



THE GRANT-IN-AID CODE
OF THE
Andhra Pradesh Educational Department

EDUCATION DEPARTMENT, ANDHRA PRADESH

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**THE GRANT-IN-AID CODE OF THE ANDHRA PRADESH EDUCATIONAL
DEPARTMENT**

(For Educational Institutions other than Elementary Schools and Anglo-Indian Schools)

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*KEPT IN ABEYANCE

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CHAPTER I—INTRODUCTION

1. *Preamble.*—A sum of money is annually set apart to be expended under these rules as grants-in-aid of recognised educational institutions under private management with the objects of extending and improving secular education in the State and such grants shall be given impartially and without reference to any religious instruction, to all such institutions, which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution and of the funds available.

These rules do not apply to Anglo-Indian Schools or to Elementary Schools including Adult Literacy Schools and Pre-Basic Schools or sections which are aided under separate rules.

2. *Definitions.*—In these Rules, unless there is something repugnant in the subject or context, the term “Director” means the Director of Public Instruction, Andhra Pradesh State and the Regional Deputy D. P.I. means Regional Deputy Director of Public Instruction.

“State” means the State of Andhra Pradesh;

“Government” means the State Government;

“Department” means the Education Department;

“District” means the Educational District;

“District Educational Officer” includes Inspectress of Girls’ Schools;

“Year” means the financial year; and

“Manager” includes a Board of Managers.

3. *Objects for which aid is given.*—Grants are given for teaching and for other purposes as specified in the various chapters in this code.

4. *Interpretation of Rules.*—The interpretation of any rule in this code shall in the first instance rest with the Director. The right of final Interpretation and the right to change or modify the rules in this Code are reserved by Government.

5. *Appendices to have the effect of Rules.*—The appendices to this code shall have the same effect as the rules of the code and shall be treated as part of the code.

CHAPTER II—GENERAL CONDITIONS OF AID

6. *Recognition.*—No grant under the provisions of these rules shall be paid to an institution, or in respect of a Department or class therein, which has not been recognized by or under the Andhra Educational Rules.

NOTE.—For purposes of grants towards the rent of Hostels dealt within Chapter VIII, Hostels attached to all recognized institutions shall be treated as Recognized Hostels.

7. *Management.*—Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the Department; who in the capacity of proprietors, or of trustees or of members of a committee elected by the Society or Association by which the institution is maintained, shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time.

The management may, with the approval of the department, appoint a person as correspondent to transact the current business of the institution with the department.

Applications for change of management in respect of Secondary schools and Special institutions (excluding Oriental Colleges) shall be made to the Regional Dy. D. P. I. concerned. In respect of all other institutions applications for change of management shall be made to the D. P. I.

Applications for change of management of institutions should be made to the Director. The Director shall approve the change of correspondentship in respect of Colleges. The change of correspondentship in respect of other institutions shall be approved by the officers authorised by the Director in that behalf.

8. *Declaration by the management.*—Every application for aid shall be made in such form as may from time to time be prescribed and shall contain a declaration signed by the correspondent to the effect that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-aid Code are being and will continue to be, fully observed, excepting any rules from which the institution may be specially exempted, and that the management is prepared to subject the institution together with its current endowment and trust accounts, its establishment, time table and registers, to inspection and to furnish such returns as may be required by the department.

9. *Sanctioning Authority.*—Except in cases where reference to Government is required or where authorities subordinate to the Director have been permitted to sanction grants, all grants paid from State funds are sanctioned by the Director. The Deputy Director of Public Instruction (Finance) and any other Gazetted Assistant in his office as may be empowered in this behalf may also exercise the powers of the Director in this behalf. The Regional Dy. D. P. I's concerned are also authorised to sanction grants in respect of Secondary Schools and Special Institutions (excluding oriental colleges) under this rule.

10. *Reservation of discretion by Government.*—Notwithstanding anything contained in these rules, the Government reserve to themselves the right to refuse or to withdraw any grant at their entire discretion. A sanctioned grant may be withdrawn by the authority empowered to sanction such grant at a time before payment and shall not be deemed to be a debit enforceable by suit or by any other legal process.

11. *Lapse of grant.*—The eligibility of an institution for purposes of aid from State funds shall cease automatically if the recognition of that institution is withdrawn and such ineligibility shall take effect from the date from which the withdrawal of recognition takes effect. Subject to this condition, an institution which works throughout a financial year or for a part of a year shall be eligible for grant of such period, whether or not it works beyond that period.

12. *Disbursal of grant.*—Teaching grant disbursed to an Educational Institution during an year relates to the working of the institution during the previous financial year and shall be treated as such except for purposes of classification under accounts.

13. *Penalties.*—The Director or the Regional Deputy Director of Public Instruction concerned who is authorised under these rules to sanction grants to the said institutions may after necessary investigation withdraw, withhold, reduce or suspend any grant due in respect of an institution

(1) if the institution concerned fails to fulfil all or any of the conditions of recognition or aid;

Or

it refuses admission to any pupil on the ground of caste or community to which the pupil belongs ;

Or

the manager or any of the Teachers employed in the institution takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils ;

Or

the institution, directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion ;

Or

there is violation of any orders of the Director with regard to the employment of any teacher whose certificate has been cancelled or suspended after due enquiry or who after due enquiry has been considered by him to be unfit or undesirable to be a teacher ;

Or

there is falsification of registers, or misuse of special fee collections or other funds for purposes other than those for which they are collected, or there is misrepresentation regarding fees, attendance or other matters or other proved fraud or irregularity ;

(2) and further in the case of school, if the character, the efficiency and the financial condition of the school, the educational needs of the locality or the funds at his disposal warrant the adoption of such a course ;

Or

there is failure to remedy defects in organisation, discipline, instruction or accommodation pointed out in writing after a previous inspection or to remedy defects in the maintenance of accounts pointed out by the Auditors ;

Or

the management fails to restore a teacher whose services have been wrongfully dispensed with or fails to pay him any arrears of salary or other benefits when directed by the Director to do so.

14. *Adjustment of grants and payment of arrears.*—(a) Any adjustment which in consequence of the operation of Rule 13, or in the course of audit referred to Rule 17 or for any other reason it may be found necessary to carry out in the teaching grant or any other grant already paid may be made in the teaching grant paid in the following year or in the payment of any other grant due to the institution or in such other manner as the Government deem fit.

(b) Teaching Grant on particular items of expenditure, if any, disallowed in an year for want of full particulars or pending rectification of any defects and which would otherwise have been admitted for purposes of grants may be paid by the Director or the Regional Deputy Director as the case may be in the next year after rectification of the defects or supplying the omissions provided that any claim not preferred for such arrears before the close of the next financial year shall not be admitted.

15. *Direct payment to teachers.*—Whenever the management of schools or colleges allows the salaries of teachers to fall into arrears for more than two months, the Director or the Regional Deputy Director as the case may be may cause an enquiry to be made into the matter, and after considering the report of enquiry, order the disbursal of the salaries due to the staff from out of the grant that may be payable to the institution under the rules in this code and pay the balance, if any, to the management.

