Principal of the school. The order of the Principal in all matters relating to hostel discipline shall be final unless changed by the Director.

*Hostel
Superin-
tendent.*

280. The Superintendent of a hostel shall be a member of staff of the school to which the hostel is attached. If the number of hostellers in average attendance in any hostel exceeds 60, an Assistant Superintendent may also be appointed from among the school teachers.

281. The Hostel Superintendent and the Assistant Superintendent shall be appointed by the Director in the case of a Government school and by the Managing Committee in the case of an aided institution. In the latter case the appointment shall be subject to approval of the Zonal Education Officer.

282. A Hostel Superintendent or Assistant Superintendent shall be provided rent-free quarter in the premises of the hostel or close to it or an allowance or other facilities as approved by the Department shall be given to him.

*Duties of
Hostel
Superin-
tendent.*

283. The Hostel Superintendent working under the general direction of the Principal, is to act as the local guardian of the pupils staying in the hostel, guiding and helping them and supervising their work, discipline and recreation. He will do all that is possible to promote their physical, moral, social and mental well-being and development. His duties include in particular:—

- (i) Organising a healthy community life in the hostel and for this purpose providing opportunities to the

- pupils for self-government and participation in regulating and conducting the hostel programmes,
- (ii) Arranging for supervised as well as independent study programmes for the pupils,
 - (iii) Organising recreational and out-of-school activities,
 - (iv) Promoting and maintaining discipline and *Espirit de Corps* and securing compliance with hostel rules and regulations. He shall bring to the notice of the Head of the institution, without delay, any breach of discipline or a case of moral delinquency which he is not himself empowered to deal with.
 - (v) Maintaining registers and records of the hostel as prescribed by the Department.
 - (vi) realising hostel dues and maintaining account of receipts and expenditure relating to the hostel.
 - (vii) Reporting to the Medical Officer in proper time all cases of illness and disease among the hostellers.
 - (viii) Supervising mess arrangements, and cleanliness and sanitation of kitchens, dining rooms, living rooms etc.,
 - (ix) Control of class IV staff of the hostel.
 - (x) Such other functions as may be assigned to him by the Head of the institution.

284. The Assistant Superintendent shall help the Superintendent in the performance of duties assigned to him.

285. No person shall be admitted to a hostel who is not a regular pupil in a recognised institution. Preference shall be given to students whose parents/guardians are not residing near the school.

*Condi-
tions of
admission.*

286. Admission of any pupil to a hostel shall not be refused on grounds of religion, caste, creed or race.

287. No pupil shall be admitted to a hostel unless he has been vaccinated against small-pox.

288. At the beginning of the academic session, one out of every ten seats, with a minimum of one seat, shall be reserved for scheduled caste, scheduled tribe and other backward class candidates and kept open for a month. Thereafter the unfilled seats shall be thrown open to others.

289. No private servant shall be permitted to attend upon hostellers.

290. Guests shall not be permitted to stay in the rooms of hostellers. They can be allowed to stay in the guest-room, if provided.

*Rules for
manage-
ment of
hostels.*

291. A set of rules for management of the hostel providing among others, for the following matters shall be drawn by the Head of the institution concerned and introduced:—

- (a) Regulation of messes;
- (b) Bounds beyond which the hostellers may not go without permission;
- (c) Condition on which hostellers may be permitted to go on leave or to withdraw from the hostel;
- (d) Hours for private study, for rising in the morning and retiring at night, and for recreation;
- (e) Timings for hostel roll calls;
- (f) Admission of visitors to the hostellers;
- (g) Participation of hostellers in outdoor games and physical exercises;
- (h) Payment of the hostel dues and fines;
- (i) Punishment to be awarded for any breach of rules; and
- (j) Any other matter which, in the opinion of the Head of the institution, should be presented by rules.

292. The rules shall be displayed at a conspicuous place in the hostel and shall be shown to the Inspecting Officer at the time of his inspection of the hostel.

293. All fees in hostels attached to Government or aided schools shall be charged in accordance with the rates laid down by the Department from time to time in this regard. Each hosteller shall bear his share of full charges for messing and lighting. A hosteller may not be charged for the pay of class IV staff employed for any general service in the hostel.

Hostel fees, rent, etc.

294. All hostel dues shall be paid before the dates fixed by the Head of the Institution. If the dues are not paid by the appointed time, a fine of 10 P. per day for every subsequent day shall be imposed; and if the same are not paid in full by the last working day of the month, the defaulter's name is liable to be struck off the hostel rolls.

295. A student joining a hostel during the course of a month shall be required to pay the prescribed dues from the first of the month in which he is admitted.

296. A student who desires to leave the hostel during the currency of a term shall be required to pay the prescribed dues upto the end of the term except in the case of transfer of his parents/guardians or on the production of a certificate from the Medical Officer that a change of residence is advisable.

297. For every day that a student over-stays his leave from the hostel without the written permission of the Head of the institution, the latter may impose a fine not exceeding 20 P. a day. If a student continues to be absent without leave for 10 days in succession, his name shall be struck off the rolls and he shall have to pay, before re-admission, the fine already incurred.

Penalty for absence without permission.

298. A hosteller shall be liable to be expelled at any time for serious misconduct or when his retention in the hostel is likely to endanger its moral tone and discipline. Before expelling a hosteller, the Principal shall send a detailed report to his parent/guardian and the Zonal Education Officer. On receipt of the Department's approval, orders for expulsion shall be passed by the Principal under intimation to the parents/guardians and the Zonal Education Officer.

Expulsion.

CHAPTER XI

Miscellaneous

SECTION I—GENERAL

*Stages of
instruc-
tion.*

299. The stages of instruction in Government and aided institutions shall be as follows:—

- (i) Pre-primary stage covering a period of two years and intended for the children of the age-group 4 to 6.
- (ii) Primary (Junior Basic) stage covering a period of five years (Classes I to V) and generally intended for children of the age-group 6 to 11.
- (iii) Middle (Senior Basic) stage covering a period of three years (classes VI to VIII) and generally intended for children of the age-group 11 to 14.
- (iv) Higher Secondary stage covering a period of three years (classes IX to XI) and generally intended for children of the age group 14—17.

*Medium
of instruc-
tion.*

300. Every endeavour shall be made to provide instruction at the Primary (Junior Basic) stage in the mother tongue of the child. In cases where the mother tongue is different from the medium of instruction, arrangements shall be made for instruction through the mother tongue by appointing at least one teacher provided there are not less than 40 pupils speaking the language in the whole school or 10 such pupils in a class. The mother tongue of a child shall be the language declared as such by his parent or guardian. Hindi shall be introduced as a subject of study not later than class III of the Primary (Junior Basic) stage if the medium of instruction is different from Hindi.

301. At the Secondary stage if the number of pupils whose mother tongue is a language other than Hindi is sufficient to justify a separate school in an area, the medium of instruction in such a school may be the mother tongue

of the pupils. The Department may provide similar facilities in all Government schools where one-third of the total number of pupils of the school request for instruction in their mother tongue. The Department may also require aided schools to arrange for such instruction if desired by one-third of the pupils provided that there are no other adequate facilities for instruction in that particular language in the area.

302. The courses of instruction for primary and middle stages shall be as prescribed by the Department with the concurrence of the Government. The courses of studies for the higher secondary stage shall be as prescribed by the Board.

*Courses
of ins-
truction.*

In suitable cases a school may be permitted to draw its own courses of instruction for the primary and/or middle stages subject to such courses being approved by the Department.

303. The text books for Class I to VIII shall be as prescribed or approved by the Department. Text books for higher secondary classes (IX to XI) shall be prescribed/recommended by the Board. No recognised school shall use any text book other than those prescribed, recommended or approved by the Department or the Board, as the case may be.

*Text
Books.*

304. Heads of schools shall be responsible for ensuring that no unauthorised books or "Keys" or "make easy notes" are used by teachers and pupils.

305. The school day shall start with an assembly of all members of the staff and pupils to keynote the community life of the school. The occasion may be used for short talks, readings and similar programmes aimed at inculcating moral attitudes and promoting the sense of national unity and solidarity. The assembly will conclude with the singing in chorus of the National Anthem.

*Daily
assembly.*

306. Every school shall take appropriate measures to train the pupils in the correct singing in chorus of the National Anthem.

*National
Anthems.*

Terminal gathering.

307. At the beginning of each term, the head of the school should call a special Assembly of all pupils and teachers of the School, to which the parents will also be invited. It should be organised as a solemn occasion and the head of the school will address the assembly on the progress of the School during the previous term, the plans and programmes for the ensuing terms and the goals that the School is striving to achieve. The special assembly will conclude with the pupils taking the following pledge:—

Pledge

“India is my country; all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. I shall be kind to animals. To my country and my people I pledge my devotion. In their well-being and prosperity alone lies my happiness.”

शपथ

भारत मेरा देश है। सभी भारतीय मेरे भाई और बहनें हैं। मैं अपने देश को प्यार करता हूँ/करती हूँ और मुझे उसकी विविध तथा भव्य विरासत पर अभिमान है। मैं उसके योग्य होने के लिए सदैव प्रयत्नशील रहूँगा/रहूँगी। मैं अपने माता-पिता, आचार्य-गण और बड़ों का सदा आदर करूँगा/करूँगी और सबके साथ विनम्रता-पूर्वक व्यवहार करूँगा/करूँगी। प्राणी-मात्र के प्रति दया रखूँगा/रखूँगी। अपने देश और अपने देशवासियों के प्रति निष्ठावान होने की मैं शपथ लेता हूँ/लेती हूँ। उनके सुख और समृद्धि में ही मेरा सुख निहित है।

Physical education etc.

308. In every institution suitable provision shall be made for physical, cultural and recreational activities.

309. The head of the school shall organise a general system of school games so as to provide opportunities for participation by all pupils.

310. The teachers will be assigned the duty of assisting by turns in the organisation and supervision of games and other physical activities.

311. Adequate time should be allotted in each week to a class or section of a class for physical education.

312. It is the special responsibility of the head of the institution and members of the staff to ensure that the school premises, class room equipment and school environment are at all times maintained in a state of utmost cleanliness, that the pupils acquire the habit of treating school property with care and participate in its up keep and that the activities of the school are conducted in an orderly and systematic manner. *Cleanliness.*

313. It is desirable to encourage the schools to adopt school uniform for the pupils. *School uniform.*

314. All pupils are required to reside under one or other of the following arrangements, unless exempted by the head of the school: *Residence of pupils.*

- (i) With parents;
- (ii) With approved guardians;
- (iii) In hostels approved by the Department.

Pupils not fulfilling above conditions are liable to removal from the school roll and the cause of such removal shall be recorded on their school leaving certificate.

SECTION II

SCHOOL TERM, SCHOOL HOURS, HOLIDAYS AND VACATIONS, etc.

315. The year is divided into three terms of the following duration:— *School terms.*

1st term—1st May to 30th September.

2nd term—1st October to 31st December.

3rd term—1st January to 30th April.

316. The Director shall by order prescribe the timings for the Government and aided schools to commence and conclude the daily school work. Different timings may *School hours.*

be prescribed for different seasons of the year and for schools running in one or multiple shifts provided that the total number of school hours in a year for a secondary stage of Education shall not be less than 1200 hours normally.

*Vacation
and
holidays.*

317. The total number of working days including examination days for secondary stage of Education shall not be less than 220 in a year. Subject to the above, the following holidays are authorised for recognised schools:—

- (i) All the holidays notified by the Chief Commissioner.
- (ii) Summer vacation—two months—from 15th May to 14th July or as may be declared by the Director.
- (iii) Autumn Break about 10 days—as declared by the Director.
- (iv) Winter Break—about 5 days as declared by the Director during the last fortnight of December.
- (v) Special holidays—7 days—with the previous approval of the Director.

In addition to the above holidays, leave may be granted to pupils preparing for the examinations of the Board for a period not exceeding ten working days. This leave shall only be given when the head of the school is satisfied that the courses have already been adequately studied.

SECTION III

ADMISSIONS, WITHDRAWALS, TRANSFERS, MIGRATIONS, AGE-LIMIT, ETC.

Admissions.

318. Admissions of pupils in Government and aided schools shall be made without any distinction of caste, creed, religion or race.

N.B. A school is not prevented by the above rule from regulating admission by administration of admission tests.

319. No pupils shall be admitted to a Government or aided school except on an application in the prescribed form signed by his parent/guardian. All such applications shall be kept in a separate file and form part of the record of the school.

320. A newly admitted pupil shall have his name entered on the rolls on the date on which he first attends the class.

321. New admissions shall ordinarily be made once a year and these will not be permissible after 31st August, except in special cases *e.g.* migration from a school outside Delhi, change of residence, etc., where the head of the school is satisfied that the delay in seeking the admission has been unavoidable and due to circumstances beyond the control of the parent/guardian. Admission to class I (primary/junior basic) may, however, be made up to the 15th November.

322. A pupil who fails once at the Board's examination shall not on that account be refused readmission in class XI by the school from which he appeared at the said examination.

323. No pupil who has previously attended any recognised school shall be admitted to another recognised school unless he produces a transfer certificate for immediately preceding period from the school last attended.

324. The transfer certificate of a pupil migrating from another State/Territory shall be sent by the head of the school to the Education authorities of the district concerned for verification and countersignature. Pending such verification the pupil will be admitted provisionally.

325. A pupil coming from another recognised school shall not be admitted to a class higher than the one in which he was studying at his former school, unless the transfer certificate states that he has been promoted to the next higher class.

326. If a pupil who has not previously attended any recognised school applies for admission to any one of the classes II to VIII of a recognised school, his parent/guardian shall be required to give full history of his previous education and submit an affidavit to the effect that his ward has not attended any recognised school till then. He shall also be required to submit an affidavit regarding the exact date of birth of his ward. If a seat is available in the class to which admission is sought, the head of the school shall arrange a special test to determine the suitability of the pupil for admission to that class. Admission shall be granted if the pupil passes in the special test. If the parent/guardian's statement under this clause is found to contain any wilful misrepresentation of date of birth or other facts regarding the pupil's educational career, the head of the school shall cancel the admission and report the matter to the Department for circularisation of the information to other schools. The name of the pupil will be struck off the roll of the school.

327. No pupil shall be admitted to class IX unless he has passed class VIII of a recognised school. Students who without having passed the promotion examination of class VIII of a recognised school appear as private candidates at the High or Higher Secondary examinations and fail, shall not be admitted to classes IX, X and XI respectively.

328. Notwithstanding these rules the Zonal Education Officer is authorised to permit the admission or transfer of a student any time during the school year on payment of fees to the end of the particular month but the exceptional circumstances which render such transfer expedient must be communicated in writing by the Education Officer to the head of the school from which the transfer is allowed.

329. Girls may be admitted to primary schools for boys, any boys to primary schools for girls, in villages or such areas where there are no separate schools for them. Such admission to secondary classes shall not be given without the Director's permission.

Admission of girls to boys schools and vice versa.

330. Normally the number of pupils in a class or section shall not exceed 40; and where the accommodation is less, the number shall be reduced accordingly. *Limit of number in a class.*

331. In an aided school a new section of a class shall be formed only with the prior approval of the Director, who will accord permission if he is satisfied that the number of pupils is such as to justify forming a new section or a new section is needed for organising special instruction.

332. No pupil below the age of 5 years shall be admitted to class I. A pupil who has attained the age of 20 years shall not ordinarily be retained in a recognised school except in special cases with the permission of the Director. *Age limit.*

333. Heads of schools should ensure with particular care that the date of birth of a pupil is ascertained and recorded with scrupulous accuracy on his first admission to the institution. The date of birth once recorded shall not subsequently be altered except with the special permission of the Director, and shall be entered accurately in all subsequent age entries in registers, certificates or applications for admission to a public examination. *Responsibility for age entries.*

334. On a written request from the parent/guardian, transfer certificate shall be issued to pupils who wish to leave the school at the end of the school session and at other times for good reasons shown. *Transfer certificates.*

335. A student leaving his school shall not be granted a transfer certificate unless he has paid all the school dues.

336. No fee shall be charged for a transfer certificate if the application is made within one month of the date of withdrawal. After the lapse of one month a fee of 50 P. in the primary and one rupee in the secondary classes shall be charged for the issue of such certificates.

337. If a transfer certificate is lost and a duplicate copy is applied for, the fee as prescribed in article above shall be charged before the duplicate is issued.

338. Application for transfer certificate shall in every case be made in writing by the parent/guardian, and the head of the institution shall communicate his decision on the application within a week of the application being made by either issuing the certificate or refusing it. If the certificate is refused by the school authorities the reason for such refusal shall be communicated to the parent/guardian by the head of the school in writing. In that case the parent/guardian of the pupil shall have a right of appeal to the Director whose decision in the matter shall be final.

339. The transfer certificate of a pupil migrating from another recognised school shall be kept in a file and given the serial number of the pupil in the admission register. Successive numbers shall be allotted to pupils on their admission and each pupil shall retain the number throughout his stay.

*School
Timetable.*

340. The head of school shall draw up a timetable for the school within the framework of general principles and directions that may be issued by the Department from time to time. A copy of the current time table for each session shall be displayed in a conspicuous place in each classroom. A timetable of classes, periods and teachers of the whole school shall also be similarly prepared and displayed in the staff room as well as in the room of the head of the school. A statement of vacant periods of all teachers shall also be prepared and displayed in the room of the head of the school and in the school office.

SECTION IV

DISCIPLINE, PUNISHMENTS, ETC.

341. Observance of rules of discipline and good behaviour is a condition essential to a pupil's continuance in a school.

342. The name of the pupil shall be struck off the rolls by the head of school on account of:

*The name
shall be
struck off
the rolls.*

- (i) non-payment of fees and other dues for 20 days after the last day for payment, i.e. the 10th of the month concerned.

- (ii) continued absence without leave for more than 10 days.

In respect of payment of fees, however, the head of the school may grant not more than 10 days of grace in deserving cases on application by his parent/guardian.

343. The following practices are strictly forbidden:

Forbidden Practices.

- (a) Spitting in or near the school building;
- (b) Disfiguring or otherwise damaging school properties.
- (c) Smoking in or near the school premises.
- (d) Any form of gambling.
- (e) Use of drugs or intoxicants.
- (f) Rowdyism and rude behaviour.

344. The following are some of the standard forms of disciplinary measures that may be adopted by the schools in dealing with the pupils:—

Forms of disciplinary measures.

- (i) Detention;
- (ii) Fine;
- (iii) Corporal punishment;
- (iv) Expulsion;
- (v) Rustication

(i) *Detention*—means detaining the child after the school hours or during the break in the case of neglect of class work.

(ii) *Fine* may be imposed in the following cases:

- (1) Late attendance;
- (2) Absence from class or compulsory games without proper application from the parent/guardian;
- (3) Truancy;
- (4) Wilful damage to school property;
- (5) Delay in payment of school fees and dues by the prescribed date.

- (iii) **Corporal punishment** may be used in exceptional circumstances where there is no alternative except to resort to expulsion or rustication. The punishment may be given only by the head of school in cases of persistent impertinence and rude behaviour towards the teachers, physical violence, intemperance and serious forms of misbehaviour with other students.

Corporal punishment shall not be inflicted on the students of primary classes or on those who are in ill health. Where corporal punishment is imposed it shall not be severe or excessive and shall be so administered as not to cause bodily injury. It shall take the form of strokes not exceeding ten with the cane on the palm of the hand. Every such punishment shall be recorded in the Conduct Register of the Pupil.

- (iv) **Expulsion** debars the pupils from being readmitted to the school from where he is expelled but does not preclude his admission at any time to any other school with the previous sanction of the Director.
- (v) **Rustication** means that the student shall not be admitted to any school till the expiry of the period of rustication.

Note (i).—Both these punishments (i.e. expulsion and rustication) shall be resorted to only in cases of grave offences where there is no reasonable prospect of reforming the pupil or when his retention in the school is likely to endanger its moral tone or discipline.

(ii) As a rule, the form of punishments enumerated in the preceding para, should be used only after a teacher has exhausted the usual corrective methods such as advice and counsel to the pupil, expression of showing the teacher's disapproval and displeasure. A warning may in many cases be found to be sufficient especially if it is accompanied by an entry in his monthly progress report to the parent/guardian. If this fails, the head of the school shall

send for the parent/guardian and give him reasonable opportunity to reform his ward. If this also does not work, steps may be taken for expulsion or rustication as the case may be

(iii) In any case, these two punishments shall not be imposed without the prior approval of the Department. In cases where the infliction of any of these punishments is found unavoidable, the head of the institution shall send a detailed report to the Zonal Education Officer indicating the corrective measures already taken. On receipt of Department's approval, orders for expulsion or rustication shall be passed by the head of the school under intimation to the parent/guardian and the Zonal Education Officer.

SECTION V

EXAMINATION AND PROMOTION RULES

345. There shall be held in a session at least three periodical tests and two examinations called the half-yearly and the annual examinations. The schedule of these tests and examinations may be as under:

Examinations.

1st test—2nd week of August;

2nd test—2nd week of September/October preceding Dussehra Break;

Half-yearly Examination—December;

3rd test—Last week of February.

346. **Annual Examination.**—The primary objective of the periodical tests and the half yearly examination is not merely to record the pupils achievement but to assess and identify their needs and their points of weakness and strength. The results disclosed by these tests should be used by the teachers to adapt instruction more closely to the individual needs and capabilities of the pupils and, wherever necessary, to organise special instruction for the pupils in areas where their individual weaknesses have

Annual Examination.

been disclosed. If the sessional tests and class room instruction are properly co-ordinated, the pupils should be able to take the annual examination in their stride and prove their preparedness for work of the higher class.

347. A pupil may not be allowed to sit in the annual examination if he has not put in a minimum of 75 per cent. of the total attendance during the period his name has been on the rolls of the institution, exclusive of the leave granted on medical or other legitimate grounds. The head of the school shall, however, be authorised to condone attendance (Upto class X) upto 15 per cent. In case the attendance falls short by more than 15 per cent., it may be referred to the Zonal Education Officer with the recommendation of the head of the school.

348. The question papers, particularly for Half-yearly and Annual Examinations, shall be printed or cyclostyled.

*Register
of Exa-
mination
Results.*

349. The head of the school shall maintain a register of examination results in which the results of all the examinations held shall be recorded, class-wise and subject-wise together with a description of the measures taken to remedy the weaknesses disclosed. The register shall be shown to the inspecting officer when he visits the institution. The question papers, marks sheets and answer books of the Half-yearly and Annual Examinations shall be preserved for inspection by the inspecting officer at the time of his next inspection of the institution.

350. The head of the school shall arrange to declare results of the Annual Examination as soon as possible or on such date as the Department may prescribe.

*Assess-
ment
Rules.*

351. The final assessment of a pupil at the end of the academic year shall be based on his achievement in the periodical tests, Half-yearly and Annual Examinations and the regular work done by him throughout the year.

*Promotion
Rules.
Classes I,
II & III.*

352. There will be no formal annual examination for these classes and promotions from class to class will be made on the basis of satisfactory regular monthly record to be maintained by the class teacher.