16. *Income to be devoted to education purposes.*—No aided institution shall be allowed to spend any portion of its income except in furtherance of the purposes of the institution or for similar purposes approved by Government.

Subject to the above condition, managements of schools are allowed to retain any surplus amounts left with them in respect of the working of the institution in a particular year with a view to spending the sums thus accumulated on future improvements to the institution concerned. Large accumulation of funds beyond a limit considered desirable by the Director or the Regional Deputy Director as the case may be shall not however, be permitted.

17. *All payments are subject to audit.*—The accounts of every institution receiving aid from Government shall be subject to audit and it shall be open to the Director to decide in respect of each institution whether such audit shall be carried out by the auditors of his department or by outsiders and how often and at what intervals such audit shall be carried out. The auditors deputed by Director shall be given full access to all Registers, Records, Account Books, etc., which the auditors find it necessary to be perused for a satisfactory discharge of their duties. In case of each institution not covered by the system of departmental audit, the Financial Statement of that institution should bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Director in the case of colleges and of the District Educational Officer concerned in the case of other institutions as to whether any person is a competent auditor will be final.

18. *Payment of dearness allowance.*—In cases where the managements of aided educational institutions do not pay dearness allowance or war allowance at Government rates to the staff under their control, the Director or the Regional Deputy Director as the case may be shall carry out investigation into the financial position of the institution and if, after such investigation he is satisfied that the managements can afford to pay the allowance at Government rates shall direct the management concerned to pay the allowance at Government rates. If even after the issue of such a direction, the managements receiving grants from state funds do not pay the allowance at Government rates, the grant payable to them may be withheld either in full or in part. The refusal of the payment of the allowance at Government rates by managements which do not earn any teaching grants may be considered as a valid reason for the withdrawal of recognition;

19. *Age limit for assessment of grant.*—No grant will ordinarily be paid on behalf of members of the teaching staff in a school who have completed their 55th year. The Director may however relax this rule in special cases up to the age of sixty. No grant shall be paid to a college on behalf of the members of the staff who have completed the sixtieth year.

20. A member of the staff of any institution receiving aid from Government shall not stand as a candidate, or interfere or use his influence in any way or do anything in aid or in obstruction of any candidate in any election to a legislative body or local authority whether in India or elsewhere nor shall he take part in, or subscribe in aid of any electioneering party organisation :

Provided that if he is qualified to vote at such election, he may exercise his right to vote but if he does so he shall give no indication of the manner in which he proposes to vote or has voted.

The Government aid shall not be extended to any private educational institution, whether collegiate, secondary or elementary, which allows any of its teachers to stand for election to a local body or to a legislative body.

21. *Appeals.*—An appeal for the revision of any orders by the competent authority under these rules shall lie to the next higher authority. But in the case of appellate orders passed by the Regional Dy. D.P.I. a second appeal shall lie to the Director.

CHAPTER III—TEACHING GRANTS ON BEHALF OF SECONDARY SCHOOL

22. *Average daily attendance of pupils.*—A grant shall not be given to an institution which had not, for the previous year, an average daily attendance of 45 pupils in Classes VI to VIII in the case of Middle Schools or in Classes IX to XI in the case of High Schools or 60 in Classes IX to XII in the case of Higher Secondary Schools. The Regional Dy. Director, may however, relax this rule in special cases.

23. *Number of school meetings.*—An institution shall not ordinarily be eligible for the full grant in any year unless it met in the previous school-year on 220 school days or 1200 hours or on such number of school days as may be prescribed by the Director with the approval of the Government. For purposes of this rule the Regional Deputy Director shall be competent to grant condonation of shortage in the number of working days only upto a maximum of a deficiency of 5%.

24. *Definition.*—The school day shall consist of at least four hours of secular instruction; but two meetings, each of not less than two hours, whether on the same day or on different days, shall be counted as one school day.

25. *Scales of pay.*—The scales of pay adopted for the several members of the teaching and non-teaching staff in aided secondary schools shall not be less than the scales prescribed by the Government.

26. *Application for aid.*—Application for first admission to aid shall be made in the prescribed form (Appendix A) to the Regional Deputy Director through the District Educational Officer concerned before 1st July. The application shall be accompanied by such returns as the Regional Deputy Director may from time to time prescribe with a view to ascertaining the financial position of the school and its eligibility for aid.

“27-A. In the case of aided Secondary Schools, the amount of grant payable in a year will normally be:—

(i) A teaching grant equal to the expenditure on salaries (including allowances) of the teaching and non-teaching staff in the preceding Financial Year excluding the expenditure on the menial staff paid from contingencies.

(ii) A maintenance grant equal to 10% of the expenditure referred to in item (i) above.

(iii) The amount of tuition fees collected by the management (as explained in B (iii) below) shall be deducted from the total of items (i) and (ii) above, while arriving at the net grant-in-aid payable to the School

(B) No management shall, without the prior consent of the Director, either increase or decrease the rates of fees charged in their schools in 1961-62 and 1962-63 in respect of Andhra and Telangana regions respectively.

(i) The term “Secondary Schools” includes “Oriental Schools” and “Post Basic Schools” and excludes “Training and Special Schools”.

(ii) The maintenance grant equal to 10% of the expenditure includes the expenditure relating to:

(a) Expenditure on menial staff paid from contingencies.

(b) Teachers’ Provident Fund Contribution of managements.

(c) Rents.

(d) Taxes.

- (e) Repairs and upkeep of buildings, furniture, equipment etc.
 - (f) Contingencies (Postage, Stationery etc).
 - (g) Outlay (Audit fees etc.)
 - (h) Casual purchase of reference books, Furniture, Laboratory appliances etc., provided these are not covered by separate grants.
- (iii) The amount of tuition fees to be reckoned for the purposes of income includes the:
- (a) Actual income on tuition fees.
 - (b) Income foregone by the managements on accounts of irregular sanction of concessions and is exclusive of
 - (c) the income foregone by way of sanctioning managements concessions provided the amount of loss does not exceed the amount lost in 1960-61."

28. *Financial statement.*—The management of every aided Secondary School shall submit to the Regional Deputy Director through the District Educational Officer not later than 1st May of each year a Financial Statement in the form prescribed in Appendix-(E).

29-A. *Payment of grants.*—Method of payment of grant due for the year shall be worked out on basis of the September pay bill payable on the 1st of October, in respect of newly opened schools and in all other cases on the basis of July pay bill payable on the 1st of August. The grant so arrived at, after adding also 10% for maintenance and contingencies, shall be divided into equal monthly instalments and shall be paid to the Correspondent monthly in the shape of cheques to be issued so as to reach the Correspondent on the last working day of the month after obtaining a certificate of disbursement of salaries of the previous month signed by both the Correspondent and the Headmaster. The excess or short payments of grants, if any, will be adjusted after the audit of the accounts of the School is over.