353. In the final assessment of the pupil for promotion, 50 per cent. of the marks in each subject shall be allotted on the basis of half yearly examination, periodical tests and the record of work done throughout the year and 50 per cent on the basis of the annual examination. To pass the annual examination a student shall have to obtain not less than 33 per cent. of marks in Hindi (or his mother tongue) and Mathematics and not less than 26 per cent. marks in all other subjects, provided that a pupil who has shown satisfactory progress throughout the year but has scored relatively low marks in the annual examination may be promoted if he gets at least 30 per cent. marks each in Hindi (or his mother tongue) and Mathematics and at least 20 per cent. marks in each of the other subjects.

*Classes
IV & V.*

354. In the final assessment of the pupil for promotion 40 per cent. of the marks in each subject shall be allotted on the basis of the half yearly examinations, periodical tests and the record of work throughout the year and 60 per cent. on the basis of the annual examination. To pass the examination a candidate must obtain not less than 33 per cent. marks in each of the subjects taught, provided that a pupil who has satisfactory progress throughout the year may be awarded grace marks upto 5 if he has failed in one or more subjects (These marks may be given in one subject or spread over more subjects). Or if the pupil has passed in at least three subjects one of which is English, Mathematics, or Hindi, he shall be eligible for promotion by being awarded a maximum of 20 grace marks which may be spread over one or more subjects in which the pupil has failed.

*Classes
VI, VII &
VIII.*

355. In the final assessment of the pupil for promotion, 25 per cent. of the marks in each subject shall be allotted on the basis of half yearly and periodical tests and the record of work throughout the year, and 75 per cent. on the basis of the annual examination. In order to secure promotion from classes IX and X, a candidate shall have to secure at least 33 per cent. marks in each subject and 25 per cent. marks in the oral or practical examinations with the condition that the aggregate in the subjects involving practical examination shall remain at a minimum of 33 per cent.

*Classes
IX & X.*

*Grace
marks.
Classes
IX and X*

356. If a candidate passes in at least one subject and fails in others, he shall be allowed grace upto a maximum of 10 marks which may be given to one subject or spread over more subjects in which he fails, and he shall be eligible for promotion to the next higher class. The grace of 10 marks or less shall not be extended to a candidate who fails to secure: (a) less than 25 per cent. marks in the practical portion of any science subject (including lower Mathematics and Domestic Science as one subject) and (b) less than 33 per cent. marks in the aggregate of the two oral and practical tests in Domestic Science (as a separate subject).

357. A student of classes IX or X who fails in only one subject in the annual examination but secures 45 per cent. marks in the aggregate of subjects in which he passes, or alternatively 35 per cent. marks in the aggregate of the subjects in which he passes and 25 per cent. marks in the subject in which he fails, may be permitted to reappear in the subject in which he fails just before the school's re-open after summer vacations. No grace marks shall be allowed to a student who again fails in the subject in which he is allowed to reappear. Similarly grace marks shall not be given for making a student eligible to re-appear in the examination.

*Candidates
for Board's
Examina-
tions.*

358. The heads of schools may send up the names of all pupils who may desire to present themselves as candidates for the examinations of the Board provided that they fulfil the conditions as laid down by the Board for such candidates. However, the head of the school shall have power to detain upto 10 per cent. of the students in the final class from appearing in the Board's examination on the basis of unsatisfactory progress shown by them in the periodical tests and the half-yearly examination. Such detention can be effected upto three weeks before the Board's examination. While exercising this power, the head of the school shall send in writing the reasons of detention in each case to the Secretary of the Board, the Director and the parent/guardian of the pupil detained.

359. At the end of each year, when the annual promotions have been made, the head of the Institution shall send to the Zonal Education Officer a statement showing for each class the total number of pupils, the number of pupils promoted to the higher class and the number of pupils not promoted.

360. It is the responsibility of the Department and the heads of institutions to ensure that the schools use improved techniques for assessing progress of the pupils and measuring their achievements.

SECTION VI

PUPILS RECORDS AND REGISTERS

The records and registers to be maintained, in the prescribed form by each Government or aided school are enumerated in chapter XII. This section deals only with those Registers etc. which are of greater concern to the students of the school.

361. All applications for admission to the school and withdrawal from it shall be recorded in the Admission and Withdrawal Register. This is a permanent record and shall be preserved by the school. This Register shall also be well bound and handled with utmost care.

*Admission
and with-
drawal
Register.*

362. The Attendance Register shall be maintained in the prescribed form and the following rules for its maintenance shall be observed:

*Students
Atten-
dance
Register.*

- (a) The attendance of all pupils shall be regularly marked in it by a teacher within a quarter of an hour at the beginning of each meeting. If the pupil has been granted leave of absence or leave on account of sickness, letter 'L' or 'S' shall be inserted to indicate the fact.
- (b) All entries shall be made in ink. There shall be no cuttings and erasures. If any correction has to be made, the wrong entry shall be crossed out and the correct entry made in red ink and initialled.

- (c) There shall be two school meetings. A pupil leaving during the course of either meeting shall be marked absent for that meeting and his mark for presence shall be crossed out in red ink and initialled.
- (d) The total of attendances made by each pupil during the month shall be entered.
- (e) In case of a holiday, a line shall be drawn down the columns indicating the holiday.

*Pupils
conduct
Register.*

363. The head of the school shall maintain a Pupil's Conduct Register and enter therein remarks in respect of a pupil when he is commended for special merit or awarded punishment for misconduct under Section IV of this chapter. If no entry is made against the name of the pupil, it shall be presumed that his conduct has been satisfactory.

*Cumulative Pro-
gress
Report
Cards.*

364. A cumulative record card in the form as may be prescribed shall be maintained for each pupil by the class teacher or such other teacher as may be designated by the head of the institution. The cumulative record card is a continuous record of pupil's academic achievements, (sessional tests, half yearly and annual examination etc.) interests and activities health and physical development, conduct and behaviour. It should be kept up-to-date and maintained with care as it provides the basis for giving guidance to the pupil and judging his abilities and aptitudes.

*Progress
Reports.*

365. Progress Reports of the pupils shall be maintained in the form prescribed by the Department. These reports shall be sent to the parents after each test/examination.

SECTION VII

SCHOOL LIBRARIES

366. The school library is one of the focal points of the school. The way a library is maintained and used, the importance given to developing library resources and their

imaginative use in instructional work provide invariably a reliable index to the effectiveness and efficiency of the school programme.

367. In every aided and Government Higher Secondary School, there shall be a separate room for the library to be used exclusively for the purpose and on no account should it be considered as accommodation available for ordinary class teaching. Wherever possible, there should be a reading room attached or adjacent to it.

368. The Department may provide suitable library grants to aided institutions which shall be in addition to the income derived from library and reading room fund.

369. The library should have a stock of books big and varied enough to stimulate the interest of the pupils and provide for variety of tastes. It should also contain books suitable for the use of teachers in their professional work, and reference books.

370. The pupils should be trained as early as possible in making use of the library. It is desirable that in middle classes, a library period weekly for each class should be included in the time-table, during which the class, under the guidance of a teacher should become familiar with the resources of the library and their use. In senior classes, the pupils should work in the library during free periods. It is further more the duty of the teacher, during instruction in class, to stimulate and guide the pupils to consult the library and reference books in particular.

371. There shall be in each school a library committee consisting of the head of the institution and teachers of different subjects. The Committee shall under the general supervision and control of the head of the institution, develop the resources of the library, supervise its use and take such other measures as may be necessary for its efficient organisation, maintenance and working.

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*Library
Sections.*

372. A library shall ordinarily be divided into three sections:

- (a) General and Reference section containing general and reference books;
- (b) Students section containing books to be issued to students for reading at home;
- (c) Text books Section.

*Reading
Room.*

373. Provision shall also be made for newspapers and periodicals of literary and general interest. These newspapers and periodicals shall be selected from the list approved by the Department. Ordinarily not more than 25 per cent of the total grant shall be spent for the purchase of newspapers and periodicals.

374. Every book added to the library, whether by purchase or otherwise, shall, before being used or issued, be entered in the catalogue under the appropriate section with the date of its receipt, the serial number assigned to it and the stamp of the school.

*Separate
Issue
Register.*

375. Separate Issue Registers for teachers and pupils shall be kept containing necessary columns for the issue and return of books. It is desirable to maintain a student-wise issue register, and use this record to encourage in the pupils the habit of reading.

*Library
Rules.*

376. The head of the school shall lay down suitable rules for the proper management of the library and shall fix hours during which the service of the library shall be available. He shall also frame rules for the issue and return of books and for keeping the library open during vacations.

377. Under the supervision of the head of the school and the Library Committee the librarian shall be responsible for the proper maintenance of the catalogue of books, accession and issue registers and other records prescribed by the Department.

378. Purchase of books shall ordinarily be made from lists recommended or approved by the Department or the Board. The heads of schools shall be responsible for ensuring that the library contains no books or periodicals of an undesirable nature.

*Purchase
of Books.*

379. Towards the close of each year, on a date to be fixed by the head of school, all books shall be called in for a time and the library books compared with the catalogue, losses discovered and necessary binding and other repairs carried out. On the conclusion of checking, the head of the school shall certify in the issue registers, after the last entries, that no books have been found missing or unserviceable and that the library is in good order. If, however, any books are not forthcoming or are found to be unserviceable, he shall state the fact in the issue registers and take action in accordance with the general or specific instructions of the Department.

*Library
stock
Taking.*

SECTION VIII

SCHOOL BUILDINGS, EQUIPMENT, ETC.

380. Any damage wilfully caused to school property shall be repaired as far as possible at the expense of the persons responsible for the damage.

381. The aided schools shall maintain their school buildings properly repaired.

382. Managements of aided schools shall not, except with the prior approval of the Director, permit the use of their buildings, school compound, play ground or out-houses, for purposes other than those connected with the normal activities of the school. Even for use of school buildings by recognised public examining bodies, other than the Board, for centres of their examinations, prior approval of the Department shall be necessary.

383. In no case permission for the use of a school building shall be granted if it interferes with the normal working of the school. In cases where permission is given,

the school management shall report to the Department the income derived in the shape of rent for purposes of assessment of rent/depreciation grant.

384. No article shall be struck off the school property registers and no book removed from the catalogue of library books unless previously declared as unserviceable by a properly constituted Condemnation Board.

385. Old and unserviceable articles purchased with the aid of public funds shall be written off with the sanction of the Director and auctioned by the head of the school. The sale proceeds shall be credited to the School Fund.

CHAPTER XII

Registers and Records

386. The following Registers and Records shall be maintained in each Government or aided school.

(a) General

- (1) A copy of latest edition of the Education Code for Delhi; *School Records.*
- (2) A Visitors Book;
- (3) Teachers Diaries;
- (4) Head of the Institution's Supervision Register;
- (5) History of Services (Service Book and Service Rolls). Leave Accounts.
- (6) Confidential Reports of staff;
- (7) Staff Attendance Register;
- (8) Office Instruction Book;
- (9) Log Book;
- (10) School Statistics Register.
- (11) Admission and withdrawal Register;
- (12) Transfer Certificate Book.

(b) Financial

- (1) Cash Book and Ledger;
- (2) Copies of Acquittance Rolls (Pay Bills);
- (3) Register Abstract of Fees realised;
- (4) Fee Receipt Books;
- (5) Application File for freships;
- (6) Monthly return files;
- (7) File of applications for Scholarships;
- (8) Leave Registers of Scholarship Holders;
- (9) Stationery Register;
- (10) Scholars Dues Book;
- (11) School Property Register;
- (12) Register of private tuitions by teachers.

(c) Correspondence

- (1) Receipt and Despatch Register;
- (2) Dak Book;
- (3) Order Book;
- (4) Stamp Accounts Register;
- (5) File of Departmental Orders and Circulars;
- (6) File of Applications to appear at Public Examinations;
- (7) The following files;
 - (i) Admission Forms;
 - (ii) Withdrawal applications in serial order;
 - (iii) Scholarships and Stipends;
 - (iv) Departmental Returns;
 - (v) Annual Reports;
 - (vi) Budget (applicable only to Government Schools);
 - (vii) Grant-in-aid (applicable only to aided schools);
 - (viii) Inspection Notes;
 - (ix) Miscellaneous correspondence.

(d) Stock and Issue Registers for Science, Drawing, etc.

- (1) Consumable articles;
- (2) Non-consumable articles.

(e) Furniture:

Stock and Issue Register

(f) Library.

- (1) Accession Register;
- (2) Register of Maps and Charts;
- (3) Issue Register for (a) Teachers and (b) Pupils;
- (4) Suggestions Book;
- (5) Register of Library Books purchased during the year;
- (6) Subject-wise catalogues.

(g) Stock and Issue Registers of Sports material:

(h) **Class Registers and Time Table:**

- (1) Students' Attendance Register;
- (2) Pupils Progress Report;
- (3) Examination Results Register and Result Cards;
- (4) Students Cumulative Progress Report Cards;
- (5) Medical Reports and Physical Record Cards of Students;
- (6) School Time Table;
- (7) Teachers Time Table;
- (8) Class Time Table;
- (9) Pupils Conduct Register; and
- (10) Pupils Fund Register.

387. The following registers shall be maintained in *Hostel Records*.
each hostel attached to an aided school:

- (1) Admission Register;
- (2) Attendance Register;
- (3) Cash Book;
- (4) Ledger;
- (5) Stock Register;
- (6) Mess Account Book;
- (7) Order Book;
- (8) Log Book;
- (9) Staff Attendance Register;
- (10) Health Record Book;
- (11) Receipt and Despatch Register;
- (12) Visitors Book;
- (13) Pending File Book;
- (14) Circular Book;
- (15) Leave Register;

(16) Files regarding the following:—

- (a) Establishment;
- (b) Class IV Servants;
- (c) Acquittance Roll;
- (d) Accounts;
- (e) Hostelers' Personal Records;
- (f) Furniture;
- (g) Returns;
- (h) Annual Reports;
- (i) Budgets;
- (j) Sanctions;
- (k) Orders;
- (l) Miscellaneous.

388. Each aided school shall maintain such further records and registers as are prescribed by the Department from time to time for such schools.

389. All records and registers shall be maintained in the form approved by the Department from time to time. (Specimen copies of the approved forms may be obtained from the respective Zonal Education Officer).

*Log and
Visitors
Books.*

390. The reports and remarks of Inspecting Officers shall be recorded in the Log Book. All others authorised to inspect a school may record their remarks in the Visitors' Book.

Returns.

391. The Head of each aided school shall submit to the Inspecting Officer annually, and at other times if called for, in prescribed form, all returns which may be required. Where a school is aided as to one part and unaided as to other, the annual returns shall be submitted in such a form as to show readily and clearly the division of the staff, expenditure, etc., between the two parts.

392. In the returns of expenditure and the Register of Statistics only disbursements actually made shall be shown.

APPENDICES

APPENDIX I

Application for grant of recognition

To

The Director of Education,
Delhi Administration,
Delhi.

Sir,

I forward herewith an application in the prescribed proforma for the grant of recognition to the _____ (name of the school) _____ with effect from the commencement of the school year 19_____.

Yours faithfully,

Place:

President/Manager/Secretary/Principal

Dated:

_____school

Remarks of the forwarding authority (Zonal Education Officer) about the correctness of the information furnished by the school authorities in the proforma and his general observations about the suitability of the school for recognition.

Dated:

Zonal Education Officer.

PROFORMA

1. Name of the school
2. Name of the locality in which it is situated
3. Date of first opening of the school
4. Special aims of the school
5. Stage up to which educational facilities provided (primary, middle or higher secondary)
6. Medium of instruction at various stages
7. Stage of education up to which recognition desired (primary, middle or higher secondary)
8. In case recognition is desired up to middle and higher secondary stages, subjects in which recognition is desired
9. Number and categories of recognised schools already functioning in that locality
10. General desirability of the school with reference to the suitability and sufficiency of the existing institutions in the locality and the probable effect on them
11. Whether the school is run on commercial basis for profit to any individual or group of individuals?
12. Constitution of the Managing Committee of the school together with the names of the members of the Committee and their occupations
13. (a) Is the Managing Committee registered under the Societies Registration Act? (If registered, an attested copy of certificate of registration to be attached)
(b) Name of the Manager/Secretary of the school.
14. Has the school its own building or is housed in a rented building?
15. Total area of the school campus and the total built-up area

16. Accommodation provided in the school building (dimensions to be indicated in all cases):

- (a) Number of class-rooms with seating capacity in each
- (b) Details of furniture, fans, ventilation, provided in each class-room
- (c) School library and reading room
- (d) Science laboratories
- (e) School hall
- (f) Staff room
- (g) Principal's room
- (h) Office room
- (i) Store room
- (j) Refreshment room for students
- (k) Bath rooms and lavatories for day scholars
- (l) Drinking water facilities

17. Total area of playing fields and the number of playing fields available and the games played

18. Details of apparatus and equipment for:

- (a) Physics
- (b) Chemistry
- (c) Physiology and hygiene
- (d) Home science
- (e) Drawing, painting, etc.
- (f) Music
- (g) Biology
- (h) Agriculture
- (i) History
- (j) Geography
- (k) Cookery
- (l) Craft
- (m) Commerce
- (n) technical subjects

19. Number of books in the Library

20. Is there a separate section of library for teachers? If so, how many books are there in the section

21. Amount spent on the purchase of books for the library every year from the date the school was opened

22. Financial position of the school:

- (a) Reserve Fund
- (b) Average monthly income from (i) fees
(ii) other sources (sources to be specified)
- (c) Total monthly income
- (d) Average monthly expenditure (details to be given)

23. Number of pupils

Name of the class	No. of sections	No. of pupils in each section	Average attendance in each section during the last 6 months
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24. Whether admission in the school is open to all without any discrimination based on religion, caste, creed or race

25. Whether any religious instruction is imparted and if so, whether it is compulsory

26. Details of curriculum and syllabus followed in each class

27. Educational and vocational guidance facilities available

28. Whether the management maintains a provident fund scheme or any other similar scheme for the staff

29. Rates of fees and other funds charged (class-wise)

30. Number of students not residing with their parents/guardians and arrangements made for their residence

31. Details of staff including principal

Name	Date of birth	Academic qualifications, training, previous teaching experience, if any	
(1)	(2)	(3)	
Subjects teaching at present	Date of appointment	Present pay with the scale of pay	Whether whole time or part time
(4)	(5)	(6)	(7)

32. Details of facilities available for physical education & recreation

33. Medical facilities for students

34. Details of co-curricular, cultural and other activities organised in the school

35. Any other information

Certificate to be signed by the school authorities applying for recognition

I hereby certify that the statements made in this application are correct. In case the school is granted recognition by the Delhi Education Department, the Managing Committee of the school hereby undertakes to abide by the rules of recognition as contained in the Delhi Education Code and comply all the other conditions which may be imposed by the Department while granting recognition within the stipulated period. A copy of the resolution passed by the Managing Committee in this behalf is enclosed.

Dated:

Signature_____

President|Manager|Secretary,

_____school.

APPENDIX II

CONTRIBUTORY PROVIDENT FUND RULES

Rules

1. *Short title.*—These rules may be called the Standard Provident Fund Rules for teachers employed in recognized schools under Privats management in the Delhi Territory.

2. *Definitions.*—(1) In these rules, unless there is anything repugnant in the subject or context:—

- (a) "Bank" means the Post Office Savings Bank and includes the Reserve Bank of India, the State Bank of India and the Central Co-operative Bank, Delhi.
- (b) "Committee" means the committee of management of the school concerned;
- (c) "Family" means—
 - (i) in the case of a male subscriber, the wife or wives and children of the subscriber, and the widow, or widows and children of a deceased son of the subscriber:

Provided, that if a subscriber proves that his wife has been judicially separated from him and has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Manager of the school that she shall continue to be so regarded:

- (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Manager of the school expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTE:—I. Children means legitimate children.

NOTE: II. An adopted child shall be considered to be a child when the Manager of the school or if any doubt arises in the mind of the Manager, the legal adviser of the Committee is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

- (d) "Fund" means a Provident Fund maintained in accordance with these rules.
- (e) "Interest" means interest accrued on the balance at credit of a subscriber in the account opened in the Bank under rule 9.
- (f) "Subscriber" means a person who is required or permitted to subscribe to the Fund.
- (g) "Salary" means pay or subsistence grant as defined in the Fundamental Rules of the Central Government and includes leave salary in respect of leave on full pay or average pay but does not include travelling allowance, conveyance allowance or other compensatory allowances to meet specific expenditure or bonus or commission.
- (h) "Teachers" include every certified teacher holding a non-pensionable permanent post in a recognized school and also every whole time superintendent of a boarding house, laboratory assistant or school clerk appointed substantively to a permanent post [Confirmed Class IV Servants have also been included *vide* letter No. 14(136) 57-Edn. dated 7-7-1960].
- (2) Any other expression employed in these rules which is defined in the Provident Fund Act, 1925 (XIX of 1925) is used in the sense therein defined.
- (3) *Extent of application.*—These rules shall apply
- (a) to all teachers holding non-pensionable permanent posts in recognized secondary schools for Indian Boys and Girls under private management which receive a grant-in-aid or recognition for the first time after the 1st April 1941.
- (b) to all teachers of recognized secondary schools for Indian Boys and Girls who were admitted to the benefits of the Chief Commissioner's rules promulgated *vide* his letter No. 7652-Education, dated the 20th December, 1919 irrespective of the fact whether on 1st April 1941 they are governed by the aforesaid rules or by the rules contained in Appendix III to the Punjab Education Code (Eleventh Edition), and
- (c) to all teachers of recognised secondary schools for Indian boys and girls who on 1st April, 1941 are governed by the rules contained in Appendix III to the Punjab Education Code (Eleventh Edition), and
- (d) to such teachers of other secondary schools as may be permitted by the Superintendent of Education, Delhi and may elect to come under these rules with the sanction of the authority having financial control of the school.
- (e) Every teacher to whom these rules apply shall be a subscriber to the Fund.
4. *Control of Fund.*—The control of fund shall vest in the Chief Commissioner and shall be exercised on his behalf by the Education Officer concerned who will be the controlling officer for the purpose of these rules. In case where the sanction of the Chief Commissioner is required, those cases will continue to be referred to the Director of Education, Delhi.

5. *Acceptance of rules by subscribers.*—Every subscriber must, on joining the Fund, sign a certificate in token of acceptance of the rules in Form A appended to these rules.

6. *Nomination.*—(1) The Manager of the school, shall as soon as may be after a subscriber joins the Fund, require him to make a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made.

(2) A subscriber who at the time of joining the Fund has a family shall send to the Manager of the school a nomination in form B appended to these rules. A subscriber who has no family shall similarly nominate a person or persons in Form 'C' appended to these rules.

(3) Provided that nomination made under this sub-rule shall be deemed to have been duly made in accordance with these rules only for so long as the subscriber has no family.

(4) If a subscriber at any time acquires a family, he shall send to the Manager of the school a nomination as provided in sub-rule (2) and, if he has under rule (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(5) A subscriber may in his nomination distribute the amount that may stand to his credit in the fund amongst his nominees at his own discretion.

(6) A nomination may be cancelled by a subscriber provided that it is replaced at the same time by another nomination which is permitted to be made under this rule.