NOTE :—For purposes of fixing maintenance grants the expenditure incurred during the course of the financial year (1st April to 31st March) will be taken into account.

29-B. *Drawal of Grants.*—(i) Grants may be drawn on a bill prepared in the prescribed form (Appendix-F) and countersigned by the District Educational Officer concerned.

(ii) On receipt of the countersigned bill, the manager shall endorse it and present it at the nearest treasury in accordance with the instructions given in the sanction order and obtain payment.

CHAPTER IV—TEACHING GRANTS ON BEHALF OF AIDED COLLEGES FOR GENERAL EDUCATIONAL AND FOR TEACHERS' TRAINING.

30. *Application for aid.*—Application for first admission to aid under this Chapter shall be made in the form prescribed in Appendix-B so as to reach the Director not later than 1st August.

No college shall be eligible for grant unless the prior approval of the Government is obtained for its establishment. In cases of new courses or groups to be opened in the existing colleges, the prior permission of the Director shall be obtained.

In order to ensure compact and effective governing bodies for aided Colleges, the managements shall re-constitute them with small number including the representatives of the Education Department and the University.

31. *Fixing the Amount of Grants.*—Teaching grants to aided Colleges shall be paid adopting the following formula:—

(a) “Hundred percent of expenditure on salaries of teaching and non-teaching staff minus fees at standard rates to be limited to actual deficit subject to the condition that the existing rates of fees (1963-64) must not be reduced”.

Any balance in actual fees collected shall be utilised by the managements towards other recurring expenses like contingencies etc.

All items of expenditure permitted in the case of Government Colleges will be permitted in the case of aided colleges according to the ceilings prescribed by the department.

- NOTES:—(1) The expenditure on salaries of teaching staff will be assessed on the basis of the University Grants Commission scales of pay.
- (2) The strength of teaching staff will be determined according to the rules prescribed by the Universities concerned.
- (3) The strength of non-teaching staff will be determined according to the rules framed by the department.
- (4) Expenditure on salaries of non-teaching staff will be allowed according to the scales prescribed by the department.
- (5) There must be a minimum strength of 10 in Arts group and 15 in the Science group for each class. The Director may exercise discretion in this regard. This condition is relaxed in respect of Women’s Colleges in the state in respect of languages and the subjects of Mathematics, Physics, Chemistry and Music (G.O. Ms. No. 3024, Edn. d. 9-4-1964).

(b) During the year 1963-64, all the new colleges established after the introduction of the Three-Year Degree Courses which have not received financial assistance under the central scheme for implementing the P. U. C. and Three-Year Degree Courses shall be paid a special laboratory grant limited to Rs. 15/- per science student (both P.U.C. and B. Sc.) studying in the college during the year. From the year 1964-65 all colleges shall be paid a special grant at the rate of Rs. 5/- for each science student (both P.U.C. and B. Sc.) on the rolls during the year.

(c) The managements shall be paid a grant equal to—

(a) half the expenditure incurred by the managements on scholarships and fee remissions, if any, sanctioned by them upto a limit of 10% of the fee income reckoned at standard rates provided that the scheme for sanction of such scholarships and fee remissions has received the prior approval of the Director and the rate of sanction of each concession is not less than half the actual rate of fees obtaining in the institution; and

(d) the loss in fee income on account of the award of all the fee concessions granted under the provisions of the Andhra Education Rules.

(G. O. Ms. No. 948 Edn. dt. 1-4-1964)

32. *Reservation of control by Government.*—As a condition of the continuance of the grant or any portion thereof the Government reserve to themselves the right to prescribe any particular line of action to be taken by the management in regard to any matter affecting the college.

33. *Financial Statement.*—For purposes of claiming grants the management shall submit to the Director not later than 1st May of each year, financial statement in the form prescribed in Appendix-E-I.

34. *Drawal of Grant.*—Grants for a year may be drawn on a bill prepared in the form prescribed in Appendix-F. Countersigned by the District Education Officer concerned.

**CHAPTER V—TEACHING GRANTS
ON BEHALF OF INSTITUTIONS FOR SPECIAL EDUCATION**

35. *Scope and extent of application.*—The Rules in this chapter shall apply to teaching grants paid to training schools, institutions for oriental learning (For the study of Sanskrit, Telugu, Tamil, Persian or Arabic), Pre-Primary Schools and departments (Excluding pre-basic schools) schools for defectives, Hindi Vidyalayas, schools for Physical Education, Rural Colleges for Adults and all other special types of institutions.

36. *Fixing the amount of grant.*—Except as otherwise provided in Rule 37 the amount of grant payable in any case shall be as fixed by the Regional Dy. Director after consideration of all the circumstances of the case.

37. *Basis of assessment in specified cases.*—(a) In the case of the following types of institutions, an amount not exceeding two-thirds of the net approved expenditure without taking into account the expenditure of payment of Dearness Allowance and one-half of the expenditure on the payment of Dearness Allowance or the actual deficit calculated in the manner prescribed in the Rules whichever is less shall be disbursed as teaching grant provided that for purposes of this rule, the Regional Dy. Director shall determine in each case as to what items shall constitute “Receipts” and as to what items of expenditure shall be admitted under “Approved Expenditure.”

- (i) Training Schools (Basic & Non-Basic);
- (ii) Training Schools for Physical Education Teachers;
- (iii) Reorganised Oriental Secondary Schools;
- (iv) Schools for defectives;
- (v) Rural Colleges for Adults.

(b) Subject to the same conditions as in sub-rule (a), an amount not exceeding one-half of the net approved expenditure without taking into account the expenditure on payment of Dearness Allowance and one-half of the expenditure on payment of Dearness Allowance or the actual deficit calculated in the manner prescribed in the rules whichever is less shall be disbursed as Teaching Grant to the following types of institutions.

- (i) Advanced Oriental Schools and such advanced sections attached to Oriental Colleges and Oriental Elementary Schools.
- (ii) Hindi Vidyalayas.

Note—The Director will be the authority to sanction grants under this chapter to Oriental Colleges.

38. *Qualifications and Scales of Pay.*—As a condition for purposes of eligibility for grant, the qualifications and scales of pay adopted for the staff employed in the several types of institutions shall be as prescribed by the Department.

39. *Application for aid.*—Application for admission to aid on behalf of training schools shall be made in the form prescribed in Appendix—C on behalf of Oriental Colleges in the form prescribed Appendix—B and on behalf of other institutions in the form prescribed in Appendix—D so as to reach the Regional Dy. Director through the District Educational Officer concerned, not later than 1st July. For purposes of claiming grant, the management of every institution shall submit to the Regional Dy. Director through the District Educational Officer not later than 1st May of each year, a financial statement in the form prescribed in Appendix—E.

40. *Special regulations for Rural Colleges for Adults.*—(a) A grant shall not be given to rural college which has not for the previous years as average daily attendance of fifteen students.

(b) A rural college shall not ordinarily be eligible for the full grant which can be sanctioned for it unless, in the previous academic year, it has

worked for 180 days or such number of days as may be prescribed by the Director with the approval of Government.

A full working day shall consist of not less than 1 hour and 45 minutes of instruction.

41. *Special regulations for Hindi Vidyalayas.*—(a) The number of institutions to be aided will be fixed by Government every year having regard to the number of Hindustani Teachers required for employment in Educational Institutions.

(b) An institution shall work for at least 180 days in the academic year and shall maintain an average daily attendance of not less than 25. A full working day shall consist of not less than 4 hours of instruction.

(c) For purposes of earning grant for an year the percentage of passes obtained by an institution during that year shall be not less than 50.

42. *Drawal of grant.*—Grant sanctioned under the rules in this Chapter shall be drawn on a bill prepared in the form prescribed in Appendix—F, countersigned by the District Educational Officer concerned. The bill in respect of the institutions for Physical Education shall be countersigned by the Chief Inspector of Physical Education.

CHAPTER VI.—*GRANT TOWARDS MEDICAL INSPECTION OF PUPILS IN SECONDARY SCHOOLS.

43. *Conditions and amount of grants.*—Grants-in-aid of Medical inspection of pupils conducted in Secondary Schools shall be paid subject to the following conditions :

(1) Managers shall select with the approval of the Regional Dy. Director one or more medical officers from among local registered medical practitioners. The work of inspection should as far as possible be entrusted to civil Assistant Surgeons or to Registered Medical Practitioners with similar qualifications.

(2) The fee payable to the medical officer shall not exceed twelve annas for the first inspection of a pupil and six annas for each of the subsequent annual inspections.

(3) The grant payable shall be limited to one-third of the expenditure incurred by the management subject, however, to an upper limit of four annas for the first inspection of each pupil and two annas for each of the subsequent inspections.

(4) The award of grants shall be contingent on the levy of special fees from pupils so as to cover at least one-third of the cost of medical inspection.

(5) The management of the school shall undertake to maintain the records and submit the returns prescribed for the purpose of medical inspection and to comply with all other conditions that may be laid down in this regard by Government or their authorized officers.

43. (a) *Reduction of grants.*—The grant will be liable to reduction at the discretion of the Regional Dy. Director—

(i) if, on an examination of the report of the medical officer, it is found that the inspection has not been conducted satisfactorily :

Or

(ii) if, after due warning, the management concerned fails to take action to remedy defects of sanitation and hygiene brought to the notice of the Regional Dy. Director in the Medical Officer's report.

*Kept in abeyance.

CHAPTER VII

GRANTS TOWARDS THE PAYMENT OF STIPENDS IN TRAINING INSTITUTIONS.

44. *Fixing the amount of grant.*—Grants may be given to a training institution to enable the payment of stipends to students under training at the rates laid down in the Andhra Educational Rules. The amount of grant given to a training school shall be determined by the District Educational Officer concerned after taking into consideration the restrictions on the number of students in each grade etc., imposed by the Andhra Educational Rules or by the Director, the relevant circumstances of the case and the funds allotted for each district or circle. The grant for colleges shall be sanctioned by the Director.

45. *Duration of grant.*—Grant will be allowed on behalf of a student for a period not ordinarily exceeding the authorised duration of the course of particular grade.

46. *Application for Aid.*—Applications for grants under this chapter shall be submitted to the Director or the District Educational Officer concerned, as the case may be, in the form prescribed in Appendix—G.

47. *Payment of grants.*—Stipendiary grants shall be drawn monthly on a bill prepared in the form prescribed in Appendix—H.

CHAPTER VIII

GRANTS TOWARDS THE RENT OF HOSTELS.

48. *Fixing the amount of grant.*—Grants may be sanctioned by the Director towards the rent of buildings to be used as hostels, provided satisfactory arrangements are made by the management for the supervision of the students residing therein.

Grants, in such cases, shall not exceed one-half of the next expenditure incurred by the management from its own funds on the rent of the hostel buildings or the actual deficit whichever is less after deducting the rent due from the inmates in the hostel.

The rent due for the purpose of grant will be fixed by the Government on the recommendation of the Director.

49. *Application for aid.*—Applications for grants under this chapter should be submitted in the form prescribed in Appendix—I, and be accompanied by outline plans and a recommendation, supported by reasons, as to what may properly be considered to be the rent due from the inmates.

50. *Drawal of grants.*—The grant shall be drawn on a bill in the form prescribed in Appendix—F duly countersigned by the District Educational Officer concerned.

CHAPTER IX

GRANTS FOR BUILDINGS, BUILDING SITES AND PLAY GROUNDS.

51. *Objects of Aid.*—Grants may be sanctioned for any of the following purposes :

(i) Purchasing, erecting, enlarging or improving houses or buildings of Educational Institutions or students' hostels including residential quarters for the Warden or other staff attached to the hostel and for sinking wells.

- (2) Executive extensive alterations and major repairs to buildings.
- (3) Acquiring land for instructional, hostel or playground purposes.

Note.—Applications for building grants in respect of Harijan Hostels will be considered by the Director of Harijan Welfare under provisions of this Chapter. The term “Director” occurring in this chapter shall be taken to mean “Director of Harijan Welfare” in so far as the schemes for building grant to Harijan Hostels are concerned.

52. *Conditions of grant.*—(i) In the case of new buildings extensions or alterations, the Director or the Regl. Dy. Director of Public Instruction as the case may be must have been convinced of their necessity and have approved their character. Works commenced before obtaining the special permission of Government will not be eligible for grant.

In the case of purchases of land or buildings, the Director or the Regl. Dy. Director of Public Instruction as the case may be must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Grants will not generally be given for a school building which fails to meet the requirements specified in Appendix—J.

(iii) Rooms in hostel buildings for the construction of which grant will be sought at any time must be of not less than the following dimensions.

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet, if for more than one pupil, a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for ten or more pupils. As pace of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a dining room or for any other dwelling purposes, other than sleeping.

(iv) Building grant will not be given to Harijan Hostels which have not been in existence for more than five years.

53. *Application for Aid.*—A management contemplating building operations for which it desires a grant from Government shall apply to the District Educational Officer for (i) a form of application for grant and (ii) instructions for the preparation of plans and estimates. Application in the form prescribed in Appendix—K, shall except in the case of colleges, be submitted to the Regional Dy. Director through the District Educational Officer concerned accompanied by such outline plans as will enable the Regional Dy. Director to judge of the suitability of the proposal from an educational point of view. Application in respect of Colleges shall be submitted to the Director direct.

An application received by the Director or the Regional Deputy Director as the case may be shall be scrutinised by him in the first instance with reference to the requirements of the institution and the suitability of the scheme and the building grants given to the institution concerned during the previous three years. If after such preliminary scrutiny, the Director or the Regional Deputy Director as the case may be is satisfied that the scheme is essential and urgent, he may, in respect of the proposed scheme, call for detailed plan and estimates from the management.