(7) A nomination shall take effect to the extent that it is valid on the date on which it is received by the Manager of the school.

(8) On the death of a nominee a subscriber shall make a fresh nomination.

7. *Rates of subscription and its recovery.*

(1) The subscriptions to the Fund shall be made at the rate of $8\frac{1}{3}$ per cent on a subscriber's salary. This rate is applicable with effect from 1-7-1958 vide Government of India, Ministry of Education No. F. 6-130/53-D5 (A) dated 17-1-1959.

(2) Each monthly subscription shall be recovered by deduction of the amount of such subscription from the salary bill for the month of the subscriber, provided that in calculating the deduction to be made fractions of a rupee of salary shall be disregarded.

(3) Notwithstanding anything contained in sub-rule (1) or (2) no person shall be required or permitted to subscribe to the Fund while absent on leave other than on full pay or average pay.

8. *Committee's contribution.*—The Committee shall contribute monthly to the Provident Fund of each subscriber an amount equal to the amount of his subscription.

9. *Banking Accounts of subscribers.*—The sums deducted from the salary bills of subscribers on account of (a) subscriptions under Rule 7 and (b) recoveries of temporary advances including interest under Rule 13 and the sum realised from the sale of Government securities purchased under Rule 9 A including interest together with the Committee's contribution under Rule 8 shall be paid into the Bank for credit to separate accounts to be opened on behalf of each individual subscriber in the official designation of the Manager of the School. Such payments should as far as possible be made into the Bank between the 1st and 4th day of each month so that full amount of interest may accrue.

The Committee's contribution shall be charged in the school accounts to the head "Provident Fund".

9.A. *Investment in Government Securities.*—Deposits up to a maximum of 50 per cent may, with the consent of the contributors and the Controlling Officer, be withdrawn and invested in such Government securities as may be approved by the Chief Commissioner.

10. No sum shall be withdrawn from the Provident Fund Account of any subscriber at the Bank except.

- (a) Under the provisions of Rule 11 for the purpose of making an advance to a subscriber; or
- (b) Under the provision of Rules 14 to 17 when a subscriber's account is to be closed.
- (c) Under the provisions of Rule 9A for the purchase of Government securities.

11. *Advances from the Fund.*—(1) The Committee may, with the sanction of the Controlling Officer, grant temporary advances not exceeding three months' pay to the subscriber for the following purposes:—

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

Provided that no advance shall be sanctioned unless the pecuniary circumstances of the subscriber are such that the indulgence in the opinion of the Committee is absolutely necessary.

Provided further that the advance shall in no case exceed the amount of the subscriber's own subscription plus interest thereon at the time when the advance is granted.

Explanation.— In the case of a subscriber falling under clause (b) of Rule 3, the amount of his subscription will be the sum total of the amount standing to his credit in the Fund on account of his own subscription on the

date on which he becomes subject to the provisions of either the rules contained in Appendix III to the Punjab Education Code, (Eleventh Edition) or these rules, as the case may be and one half of the amount credited to his account after that date. In the case of all other subscribers such amount will be one half of the sum standing to his credit in the Fund.

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

Provided that the provision of this sub rule may be relaxed by the Chief Commissioner in special cases on the recommendation of the Controlling Officer.

(3) Subject as provided in this Rule above, the Committee may, with the prior sanction of the Controlling Officer, sanction an advance to a subscriber for the purchase of means of conveyance provided that the following conditions are fulfilled:—

- (i) The total amount to be advanced to a subscriber should not exceed three months' pay or the amount of the subscriber's own subscription plus interest thereon at the time when the advance is granted, whichever is less, and should be limited to the anticipated price of the conveyance to be purchased. If the actual price paid is less than the advance taken, the balance should forthwith be refunded to the Committee.
- (ii) The distance between the place of residence of the subscriber and the school in which he is employed is not less than five miles.
- (iii) A subscriber who takes an advance under this rule should, within one month after drawing the advance, furnish the committee with a certificate giving full particulars of the conveyance purchased with the advance and the cash receipt obtained for the amount actually paid for it.
- (iv) In all cases in which a conveyance is sold before the advance received for its purchase from the committee with interest has been fully repaid, the sale proceeds must be applied, so far as may be necessary towards the repayment of such outstanding balance, provided that when the conveyance is sold only in order that another conveyance may be purchased the authority sanctioning the sale may permit a subscriber to apply the sale proceeds towards such purchase, subject to the following conditions:
 - (a) the amount outstanding shall not be permitted to exceed the cost of the new conveyance; and
 - (b) the amount outstanding shall continue to be repaid at the rate previously fixed.

12. *Repayment of advances and interest thereon.*—(1) The amount of an advance sanctioned under Rule 11 shall be repayable in such number of equal monthly instalments not exceeding 24 as may be fixed by the sanctioning authority and such instalments shall be recovered as if they were subscriptions in the manner provided in sub-rule (2) of Rule 7 commencing

from the first payment of a full month's salary after the advance has been paid. A subscriber may at his option make repayment in less instalments than the number fixed by the sanctioning authority or may repay two or more instalments at the same time.

(2) After the principal of the advance has been fully repaid, such amount of interest as would have normally accrued but for the withdrawal from the bank for the purpose of making the temporary advance shall be recovered from the subscriber in one instalment in the month following the month in which the last instalment of principal is recovered.

13. *Misuse of temporary advances.*—Notwithstanding anything contained in these rules if the controlling officer is satisfied that money drawn as an advance from the Fund under Rule 11 has been utilised for a purpose other than that for which sanction was given, the amount in question shall, with interest calculated in the manner provided in sub-rule (2) of Rule 12 forthwith be repaid by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in one sum from the salary of the subscriber. If the total amount to be repaid be more than half the subscriber's monthly salary, recoveries shall be made in monthly instalments of moieties of his salary till the entire amount recoverable be repaid by him.

NOTE.—The term 'salary' as used in this rule does not include subsistence grant.

14. *Final withdrawal of accumulations in the Fund.*—When a subscriber quits the service, the amount standing to his credit in the Fund shall be withdrawn from the Bank and shall, subject to any deduction under Rule 13, be paid to him.

Provided that:—

- (a) a subscriber who has been dismissed from the service and is subsequently reinstated in service, shall if required to do so by the Committee repay any amount paid to him from the Fund in pursuance of this rule with interest thereon as provided in Rule 12 and in the manner provided in Rule 13. The amount so repaid shall be credited to his Fund account at the Bank.
- (b) if a subscriber is transferred otherwise than temporarily to the service of another school at or for which a provident fund is maintained, or when having been transferred temporarily from the service of another school as aforesaid he reverts to such service, the amount withdrawn from the Bank shall be paid to the authority maintaining the Provident Fund for such other school for credit to his Fund account with such authority; and
- (c) if a subscriber is transferred temporarily to the service of another school the amount standing to his credit in the Fund shall not be withdrawn but shall remain to the credit of his account.

NOTE.—The Government securities, if any, outstanding at the time of final withdrawal should be sold and credited to the banking account of the subscriber before the final withdrawal is permitted under this rule.

15. *When subscriber—*

- (a) has proceeded on leave preparatory to retirement whether or not in combination with vacation, or
- (b) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of his own subscriptions plus interest thereon, i.e., half the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Manager of the school becomes payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Committee, repay to the fund for credit to his account the whole or any amount paid to him from the Fund in pursuance of this rule, with interest thereon calculated in the manner prescribed in sub-rule (2) of Rule 12, in cash or securities or partly in cash and partly in securities, by instalments or otherwise, by recovery from his salary or otherwise as the Committee may direct. See explanation under Rule 11(1)(b).

16. Subject to the provisions of section 4 of the Provident Fund Act, 1925 and to any deduction under Rule 18 when a subscriber dies, the amount standing to his credit in the Fund shall be withdrawn from the Bank and payment of such amount shall be made:—

A. When the subscriber leaves a family.—(1) If the nomination made by the subscriber in accordance with the provisions of Rule 6 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(2) If no such nomination in favour of a member or members of the subscriber's family subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be shall notwithstanding any person or persons other than a member or members of his family become payable to the members of his family in equal shares.

Provided that no share shall be payable to:

- (a) sons who have attained legal majority;
- (b) married daughters whose husbands are alive;
- (c) sons of a deceased son who have attained legal majority;
- (d) married daughters of a deceased son whose husbands are alive;

if there is any other member of the family:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (a) of the first proviso.

NOTE.—Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Fund Act, 1925.

B. When the subscriber leaves no family

(1) If a nomination made by him in accordance with the Provisions of Rule 6 in favour of any person or persons subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(2) If no such nomination subsists or such nomination relates only to a part of the amount standing to the credit of the subscriber the whole amount or part thereof to which the nomination does not relate, shall be payable—

- (a) if it does not exceed five thousand rupees to any person appearing to the Committee to be otherwise entitled to receive it, and
- (b) if it exceeds (five thousand rupees), to any person who produces probate or letters of administration evidencing the grant to him of the administration of the estate of the deceased or a certificate granted under the India Succession Act, 1925, entitling the holder thereof to receive payment of the amount.

NOTE.—The Government securities, if any, outstanding at the time of final withdrawal should be sold and credited to the banking account of the subscriber before the final withdrawal is permitted under this rule.

17. Notwithstanding anything contained in rules 14, 15 and 16 no amount shall be withdrawn for payment to a subscriber or his nominees or heirs under the provisions of those rules unless actual payment to such subscribers, their nominees or heirs can be made immediately.

Provided that if such payment is not claimed within one year, if the amount at credit of the subscriber is ten rupees or less, or within three years if such amount is more than ten rupees, the committee shall withdraw such amount and credit it to a separate account called the Teachers Provident Fund account to be opened with the bank in the name of the Committee, and no payment shall thereafter be made to the subscriber or his nominees or heirs except under the orders of the Controlling Officer.

18. **Deductions.**—Before the amount standing to the credit of a subscriber in the fund is paid out under the provisions of rules 14 to 17, the committee may with the sanction of the Controlling Officer direct the deduction therefrom of—

- (a) any amount, if a subscriber has been dismissed from the service for grave misconduct.

Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service be replaced at his credit in the fund;

- (b) any amount, if a subscriber resigns his employment within five years of the commencement thereof except on account of illness or other cause which the committee may accept as adequate.

(c) any amount due under a liability incurred by the subscriber to the committee;

Provided that the deduction ordered under this rule shall not in any case exceed the committee's contributions plus interest accrued thereon, or in other words to one half of the total amount at credit of a subscriber in the fund.

19. *Disposal of deductions.*—The amounts deducted under the provisions of clauses (a) and (b) of the preceding rule shall be credited to the Teachers provident fund account referred to in Rule 17. Money at the credit of this account may with the approval of the Controlling Officer be utilized for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents.

20. *Pass books.*—Every subscriber shall be entitled to see the bank pass book opened on his behalf in order to satisfy himself that amount of his subscription or other fund recoveries made from him as also the committee's contributions have been duly credited therein.

FORM A

(Rule 5)

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

I hereby agree to abide by the Standard Provident Fund Rules issued by the Chief Commissioner, Delhi in his notification No. F. 12(93)/41 L.S.G., dated the 20th March, 1941 including any amendments made therein hereafter.

(Date).

Signature of teacher.

Name of School.

Town or District.

Witness.

Signature.

Address.

FORM B

FORM OF NOMINATION WHEN SUBSCRIBER HAS A FAMILY

Rule 6(2)

I hereby direct that amount at my credit in the provident fund at the time of my death shall be distributed among the members of my family mentioned below in the manner shown against their names.

Name and address of the nominee or nominees	Relationship with the subscriber	Age of the nominee	Amount or share of the accumulation
1	2	3	4

Station.....