54. *Preparation of plans and estimates.*—The detailed plans specifications and estimates (which may include Architect’s and Engineer’s fees) shall be prepared by professional Engineers or Architects having a recognized qualification such as M.A.I.C.E., A.M.I.E. (Ind.), or an Engineering Degree from the recognized University or by a Gazetted Officer of the Public Works or

the Highways Department, present or retired, or by such other person whom the Chief Engineer (General and Building) considers to be competent for the purpose. In preparing these plans and estimates and instructions contained in Public Works Department circular memo No. 916-g/50-1, dated 29th June, 1950 (See Appendix—U) shall be followed. The plans and estimates shall be submitted to the Director or the Regional Dy. D.P.I. in duplicate.

55. *Technical approval and commencement of work.*—The detailed plans, specifications and estimates received from the managements shall then be forwarded, for technical approval, (i) to the Superintending Engineer if the Cost of the work exceeds Rs. 25,000 or the Executive Engineer if the Cost of the work is Rs. 25,000 or less. After obtaining such technical approval, the Director shall submit proposals to Government, not later than 1st October of each year, for making provision in connection with the Part II of the Budget of the succeeding year in respect of all the schemes for which approved plans and estimates exist. Permission should be given to the managements concerned to proceed with the schemes relating to them, only after final orders are issued on the Part II Schemes and necessary provision has been included in the Budget of the year concerned and until then the Department shall not be considered to have committed itself for the payment of grant on any scheme. The Regional Deputy Director shall submit proposals to Government through the Director.

In exceptional case, however, the Director or the Regional Deputy Director shall submit proposals to Government through the Director may submit for the sanction of Government, individual applications for Building Grants, the Plans and estimates for which have been technically approved. In such cases the Government will consider the question of according permission to a management to proceed with its scheme, treating it as special case without any commitment as regards the question of admitting it to aid which will be considered, in the usual course, only as Part II Scheme for the succeeding year.

56. *Tenders and supervision of work.*—Open tenders shall be called for in each case in which the total estimate exceeds Rs. 10,000. The tenders shall be received only in closed and sealed covers of packets and they shall be opened in the presence of the District Educational Officer concerned. Every scheme during the course of its being executed shall be under the supervision of a professional Engineer or Architect such as in referred to in Rule 54. Where it is provided that private qualified professional advice is not available, the management shall, prior to the commencement of the work thereon give 15 days notice in writing to the Executive Engineer in charge of the Division wherein the construction of the building is proposed. During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department. A fee of one per cent of the total estimate shall be levied where actual supervision of construction by the Public Works Department is required.

57. *Time limit for completion of the Works.*—A scheme which has been admitted for aid and the work relating to which, or the purchase or acquisition of land or building is not completed within a period of three years from the date of such admission shall not be eligible for any grant unless in any case the prior approval of the Director or the R.D.D. as the case may be has been obtained for special and valid reasons, for an extension of the time limit.

58. *Certificate to be produced.*—After completion of the scheme (Building or Play ground) the correspondent shall be required to furnish a certificate in the Form prescribed in Appendix—L, signed by the Architect or Engineer in charge of the work to the effect that the scheme has been completed

generally in accordance with the approved plans and specifications and another certificate signed by the correspondent himself specifying the total amount actually spent on the scheme. If the work has been executed under the supervision of the officers of the Public Works Department, the Director or the R.D.D. as the case may be will call for a valuation of the work done from the Local Engineer of the Public Works Department. The Director or the R.D.O. as the case may be may also call for, at any time, from the management the vouchers etc., in support of the expenditure stated to have been incurred and also require the management to furnish a certificate specifying the total amount of private benefactions received by the management in respect of the work.

59. *Amount of grants.*—In the case of buildings erected (Improved, altered or repaired) the grant payable shall not exceed the percentage specified below of the total cost of the work shown in the management's estimates as approved by the Director and modified by the Public Works Department subject to the maximum monetary limit specified.

Institution	Percentage of the total cost	Maximum grant	
		Rs.	p.
<i>Colleges</i> : First Grade and Training Colleges	50	75,000	00
<i>College</i> : Second Grade	50	50,000	00
Secondary and Special Schools	50	35,000	00
Basic Training Schools	75	50,000	00

In the case of buildings or lands, acquired, the grant payable will be based on the Collectors' estimate of the value of the same or of the actual cost of the acquisition or purchase whichever is less, and shall not exceed the percentage and maximum monetary limits prescribed for buildings erected. In the case of lands or buildings purchased, the expenditure actually borne by the management of the institutions in connection with the transfer of property *viz.*, stamp duty, registration charges, etc., will be added to the purchase value of land or building acquired for an educational institution for the purpose of payment of grant from the State funds.

However, where a management receives a private benefaction for the construction or purchase of a building or acquisition of land for an educational institution, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the construction or purchase of the buildings or acquisition of the land and where, the private benefactions in excess of the management's share of the cost such excess shall be taken as deduction of the State Government's share of the cost.

The grants payable for sinking wells will be limited to three-fourths of the actual cost in the case of Basic Training Schools and to one-half of the actual cost in other cases.

60. *Payment of Grant.*—No grant or advance (Referred to in Rule 62) shall be paid to a management unless it proves to the entire satisfaction of the Government Pleader its title to the property in respect of which grant is claimed, by providing all the connected title deeds, and the Government Pleader declares the title of the management to the property to be in order. Grants sanctioned for any of the purposes mentioned in Rule 51 (1) and (2) except the purchase of buildings, shall be drawn on bills prepared in the form printed as Appendix—M, countersigned by the District Educational Officer concerned except in the case of bills relating to colleges. Grants sanctioned for the purchase of buildings or for the purposes mentioned in Rule 51 (3) shall be drawn on bills prepared

in the form printed as Appendix-N, countersigned by the District Educational Officer concerned except in the case of bills relating to colleges.

61. *Legal charges.*—The Government pleader will be permitted to charge for the examination of titles in connection with building and playground schemes for educational institutions, fees not exceeding 1 per cent of the grant sanctioned for the scheme subject to a minimum of Rs. 20 and a maximum of Rs. 250 in each case.

The fees charges shall be paid by the management of the institution concerned whether a grant is paid by Government or not. One-half of the Government Pleader's fees will be reimbursed to the management in the shape of supplemental grant from the State Funds. If a building grant is not sanctioned by Government the question of reimbursing the management for one-half of the expenditure on Government Pleader's fees will be considered on the merits of each case.

62. *Payment of advances.*—The grant sanctioned for the construction of buildings under this chapter may be paid in part, as the work progresses, on the production of the following :

(a) A certificate from a qualified Engineer or Architect in charge of the work that the construction is proceeding on sound lines in accordance with the approved plans specifying the state of the work and his estimated value of the work done.

(b) A certificate signed by the correspondent himself specifying the actual amount spent on the construction and declaring that the grant claimed is not more than one-half of the actual expenditure incurred towards the construction.