Signature of subscriber.

Date

Two witnesses to Signature.

NOTE:—Column 4 shall be filled in so as to cover the whole amount at credit.

FORM C

FORM OF NOMINATION WHEN SUBSCRIBER HAS NO FAMILY

Rule 6(3)

I hereby declare that I have no family and direct that the amount at my credit in the provident fund at the time of my death shall in the event of my having no family, be distributed among the persons mentioned below in the manner shown against their names.

Name and address of the nominee or nominees	Relationship with the subscriber	Age of the nominee	Amount of share of the accumulation
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Station.....

Signature of subscriber.

Date

Two witnesses to Signature.

NOTE:—Column 4 shall be filled in so as to cover the whole amount at credit.

Sd/- A. V. ASKWITH,
Chief Commissioner, Delhi.

APPENDIX III

PRINCIPLES TO BE ADOPTED FOR FIXING THE NUMBER OF POSTS OF TEACHERS OF VARIOUS GRADES IN AIDED SCHOOLS

I. *Higher Secondary Department*

A person possessing a Master's degree plus a teachers' degree or diploma will be allowed in the XI class for each of the following subjects:—

- (a) English
- (b) Mathematics (Higher)
- (c) History
- (d) Civics
- (e) Economics
- (f) Geography
- (g) Chemistry
- (h) Physics
- (i) Biology
- (j) Physiology & Hygiene
- (k) Agriculture
- (l) Commerce
- (m) any other subject recognised by the Board.

2. The minimum number of students should be 12 in class IX in a particular subject to justify the appointment of a teacher in accordance with (I) above. In case the number of students in any subject in class IX goes below the prescribed number of 12, the teaching of that subject should be discontinued or otherwise no grant on the pay of such teacher will be admissible.

3. In case a school has three sections or more in the 11th class an additional teacher will be allowed but the Education Department will see that the balance of the periods available with the teacher in accordance with the departmental rules, after teaching the 11th class, are utilised in lower classes. In accordance with the Government of India, Ministry of Education letter No. F. 9-10/49. D. 4, dated the 22nd September, 1950 services of such a teacher should be utilised in the 9th, 10th and 11th classes but there is no objection to a small number of periods upto 7 per week, if left may be utilised in lower classes etc. This will also apply *mutatis mutandis* to additional teachers in lower classes.

NOTE:—The number of trained graduate teachers allowed for classes IX & X will be 50 per cent more than the number of sections in these classes

after taking into consideration the number of periods taken by the post graduate teachers in IX & X classes.

4. In case of subjects like classical languages, drawing, Music, Physical Training, Domestic Science etc. for which different scales of pay have been prescribed for the same post keeping in view the qualifications possessed by a teacher, the post shall be deemed to carry the scale of pay which particular teacher is entitled to in accordance with these qualifications.

5. The principal of a higher secondary school will teach at least 12 periods a week, the post graduate teacher will teach at least 30 periods per week and trained graduate teacher 36 periods.

II. *Middle Department*

The number of teachers allowed in the Middle Department will be 50 per cent more than the number of class-sections in the Middle Department. This will include the physical training instructors also. If there are any teachers who have not sufficient work in the Higher Secondary Department they will be utilised for Middle Department where the post will be suitably reduced.

III. *Primary Department*

I. One teacher may be allowed for each class section which will normally consist of 40 students.

2. One additional teacher will be allowed in the Primary classes where the number of sections is 8 in the Boys and 10 in the Girls Schools.

IV. *Relaxation in respect of Girls Schools*

The following relaxation of the above principles will be followed as far as Girls Schools are concerned.

Higher Secondary Department

Where teachers with the prescribed qualifications are not available, teachers with higher qualifications may be appointed but in such cases prior approval of the Director of Education should be obtained before appointments are actually made.

II. *Middle Department*

1. The Physical Training Instructors attached to the Middle Classes may be used in Higher Secondary Sections also in case qualified Physical Training Instructors are not available for Higher Secondary sections.

2. The Physical Training Instructor will be allowed as an extra teacher because Domestic Science consisting of several subjects is a compulsory subject in the Middle Department and specialized teacher has to be appointed for the subject.

APPENDIX IV

LIST OF ITEMS, EXPENDITURE ON WHICH WILL BE TREATED AS APPROVED EXPENDITURE SUBJECT TO CEILING PRESCRIBED FROM TIME TO TIME.

(Article 91 of Ch. V)

- Repairs and renewal of furniture and other appliances.
- Stationery.
- Library books and periodicals.
- Electric charges.
- Postage.
- Petty repairs for schools which are allowed depreciation.

Science Contingencies

- Agricultural Farm.
- Annual repairs to schools where no rent, actual or estimated, is allowed.

Miscellaneous

- Auditor's fee.
- Liveries.
- Telephone
- Water charges.

APPENDIX V

AGREEMENT FORM FOR PAYMENT OF BUILDING GRANTS

This Indenture made—day of one thousand nine hundred and between the President of India (hereinafter called the grantor) of the one part and—Society represented by the Managing Committee/Governing body of the Society having its registered office at——— (hereinafter called the “grantee”) of the other part: Witnesseth that in consideration of the grant-in-aid now about to be made to the said grantee by the said grantor for the purpose of

a school building and premises the said grantee doth hereby on its own behalf and for and on behalf of its successors and assignee and of all persons who may at any time or times have the legal right to dispose of the said school building and premises covenant and agree with the said grantor his successors and assigns that the present grant of Rupees

shall be made by the said grantor and be accepted by the said grantee subject to the condition as to pre-emption and subject to all the conditions, provisos and rules contained in the Delhi Education Code Chapter VIII, AND it is also hereby agreed and declared by the parties hereto that in the event of the school building and premises (the particulars whereof are set-forth in the Schedule hereunto annexed), towards the construction, purchase, improvement, or extraordinary repairs of which the present grant-in-aid is hereby agreed to be made and/or funds have been drawn from the Depreciation fund of the School ceasing to be applied and used for the purpose of a school of the———class or of a higher class: or if the school shall cease to be a Government aided institution or to be maintained in a state of reasonable efficiency or if any damage is caused to the said building due to neglect on the part of the said grantee to observe rigidly the rules for prevention and extinction of fire prescribed by the Chief Commissioner of Delhi the said grantor shall have a prior lien upon the said school building and premises by way of mortgage for the recovery of a sum representing such proportion of the then market value of the building as the grant plus fund drawn from the depreciation fund bears to the present market value of the building and the said grantee both hereby grant unto the said grantor from the date of these presents all the school building and premises as set forth in the Schedule hereunto annexed and all the estate right title and interest of the said grantee into or upon the said school building and premises to have and to hold the same as security for the due repayment of the said grant-in-aid as aforesaid: AND it is hereby agreed and declared that the Chief Commissioner of Delhi shall be the sole judge of whether any breach of the conditions herein contained has or has not occurred and a certificate in writing under his hand shall be final and conclusive of the matter or matters in dispute between the parties. And it is hereby, further, agreed and declared that the Chief Commissioner of Delhi shall be the sole judge as to the market value of the aforesaid building and a certificate in writing under his hands as to such market value shall be final and conclusive.

In witness whereof the said parties have hereunto set their hands and seals on the day and year just above written.

Signed sealed and delivered for and on behalf of the said President of India by

Director of Education, Delhi in the presence of witness.

Signed, sealed and delivered on behalf of the grantee by _____ under the authority or resolution of the said Managing Committee/Governing body passed on _____ in the presence of—
Witnesses.

(1) _____

(2) _____

THE SCHEDULE REFERRED TO IN THE ABOVE WRITTEN INDENTURE

(Here set out a proper description of the School building and premises with boundaries and measurement of land).

Witnesses.

Director of Education, Delhi.

Grantee.

APPENDIX VI

STATEMENT SHOWING APPROVED ITEMS ON WHICH EXPENDITURE MAY BE INCURRED FROM THE PUPILS' FUND

(a) *Games and Audio-Visual Fund, Games and other physical and cultural activities.*

(1) Purchase of sports materials, apparatus for gymnasium, equipment for students parks (e.g. swing, see-saw, slipping-ladder, merry-go-round, etc.) boxes, almirahs and locks for keeping sports material, printed material relating to sports and games, rule books, sports magazines, Band material and uniforms, material for hobbies, purchase of uniforms for school players (The uniforms shall be the property of the school but if the students pay half the cost, these can be given to them).

(2) Special expenditure on maintaining play-grounds in proper conditions, barbed wire fencing, etc.

(3) Allowance to (i) any person for carrying sports material from school to play-ground and back, (ii) sweeper for cleaning the play-ground.

(4) Expenditure on prizes to winners in school sports and inter-class or inter-house matches of the school, entry fees of the school teams for tournaments, photograph of teams and players and on school functions.

(5) Expenditure on conveyance of players, teachers and peons deputed to accompany the school teams, on students and teachers called upon to attend functions and rehearsals organised by the Department on students to see the annual Inter-School Sports on the final day, actual expenditure on approved items by teachers and other staff deputed to accompany the school students on educational tours and excursions.

(6) Expenditure on refreshment to school teams taking part in friendly matches, tournaments and functions, to guest teams in recognised tournaments. (A sum of Rs. 0:25 P. will be spent on refreshment to players in all games except cricket where a sum upto Re. 1/- per head per day is permitted), and to students and teachers called upon to attend functions and rehearsals organised by the Department.

(7) Expenditure on hire of shamianas, loudspeakers, in connection with Annual Day and other important functions held in the school.

(8) Hiring or purchase of crockery and utensils to be used by students going on excursions or tours.

(9) Expenditure on hire or purchase of stage material for dramas, music and other cultural programmes and or audio-visual such as radio sets, loudspeakers, film projectors and films.

(10) Expenditure in connection with special coaching to school students in sports, athletics, dramatics and other cultural and physical education activities including physical demonstrations, magic shows, lectures, and discourses for the benefit the students.

(11) Expenditure in connection with A.C.C., N.C.C. and N.D.S.

(12) Expenditure on postage, printing, stationery, etc. pertaining to the students activities.

(13) Expenditure for promoting parent-teacher cooperation.

AUDIO VISUAL ACTIVITIES

(14) Expenditure on preparation of charts, models, posters, maps, bulletin boards, wall paintings, film strips, pictures, photos and scrap books, establishment of a museum, stage for dramatic and other performances, radio forums, tele clubs, music societies, photographic and hobby clubs.

(15) Expenditure on purchase and/or hire of stage material, music apparatus, make-up material, film strips, projector, film projector, public address equipment, tape-recorders, radios, gramophone records and photographic cameras and such other visual aids to education.

(16) Expenditure on organisation or participation in audio-visual programmes, dramas, poetic conferences, film shows, demonstrations, exhibitions, puppet shows and manipulation and production of any of the aids included in the audio-visual methods in education, field trips, tours, excursions organised for the sake of visual education and observation.

(17) Expenditure on conveyance and hospitality charges to artists, speakers or demonstrators in the field of audio-visual education or part-time allowances to projectionists, performers or demonstrators.

(18) Expenditure on instalation, servicing and maintenance (repair and replacement) of all audio-visual material.

(b) *Reading Room and Magazine Fund*

(1) Cost of magazines, periodicals and daily papers for the school Reading Room.

(2) Binding of library books.

(3) Purchase of books, charts, pictures etc. for the library.

(4) Cost of library cards, issue registers, stock registers, index cards, index card shelves, library seal, stamp ink, ink and gum, almirahs, stands for newspapers, locks, picture frames, charts, notice boards for displaying wall magazine pictures, new arrivals, etc.

(5) Allowance for looking after the reading room where there is no whole-time library clerk.

(6) All expenses in connection with bringing out the the school magazine, including conveyance allowance to teachers and others for their visits to the press or market.