63. *Prohibition of transfer of lands or buildings acquired with the aid of Government Grant.*—Managements of Educational Institutions are prohibited from transferring lands or building acquired with the aid of Government grant for purposes other than that of the institutions concerned except, in accordance with the provisions of the Madras Aided Institution (Prohibition of Transfers of property) Act, 1948 (Madras Act No. XIV of 1948 as amended in Act. No. XXXIII of 1950) reproduced in Appendix—T.

CHAPTER X.

GRANTS FOR FURNITURE, BOOKS AND APPLIANCES.

64. *Objects of aid.*—Grants may be sanctioned under this chapter for furniture including hostel furniture ; for apparatus, chemicals, maps, diagrams and models, for library books ; for plant, materials and tools needed in educational institutions.

65. *Conditions of aid.*—(1) The grant sanctioned in each case shall not exceed one-half of the total cost of the equipment subject to a maximum of Rs. 10,000 in respect of colleges and Rs. 5,000 in respect of other institutions provided that where a management receives a private benefaction amounting to more than one-half of the cost of equipment, such excess shall be taken in deduction of the Government's share of the cost.

Exceptions.—(1) In the case of Secondary Schools in which bifurcated course or courses of studies have been introduced under a scheme of special aid from Government, a non-recurring grant equal to three-fourths of the cost of the equipment purchased within the first two years of the introduction of the course or courses may be sanctioned by the Regional Deputy Director for each school subject to a maximum of Rs. 7,350 for the Engineering Course and of Rs. 5,700 for each of the other courses except the Teaching practice course provided the grant disbursed in any year is not more than half the maximum limit prescribed and it may be paid in the same year in which the articles of equipment are purchased.

(2) An institution which has not worked satisfactorily for at least one year after its opening shall not, ordinarily be considered for payment of equipment grant. An interval of at least one year between two applications for aid under this chapter may also ordinarily be required to elapse

(3) No grant shall be given for articles purchased or manufactured, without previously obtaining the orders of the Director or the Regional Dy. D.P.I. and for which aid has not already been promised.

(4) Excepting in the case of industrial and technical schools, aid shall not as a rule, be given for the purchase of articles to be used by the pupil, as distinguished from these required by the teacher is giving instruction. But in special cases grants may be given for books and slates for the use of pupils, on condition that the property of the institution are used by the pupils during working hours only, and are not removed from the premises.

(5) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the Department.

66. *Application for aid.*—Applications for grant under this chapter shall be made in the form prescribed in Appendix—O, and shall be submitted, except in case of colleges through the District Educational Officer concerned so as to reach the Regional Dy. Director and to the Director direct in the case of colleges, not later than 1st July, and shall be accompanied by the details showing the number, description and price of each article which it is proposed to provide.

67. *Sanctioning authority.*—(a) Schemes eligible for grant exceeding Rs. 2,500 are sanctioned by Government, schemes eligible for a grant of Rs. 2,500 and less are sanctioned by the Director, but in the case of secondary schools for boys and training schools for masters schemes for which the grant payable does not exceed Rs. 500 are sanctioned by the Regional Dy. Directors concerned. Schemes in respect of Secondary schools and special schools (training schools, oriental secondary schools etc.) are sanctioned by the Regional Deputy D.P.I. schemes in respect of Colleges Oriental Colleges and all those authorised to be sanctioned by the Regional Deputy D.P.I. are sanctioned by the D.P.I.

(b) Payment of grant on all schemes except those sanctioned by the Regional Dy. D.P.I. authorised by the Director. The amount required for disbursement of grants for the schemes sanctioned by the Regional Dy. D.P.I. is placed at their disposal by the Director and payment is authorised by them.

68. *Payment of grant.*—The grant shall be paid only on submission, before the date specified in the order sanctioning the grant, of vouchers duly receipted. It shall be drawn on a bill prepared in the form prescribed in Appendix—P, countersigned by the District Educational Officer concerned except in the case of bills relating to the colleges, In the case of a management which received a private benefaction referred to in sub-rule (1) of Rule 65, the management should furnish a certificate specifying the total amount of private benefactions received.

69. *Claims of the Government.*—If an institution which has received aid under this chapter has within five years from the date on which a grant under this chapter is drawn, been closed or diverted to other than educational purposes approved by the Government, the Government shall be at liberty to purchase the articles towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose.

When the Government purchase the articles at the valuation so fixed the amount to be paid to the management shall be only the excess of the

valuation over the amount already given as grant towards their original purchase.

Alternatively, the Government may direct that the articles shall be sold in auction, in which case the proceeds shall be paid into the Government treasury; provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles the differences shall be payable to the management of the institution.

CHAPTER XI

BOARDING GRANTS TO INDIAN ORPHANAGES AND BOARDING HOMES FOR DESTITUTE CHILDREN.

70. *Objects and conditions of aid.*—In addition to ordinary grants of all descriptions, a special grant may be made in Indian Orphanages and Boarding Homes for Indian destitute pupils in aid of Boarding charges:

Provided that such grants shall not exceed three-fourths of the net boarding charges of the institution subject to a maximum limit of Rs. 8 a month for each certified free destitute pupil excluding such pupils, if any, in receipt of grants from the Harijan Welfare or other Departments of Government:

Provided also that such grant shall not be admitted on behalf of a pupil.

(a) From the date of attainment of the age of eighteen or upto the date of attainment of the age of six in the case of boys; and

(b) from the date of attaining of the age of eighteen or upto the date of attainment of the age of five in the case of girls.

NOTE.—(1) Pupils from whom a nominal fee not exceeding Rs. 9 in a year is collected shall be considered free for purposes of the above rule and also of note (1) under Rule 72.

NOTE.—(2) Pupils in Orphanages whose parents are in receipt of an annual income of Rs. 30 to 600 shall also be deemed as free destitutes for purpose of Note (1) under Rule 72. Boarding Homes which admit such children shall be eligible for half grant.

71. *Production of destitution certificates.*—In support of a claim for grant for the first time in respect of every pupil, a certificate testifying to his or her destitution in the form prescribed in Appendix—R if the pupil is an orphan, and in Appendix—S if the pupil is a non-orphan should be produced not later than the 1st August of the year in which the pupil is admitted or with in one month from the date of admission in the case of late admissions, from an officer of the Revenue department not below in rank than that of a Deputy Tahsildar having jurisdiction over the area where the parent or guardian of the destitute resides. The destitution certificate shall bear the seal of the office of the certifying officer. Officers who do not have offices of their own and who are attached to offices of a higher authority will affix seals of the offices to which they are attached. These certificates must be filed in the orphanage or boarding home for reference.

72. *Eligibility for aid.*—Only institutions which are primarily orphanages and which make suitable arrangements for the education of the inmates in recognized schools, shall be admitted to aid.

NOTE.—An orphanage or boarding home for Indian destitute pupils shall not be eligible for aid under this chapter unless at least 50 per cent of its inmates on the 1st July of the year under consideration are orphan or non-orphan free certified destitutes within the prescribed age-limits and reading in recognized schools. For this purpose, inmates satisfying these conditions but receiving grants from the Harijan Welfare or the other Government department shall be considered as free destitutes.

(2) The term "Orphan" used in these rules means a child which has lost either or both of its parents.

(3) The possession of a trifling income by the parent of a child does not necessarily exclude the child from the category of "destitutes".

(4) "Boarding Charges" for the purpose of the grant shall comprise only the following:

(i) Cost of food-stuffs;

(ii) Pay of cook and other servants, if any employed for the purpose of cooking and serving meals;

(iii) Contingencies, *i.e.*, sundry expenses connected with the provision of meals.

(5) The net boarding charges shall be arrived at by deducting from the Boarding charges.—

(a) the wages, if any, earned by the inmates paying no fees or only nominal fees;

(b) the fees, if any, collected including the nominal fees referred to in the explanation under Rule 70; and

(c) the amount calculated at the rate of Rs. 8 per head per month on behalf of the inmates receiving grants from the Harijan Welfare and other Departments.

(6) No inmate shall be eligible for a grant under this chapter, unless he or she is a native of the Andhra State provided that nothing in this note shall apply to the eligible inmates who were natives of the Madras State and who were being assessed grant immediately prior to 1st October 1953.

73. *Sanitary and other requirements.*—No application for grant shall be considered unless the Inspecting Officer is satisfied that the education provided by the orphanage or boarding home for the destitute children is suitable, that they are well looked after and that its accounts show that it is not conducted for private profit. A sanitary certificate, in the form prescribed in Andhra Educational Rules, shall also be produced with each application for grant signed by a Registered Medical Practitioner or an Officer of the Public Health Department.

74. *Application for aid.*—Application for grants under this chapter shall be made in the prescribed form (Appendix Q) and shall be submitted to the Regl. Dy. Director of Public Instruction through the District Educational Officer concerned, so as to reach him not later than the 1st August of each year.

75. *Payment of grant.*—The grant shall be drawn on a bill prepared in the prescribed form (Appendix F) countersigned by the District Educational Officer concerned.

APPENDIX A.
(Chapter III, Rule 26.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF
A SECONDARY SCHOOL.

1. Name and Address of the School.
2. Society, Association or person owning the school.
3. Correspondent.
4. Date of Establishment.
5. Number and date of Director's orders granting recognition.
6. Forms and classes under instruction with strength in each.
7. Names of teachers with qualifications and monthly salary of each.
8. Description of assets and of endowments with yearly income from each.
9. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than standard rates.
10. Remarks.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code, are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____ dated _____; and that I am prepared to subject the institutions together with its current endowments and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station:

Date:

Correspondent.

APPENDIX B.
(Chapter IV, Rule 30; Chapter V, Rule 39.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF A COLLEGE.

1. Name and address of the College.
2. Society, association or person owning the College.
3. Correspondent.
4. Date of establishment.
5. (a) No. and date of orders of Govt. granting permission to open the College or Course.
(b) No. and date of orders of the University granting affiliation.
6. Classes under instruction with strength in each.
7. Names of teaching and non-teaching staff including menials with qualifications and monthly salaries of each.
8. Description of assets and of endowments with yearly income from each.
9. Amount which the management proposes to spend on the College yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than standard rates.
10. Remarks.

Declaration.—On behalf of the management of the College, I hereby declare that the conditions laid down in the Andhra Educational Rules and in the Grant-in-Aid Code, are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____ dated _____; and that I am prepared to subject the institution together with its current endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station:

Date:

Correspondent.

APPENDIX C.

(Chapter V, Rule 39).

APPLICATION FOR TEACHING GRANTS ON BEHALF OF A TRAINING SCHOOL.

1. Name and address of the School.
2. Society, association or person owning the school.
3. Correspondent.
4. Date of establishment.
5. Number and date of Director's orders recognising the school.
6. Training classes with strength of each.
7. Names of teachers employed in the training school } with qualifications and monthly salaries.
8. Standards in practising school with strength of each.
9. Names of teachers employed in the practising section, with qualifications and monthly salaries.
10. Description of assets and of endowments with yearly income from each.
11. Amount which the management proposes to spend yearly on the school.
12. Remarks.

Declaration :—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____ dated _____; and that I am prepared to subject the institution, together with its current endowments and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station:

Date:

Correspondent.

APPENDIX D.

(Chapter V, Rule 39).

APPLICATION FOR TEACHING GRANTS ON BEHALF OF AN INSTITUTION FOR SPECIAL EDUCATION.

1. Name and address of the institution.
2. Society, association or person owning the institution.
3. Correspondent.
4. Date of Establishment.
5. Number and date of orders of recognition.
6. Subjects of instruction with classes and strength of each class.
7. Names of teachers employed with their qualifications, the subjects taught by each, and their monthly salaries.
8. Description of assets and of endowments with yearly income from each.
9. Remarks;

Declaration :—On behalf of the management of the institution, I hereby declare that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____, dated _____; and that I am prepared to subject the institution, together with its current endowments and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

APPENDIX E.

(Rules 28 and 39).

FINANCIAL STATEMENT FOR USE IN EDUCATIONAL INSTITUTIONS. (OTHER THAN COLLEGES)

Name of the Institution.

Financial Statement for the year 19 -19 .

Sl. No. (1)	Receipts. (2)	Amount. (3)	Sl. No. (4)	Expenditure. (5)	Amount. (6)
		Rs. nP.			Rs. nP.
	A. Fees due at standard rates — April 19 to March 19				
1.	Amount brought forward from last year's account (General Funds)			1. (a) Teaching staff—Pay. —Dearness allowance.	
2.	Income from endowments			2. (a) Clerks and servants—Pay. —Dearness allowance.	
3.	Subscriptions and donations			3. Rent.	
4.	Actual receipts by fees :— (a) Ordinary. (b) Arrears. (c) Admission. (d) Fines.			4. Taxes.	
5.	Special fees :—			5. Ordinary repairs and upkeep.	
	Opening balance.			6. Contingencies.	
	Collections including arrears.			7. Scholarships— (i) Government. (ii) Harijan Welfare. (iii) Book allowance for Military concession holders.	
	Other receipts such as interest, sale proceeds, management contribution, etc.		Total	8. Prizes.	
Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	9. Furniture.	
	(i) Library. (ii) Literary Association. (iii) Games. (iv) Science. (v) Medical Inspection. (vi) Visual Education. (vii) Hobbies and Crafts. (viii) Excursion & Scouting. (ix) Stationery.			10. New Buildings.	
				11. Science apparatus and materials (met from general funds).	
				12. Other appliances for teaching.	
				13. Library (met from general funds).	
				14. Provident Fund contribution by the management.	
				15. Special fees.	
	Total ..	(e)			

9

6. Grants-in-aid received :-

- (i) Teaching.
- (ii) Building.
- (iii) Furniture.
- (iv) Equipment.