(c) *Red Cross, Scouting, Pupils' Society and Poor Fund.*

Red Cross

(1) Payment of Junior Red Cross Group fee.

(2) Purchase of J. R. C. posters concerning the aims of J. R. C.; first aid charts, school honour board, boards for aims and pledge of J. R. C., health mottos, health and character guide, J. R. C. diaries, Red Cross scarfs, dustbins and spittoons, tooth powder, nail cutters, soap, combs, mirrors, towels, basin and water pots, medicine chest, drugs, medicines, bandages, blankets, stretcher, D.D.T., phenyle, disinfectants for destruction of flies and mosquitoes in the school campus, weighing scales, scales of measuring height, measuring tape, badges for J. R. C. functions, inter-class challenge trophy and flags.

(3) Purchase and/or subscription for J. R. C. literature.

(4) Expenditure on uniforms for school cadets of Ambulance and Nursing Divisions, if funds permit.

(5) Expenditure on organising Ambulance classes such as first-aid home nursing, hygiene and sanitation, Mackenzie school courses, camps, training of juniors and counsellors in J. R. C. training courses, camps, conferences, rallies, refresher courses and hiking.

(6) Expenditure on social services such as payment of the cost of books, clothes, etc. for poor children; aid rendered to sick in the hospitals especially to children, in the form of fruits, pictures, books and toys, gifts to people who are victims of disasters like floods, famines, fires and earthquakes and to fellow juniors in other schools.

(7) Expenditure on film shows relating to health and J. R. C.; Celebration to children in the form of fruits, pictures, books and toys; gifts to people who tation drives.

(8) Expenditure on printing and distribution of hand bills and pamphlets among school children on prevention and control of epidemics, printing of J. R. C. Merit Certificates and prizes to be awarded to the school students in connection with J. R. C. functions.

(9) Expenditure on camp equipment, durries or mattings for holding meetings of J. R. C. Groups subject to availability of funds.

(10) Expenditure on other activities to give impetus and publicity to J. R. C.

Scouting

(11) Affiliation fee.

(12) Cost of uniforms for scout masters, club masters and guiders, scarfs, badges, stars, belts and other articles to scouts and scouters. Purchase of cooking utensils, crockery and other camping equipment.

(13) Purchase of cooking utensils, crockery and other camp equipment, almirahs, locks, boxes, etc. for keeping scouting material, cameras, photographic material, albums, frames, etc.

(14) Transport charges for scouts and scouters going to camps, excursions or tours;

(15) Hiring of tents, durries, furniture, etc. for camps, excursions or tours.

Pupils Societies

(16) Expenditure on the organisation of Students Council, Library Clubs, Cultural Groups, Parent-Teacher Associations, Study Circles, Discussion Groups, Historical Societies, Science Clubs and such other Societies, Parishads and Mandals for the educational betterment of the students.

(17) Expenditure on holding of debates, cultural programmes, arranging of lectures and participation of students in debates and literary activities organised by the schools or recognised bodies; on conveyance and hospitality to lecturers, or presiding officers or judges, etc. for various functions of the pupils, societies.

(18) Expenditure on stationery and other articles required in connection with regular constitution and conduct of the pupils societies.

(19) Expenditure on hire of durries, furniture or public address equipment or on coverage of special functions.

Poor Fund

(20) Financial assistance to poor and deserving students for payment of fees and supply of books, clothing, etc.

(d) *Medical Funds*

(1) Cost of medicines and equipment for the school clinic, weighing scales, scales for measuring height and measuring tape, health cards, registers for records of patients, examination of students, stock registers, etc.

(2) Allowances to the school doctor, compounder, visiting fees and other medical charges when a doctor is called in emergency cases.

(3) Supply of milk, multi vitamin tablets, etc, to under-nourished children on the recommendation of the school doctor.

(4) Cost of spectacles supplied to poor students on the recommendations of the school doctor.

(5) Medical inspection of school children if there is no school doctor.

(6) Consultations and other medical charges of students in very special cases.

(e) *Examination and Ink Fund*

(1) Expenditure on printing of examination papers, tabulation sheets, examination registers, syllabus, date sheets, time table, etc.

(2) Purchase of answer books, blotting papers, stationery and other articles for conducting school examinations.

(3) Purchase of almirahs, boxes, and locks, for safe custody of examination papers.

(4) Purchase of duplicating machine for preparing copies of question papers.

(5) Hiring charges for Shamianas, Durries and other articles needed for the conduct of school examinations.

(6) Expenditure on supply of cool water to students during the examination.

(7) Supply of ink and pens to students.

(f) *Domestic Science Fund*

(1) Purchase of crockery, cutlery, table linen, napkins, charts, models, skeletons, etc., sewing machines, weighing machines, balance for weighing things, oven, cooking utensils, cooking equipment e.g. stove etc., modern gadgets. Laundry equipment, wash basins, soap dishes, tubes, blankets, sheets, towels, wooden rods, irons, tables for ironing, needle work embroidery frames, scissors, cutting tables, needle work craft show case, hangers, home nursing equipment (i.e. hot water bottles, ice bags), cinema apparatus, bed-pan, feeding cup, splints, bandages, blankets, sheets, iron bed microscope and slides.

(2) Maintenance and repair of domestic science equipment.

(3) Conveyance to take the students to hospitals to see the working of the nurses.

(4) Conveyance and other expenses to take the girls to cooking exhibitions, etc.

APPENDIX VII

FORM OF SERVICE AGREEMENT

(To be executed on non-judicial stamp paper of Rs. 1.50 to be purchased by the employee)

An Agreement made this _____ day of _____ one thousand nine hundred and _____ between _____ (hereafter called the * of the one part and the Managing Committee of the _____ School (hereinafter called the Committee) of the other part. The Committee hereby agrees to employ the* _____ and the* _____ hereby agrees to serve as in the said school, on the following terms:

1. The* _____ employment shall begin from the _____ day of _____ 19_____. He shall be employed in the first instance for one year on probation and shall be paid a monthly salary of Rs. _____ in the scale of pay of Rs. _____ plus the allowances in accordance with the rates prescribed by the Government from time to time and applicable to this case. The period of probation with the approval of the Director of Education may be extended by the Committee by a further period not exceeding one year. The total probationary period shall in no case exceed two years.

2. While the* _____ is on probation as provided in Clause 1 the Committee with the prior approval of the Director of Education, Delhi may at any time terminate this agreement by giving, the one clear month's notice in writing or upon paying to the* _____ a sum equal to one month's salary in addition to any pay which may be due to him and the* _____ may similarly terminate this agreement by submitting one clear month's notice in writing to the Committee or paying to the Committee a sum equal to his salary for one month in lieu thereof.

3. If by the end of his period of probation no notice of the termination of this agreement, as provided for under clause 2, has been received or given by the* _____, he will *ipso facto* be considered to have completed his probationary period satisfactorily.

4. After satisfactory completion of his probationary period, the* _____ shall be paid a monthly salary of Rs. _____ in the scale of Rs. _____ plus the allowances in accordance with the rates prescribed by the Government from time to time and applicable to his case. The salary from time to time payable to him under these presents shall be paid for such time as he shall serve under this Agreement and actually performs his duties commencing from the date he takes over and ceasing on the date of his quitting service or on the day of his discharge therefrom or on the date of his death, if he shall die whilst in service.

But in the event of his temporary absence from duty by reason of sickness or leave or otherwise, he shall be paid such salary only as shall be admissible under rules in force in the said school.

5. The said monthly salary shall become due on the first day of the month following that for which it is earned and the Committee shall pay it to the * not later than the 7th of the following month, and that the salaries shall be paid by cheque on a Scheduled bank where one exists within a reasonable distance from the school. In case, the salary is not paid by cheque for want of a Scheduled bank, it will be paid in cash. The* shall, on receiving the salary either by cheque or in cash, sign the acquittance roll (duly stamped, if necessary) in token of such payment.

6. The* will apply himself honestly, efficiently and diligently under the orders and instructions of the** under whom he shall be placed as* in the said school and he shall discharge all duties pertaining to that office and/or which are necessary to be done in his capacity as aforesaid and will make himself in all respects generally as useful as may be required of him.

7. The* shall devote his whole-time to duties assigned and shall not on his own account or otherwise directly or indirectly, carry on or be concerned in any trade or business whatever, which is likely to interfere with the due and efficient discharge of his school duties under this agreement or to be otherwise prejudicial to the interests of the school.

8. The* will not on any pretence absent himself from his duties without first having obtained the permission of his superior officer authorised in this behalf or in case of sickness or accident without forwarding a medical certificate satisfactory to the officer aforesaid as may be required by the Government from time to time.

9. The* will conform to all the rules and regulations in force in said school and shall obey all such lawful orders and directions as he shall from time to time receive from any authorised officer of the said school.

10. Except during periods when the school is closed for long vacations, the* shall not leave the station in which the school is situated without having first obtained the written permission of the authorised officer of the said school.

11. Immediately on confirmation, the* shall be entitled to the standard Provident Fund and shall be governed by the rules of that Fund as in force from time to time.

12. The* shall during his service under this Agreement be eligible, subject to the exigencies of the school, such leave as is admissible under the rules from time to time in force. When leave is refused, the reasons for refusal shall be recorded on the application.

13. Unless the service of the* is terminated as hereinafter provided he shall continue in the employment of the school until he attains the age of fifty-five years when he shall retire. Provided that the committee with the prior approval of the Director of Education, Delhi or any officer authorised by him in this behalf may retain his services after he has attained that age for such period as may be agreed upon subject to the provisions of the rules from time to time in force and applicable to him and to the provisions herein contained.

14. During his service under this Agreement* a teacher shall be liable to disciplinary action in accordance with the provisions of the Government Aided Private School Teachers (Discipline Punishment and Appeal) Rules, 1959 for any act of insubordination, intemperance or other misconduct of the commission of an act, which constitutes a criminal offence or of any break or non-performance of duties or any of the provisions of these presents or of any rules pertaining to the conduct of the school, in which he is employed.

15. If the* be suspended from duty during investigation into any charge of his conduct mentioned in clause 14 hereof he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rates admissible under the rules.

16. If the* is exonerated from the charges brought against him, he shall be reinstated in his post and shall be paid his salary for the period, if any, during which he was suspended, and subsistence allowance already paid will be adjusted.

17. Subject to the prior approval of the Director of Education, Delhi, the Committee may terminate the services of the* by giving three calendar months notice in writing or by paying a sum equivalent to thrice the monthly salary which the teacher is then drawing for any one or more of the following reasons:—

- (a) If satisfied on medical evidence that the* is unfit and is likely for a considerable period to continue unfit by reasons of ill-health for the discharge of his duties.
- (b) General retrenchment decided upon for reasons of financial stringency.
- (c) Abolition of a subject, or
- (d) Abolition of a section or a class.

18. The Committee shall not, except with the previous sanction in writing of the Director of Education, Delhi, exercise its rights under clause 17 between the last three months of the academic year. But the three months' notice required under clause 17, shall not include the vacation.

Similarly no teacher shall resign from his post during the last three months of the session without the previous permission in writing from the Director of Education, Delhi. If the* violates this provision he shall forfeit all pay then due to him and the committee may terminate his services.

19. Notwithstanding anything hereinbefore contained the* shall unless otherwise decided by the Government, be entitled to receive in full or in part as may be authorised by the Government, the benefit or any concessions that may be sanctioned by the Government, subsequent to the date of these presents in the terms and conditions of service of the school to which he may for the time being belong and the decisions of the Government in respect of such concessions in terms and conditions of service of the* shall operate so as to modify to that extent the provisions of these presents.

20. The parties to this agreement accept the aforesaid conditions subject to such rules for the conduct of aided schools as may be issued from time to time by the Director of Education, Delhi.

21. The Committee and the* agree that any disputes regarding the meaning and interpretation of any clause of this agreement shall be referred for arbitration to the Director of Education, Delhi and his decision shall be final and binding on both the parties. Further, neither of the parties shall sue the other for any breach of this agreement not referable to arbitration, without having first referred the question or questions in dispute to the Director of Education and allowed the other party reasonable time not exceeding two months to settle the dispute.

“IN WITNESS WHEREOF THE..... HAS
HERE TO SET HIS HAND THE DAY MONTH AND YEAR FIRST
ABOVE WRITTEN.

Signed in the presence of:—

1.
2.

IN WITNESS WHEREOF..... and have
hereunto set their hands on behalf of the committee under the authority/
resolution of the committee passed on day of the
day month and year first above written.

Signed in the presence of:—

1.
2.

Note:—*Category of the staff to be inducted viz.—

- (1) Headmaster/Headmistress/Principal.
- (2) Teacher.
- (3) Clerical and other staff.
- (4) Class IV employees.

**In the case of Headmaster/Headmistress/Principal, the Manager or any other person authorised by the Committee in this behalf.

In the case of teachers, clerical and other staff and Class IV employees, the Headmaster/Headmistress/Principal, as the case may be.

APPENDIX VIII

FORM OF INSPECTION REPORT

1. (a) Name of the school;
- (b) Date of establishment;
- (c) Date of recognition as;
Primary/Middle/Higher Secondary;
- (d) Subjects taught (group-wise/stream-wise);
- (e) Localities and Mohallas served
by the School;
- (f) Names of feeder schools;
- (g) Date of last inspection;
- (h) Date of present inspection;
2. Action taken by the Management on the last Inspection Report.

<u>Suggestion given</u>	<u>Steps taken for improvement</u>	<u>Evidence of improvement</u>
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3. *Qualifications and fitness of the teaching staff*
 - (i) Total number;
 - (ii) Teacher-pupil ratio;
 - (iii) Minimum, maximum and average teaching load per teacher per week (worked out separately in terms of periods and hours);
 - (iv) Whether teaching staff adequate?
 - (v) Staff statements—
 - (a) *Teaching staff*—showing the name of the teacher; qualifications (showing subjects taken in B.A. and M.A.); Date of first appointment with grade; Date of posting at the school; Present grade and pay and the date from which appointed; classes and subjects taught and number of periods per week.
 - (b) *Clerical and other class IV staff*—showing name, qualifications, date of first appointment in the school with grade, present pay, date from which present post held.
 - (vi) Names of teachers transferred from the school during the year and last two years.
 - (vii) Whether teachers prepare their lessons at home and maintain their diaries in the manner prescribed?

- (viii) Whether the teachers rely only on textbooks or supplement their knowledge by other reference books?
- (ix) Are notes of lessons kept as laid down by the Department?
- (x) Whether their teaching methods are effective? Give names of teachers needing help and guidance in their teaching work.
- (xi) Are home assignments given appropriate?
- (xii) Do the teachers attend to correction work regularly?
- (xiii) Observations about the attitude of the teaching staff towards their work, spirit of cooperation, fellow feeling, sense of responsibility, etc.
- (xiv) Number of teachers given permission to appear at public examinations indicating names and other particulars.
- (xv) Names of teachers incharge of the activities outside the class room.
- (xvi) Names of teachers who participated in Seminars while in the service of the School with details of Seminars.

4. Text Books

Whether the text books used are those prescribed/recommended/approved by the Department/Board?

5. School time table

- (i) Whether the time table laid down provides adequate time for teaching various subjects and that the teaching subjects have been arranged intelligently?
- (ii) Whether there is proper and equitable distribution of teaching periods among different teachers and whether they have adequate time to attend to correction work and co-curricular activities?

6. Examinations

- (a) Annual promotion (whether proper standards have been maintained?).
- (b) Cumulative Record Cards.
- (c) Sub-Zonal Examinations.
- (d) Class-wise pass percentage for the last three years.
- (e) No. of students remaining in the same class for more than a year.

Class	Second Year	Third Year
- (f) Remedial teaching and other help given to weak students

(i) Class
(ii) Subject
(iii) No. of students.

- (g) Students Progress Reports
(Are they sent regularly to
parents/guardians?)

7. *Supervision by Principal*

- (i) Does the Principal supervise
the teachers work?
- (a) Written work;
 - (b) Class teaching;
 - (c) Teachers Diary and Notes
of lessons;
 - (d) General reading;
 - (e) Correction work;
 - (f) Use of the Laboratory;
 - (g) Subject faculties in
teachers study circles;
- (ii) Staff Meetings held and
minutes of discussion.
- (iii) Arrangements made for re-
medial teaching. Indicate
the classes and subjects in
which remedial teaching
given and by whom (give
names of teachers).

8. *Health and physical training and
other activities.*

- (a) Name of teacher of physi-
cal education
- (b) How is physical education
organised and supervised?
- (c) Names of games played
- (d) Are proper postures taught?
- (e) Facilities of play ground
- (f) Whether play ground own-
ed or hired or borrowed?
- (g) Is there any arrangement
for Compulsory Games/mass
marching for all?
- (h) Special activities such as
Scouting, A.C.C., N.C.C.,

J.R.D., ND.S., Literary and Cultural.

- (i) Has the school a house system and if so how it is organised?
- (j) Science Clubs and Circles.
- (k) Other literary co-curricular and cultural activities organised and the number of students participating.
- (l) School magazine—Number of students participating.
- (m) Hygiene and sanitation
- (n) Arrangements for Medical aid and inspection
- (o) School beautification
- (p) General care of the premises.

9. *Special projects undertaken*

(Indicate the working and present level of development of any special project sanctioned, introduced or approved in the school and report on any particular aspect of the project needing special attention.)

10. *Educational & Vocational Guidance*

(Indicate facilities provided and how far these facilities have helped the students in the choice of subjects and professions. Also indicate if cumulative record cards maintained and career information properly displayed.)

11. *Scales of fees and funds*

- (i) Whether fees and funds charged are in accordance with the rates prescribed by the Department?
- (ii) Whether any complaints of compulsory levy?

12. *Pupils' Fund:*

- (a) Details of various funds
- (b) Whether accounts maintained properly?
- (c) Total amount spent out of each fund and balance;
- (d) Mode of purchase;
- (e) Use of purchased articles;
- (f) Irregularities, if any.

13. *Attendance*

14. *Discipline.*

(Report on the general tone of the institution as evidenced by the behaviour of students and teachers and steps taken in maintaining and improving general discipline.)

15. *Library*

- (a) Total number of books in the library.
- (b) Are subject-wise catalogue maintained?
- (c) Number of books in each subject taught.
- (d) Amount spent per pupil last year.
- (e) Average circulation per day in the current year.
- (f) How is library service organised?
- (g) Class-library system, if any.

16. *School plant.*

- (a) Whether class-rooms have enough space? Name the class rooms which do not have enough space for the existing enrolment.
- (b) Whether play ground facilities are available?
- (c) Whether light, ventilation, and lavatory facilities are adequate?
- (d) Whether drinking facilities are provided sufficient in number and maintained in sanitary condition?
- (e) Whether electric installations are regularly inspected as a precaution against any danger?
- (f) Whether the minor repairs are being regularly done?
- (g) Whether the building is kept tidy?

17. *Furniture*

- (a) Requirements;
- (b) Available in stock;
- (c) Additional needs;

18. *Apparatus and equipment.*

- (a) Whether adequate and according to Departmental specifications?
- (b) Additional requirements;
- (c) Whether funds sanctioned by Department properly utilised?

19. *Management.*

- (a) Names of members of the Managing Committee.
- (b) Whether Committee formed according to departmental Rules?
- (c) Number of meetings held in the past one year.
- (d) General Co-operation & interest shown by the members in the affairs of the school.

20. *Finances*

- (a) Source of income—Endowment—How is the 5% met?
- (b) Payment of salaries;
- (c) Cash Book and regular verification;
- (d) Acquittance Rolls;
- (e) Arrangement of keys of safe;

21. *Service conditions of staff*

- (a) Whether the Management is following the prescribed rules of recruitment, promotion, confirmation, superannuation and agreement forms duly executed?
- (b) Whether payment of salaries made regularly and in time. Indicate the dates on which salaries paid during the last 12 months.
- (c) Any complaint of compulsory donations from teachers?
- (d) Whether Provident Fund accounts maintained and subscribed regularly?
- (e) Teachers' Welfare Committee & its functioning.

22. *Parent-Teacher Association*

Whether P.T.A. functioning and if so whether meetings held regularly?

23. *Maintenance of Registers and Records.*24. *Report on Academic Work.*

Any report on the teaching of the subject must take cognizance of:

- (a) aims of teaching the subject, planning, syllabus covered,
- (b) physical facilities,
- (c) instructional staff
- (d) instructional activities,
- (e) instructional materials, and
- (f) methods of evaluation.

(It may be seen that different members of the inspecting team may visit different classes for observing the teaching of the same subject. It would be better if important recommendations may be summed up in respect of each subject).

25. Brief re-capitulation of defects or short-comings noticed and any other suggestions which Inspecting Officer may have to make.

26. A general assessment of the performance of the school including a comparative appraisal with particular reference to the picture revealed during the last inspection.

Acc. No. 5548
Date 19/4/71
Asian Institute of Education
Planning and Administration
Library

NIEPA - DC



05546

APPENDIX IX

FIRE RULES

1. Every room in which naked lights or lamps are used or are likely to be used, shall be provided with several receptacles full of dry earth. These must be light enough when filled, for even a young pupil to carry; where large receptacles are provided small or handy tins or other vessels will also be necessary. The earth should never be allowed to harden or cake and the receptacles should be placed as to be of immediate access at all times. Dry earth—not water—should always be used for extinguishing burning oil.

2. Water buckets (of metal) shall be placed in convenient places in different parts of the various buildings and must not be removed except for use in case of fire and for refilling. They should always be at least two thirds full of water and the water should be changed frequently. Where water tanks are available for supply of water they should always be full. As far as possible, water taps in the compound or in close proximity to the school building should be adapted to the use of a water hose, which should be provided in good condition. In localities where mosquitoes appear, it is recommended that a very small quantity of phenylé or kerosene oil should be dropped into each water bucket after refilling.

3. No lamp except a hurricane lantern or a candle lantern shall be carried from place to place and no lamp except a hurricane lantern (or an electric light) shall be left burning after the residents have gone to bed.

4. Burning fuel, live coals or brands, shall not on any account be carried about from room to room for the lighting of fires or for any other purpose. Where fires are used they shall be lighted in the fire place with matches; only safety matches shall be used, and all fire places shall have a fire proof hearth and be protected by any incombustible fire guard or fender. Combustibles, such as oil, fuel, waste paper etc. shall as far as possible, be stored in out-houses or godowns completely separated from the main building.

5. Where there is no outside stair-case each room on all floors above the ground floor in every building having more than one storey, shall be provided with a rope ladder by way of the fire escape which shall be attached to a firmly fixed hook under an accessible window or on the verandah.

6. Every one using the buildings shall be familiar with the position of each receptacle, water buckets, water supply, and all other appliances adopted. This applies to servants as well as teachers and pupils.

7. The means of raising a fire alarm shall be sufficient to warn the occupants of every portion of the premises. A whistle is insufficient.

8. The Superintendent of the Local Fire Brigade shall in every case be invited to inspect the arrangements and to make suggestions. His opinion shall be recorded in the school visitors book.

9. No grant-in-aid shall be paid to any school in which the fire precautions are not reported to be sufficient.