7. Scholarships—

- (i) Government.
- (ii) Harijan Welfare.
- (iii) Book allowance for military concession holders.

8. Miscellaneous Receipts, disciplinary fines, etc.

9. Bifurcated course (in case of secondary schools) Total receipts.

10. Amount contributed by the management for the upkeep of the institution.

Total ..

Expenditure.		Closing Balance.		Total.	
Rs.	nP.	Rs.	nP.	Rs.	nP.

- (i) Library.
- (ii) Literary Association.
- (iii) Games.
- (iv) Science.
- (v) Medical Inspection.
- (vi) Visual Education.
- (vii) Hobbies and crafts.
- (viii) Excursion and Scouting.
- (ix) Stationery.

Total .. (f)

16. Bifurcated course (in case of secondary schools)—
Total expenditure ..

17. Outlay not falling under the above heads.

18. Amount carried over to next year's account
(General Funds) (g)

Total ..

21

On behalf of the management, I hereby certify that the expenditure shown in the above statement under items 1-6 has been actually incurred, and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

Station:

Date :

I hereby certify that I have audited the accounts of school for the year and supported by proper vouchers.

Station :

Date :

Head of the Institution,

and that the receipts and expenditure shown in the above statement are correctly stated

Correspondent.

AUDITOR.

[Contd.]

INSTRUCTIONS.

1. The total on the receipts side (excluding A) should agree with the total on the expenditure side.
2. The amount shown against item A should agree with the amount shown in the fee returns as fees due for the year.
3. The figure shown at (e) shall be repeated in column (3).
4. The figure shown at (f) shall be repeated in column (6).
5. The figures at (e) and (f) must tally with one another.
6. The amount at (g) should agree with the closing balance on 31st March shown in the cash book of the institution.
7. Items 1 and 2 on the expenditure side should be supported by a separate statement in the form given below showing the designation and other particulars of the staff and servants, etc., their monthly salaries, and the total salary paid to each.

Sl. No.	Designation	Name of the incumbent	Total No. of hours of work per week	QUALIFICATION		Total service in the grade as on 1st April of the year	PERIOD OF INCUMBENCY		Salary per month	Salary actually paid	Rate of D.A. per month	Total D.A. paid	Age as on 1st April of the year	Remarks.
				General	Professional		From	To						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
									Rs.	Rs.	Rs.	Rs.		
								Total	_____	_____	_____	_____		

8. The statement prescribed in instruction 7, shall be supported by a certificate in the following form :—
 “I hereby certify that the expenditure shown above was actually incurred by me and that the salaries actually paid is correctly stated.

Date:

Correspondent”.

9. For purposes of the statement prescribed in instruction 7, “salary actually paid” means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purposes of the school. In the case of honorary or quasi-honorary workers the normal or assumed salary may be shown under “Monthly salary” the real amount paid, if any, being shown under “salary actually paid”.

10. Item No. 6 on the expenditure side should be supported by a statement showing the details of expenditure and in particular accounting separately for each item exceeding Rs. 10.

APPENDIX E-I.

(Rule 33)

FINANCIAL STATEMENT FOR USE IN EDUCATIONAL INSTITUTIONS (AIDED COLLEGES)

Financial Statement for the year 196 — 196 .

Name of the Institution :

S. No. (1)	Receipts (2)	Amount. (3)	S. No. (4)	Expenditure (5)	Amount. (6)
		Rs. P.			Rs. P.
	A. Fees due at standard rates— April 196 to March 196 .		1.	Teaching staff—	
				Pay
				D.A
				C.A
1.	Amount brought forward from last year's account (General Funds) Bank balance and cash balance.	2.	Non-teaching staff—
2.	(a) Income from endowments		Pay
	(b) Income from Scholarship endowments		D.A
3.	Subscriptions and donations		C.A
4.	Actual receipts by fees—		3.	Taxes
	(a) Tuition	4.	Ordinary repairs and upkeep
	(b) Arrears	5.	Contingencies—	
	(c) Admission		(a) Stationery and printing
	(d) Registration		(b) Postage and Telegrams
	(e) Tuition fee fines		(c) Telephones
				(d) Livery to peons
				(e) Advertisement charges
				(f) Electricity charges
				(g) Water charges
				(h) Sanitary charges
				(i) Lights to watchmen
				(j) Hot and cold weather charges
				(k) Servicing charges
				(l) Conveyance charges
			6.	Travelling Allowance
			7.	Affiliation fees payable to the University
			8.	Audit fees payable to Government
			9.	Prizes
			10.	Furniture
			11.	New buildings
			12.	Science apparatus and materials (met from special grant and general funds)
			13.	Other appliances for teaching
			14.	Library (met from general funds)
			15.	Provident fund Contribution by the management
			16.	Rents

APPENDIX E-I.—(Contd.)

S. No. (1)	Receipts. (2)			Amount. (3)	S. No. (4)	Expenditure. (5)			Amount. (6)
	Opening Balance.	Collections including Arrears.	Other receipts such as interest, sale proceeds, man- agement con- tribution etc.	Rs. P.		Expenditure.	Closing Balance.	Total.	Rs. P.
5. Special Fees					17. Special Fees				
(i) Library and Reading Room ..					(i) Library and Reading Room ..				
(ii) Literary Association and Students' Association ..					(ii) Literary Association and Students' Union ..				
(iii) Games ..					(iii) Games ..				
(iv) Science ..					(iv) Science ..				
(v) Medical Inspection ..					(v) Medical Inspection ..				
(vi) Visual Education ..					(vi) Visual Education ..				
(vii) Hobbies and Crafts ..					(vii) Hobbies and Crafts ..				
(viii) Excursion and N.C.C. ..					(viii) Excursion and N.C.C. ..				
(ix) Examination and Stationery..					(ix) Examination and Stationery ..				
(x) Poor Students aid Fund ..					(x) Poor Students aid Fund ..				
	<hr/>					<hr/>			
	Total ..					Total ..			
	<hr/>					<hr/>			
6. Grants-in-aid received—					18. Amount added to the corpus fund of the College ..				
(i) (a) Teaching					
(b) Laboratory	19. Scholarships—				
(ii) Building	(i) Government (By the D.P.I., R.D.D.P.I. etc.)
(iii) Furniture	(ii) Social Welfare (State and Central)
(iv) Equipment	(iii) National Scholarships

7. Scholarships—			
(i) Government (By the D.P.I., R.D.D.P.I. etc.)	
(ii) Social Welfare (State and Central)	
(iii) National scholarships	
8. Miscellaneous receipts (Disciplinary fines etc.)	
9. Amount contributed by the management for the upkeep of the institution
			.
		Total	
			(e)

20. Outlay not falling under the above heads	
21. Amount carried over to next years account (general funds,) (Bank and Cash Balance)
		Total	
			(f)

On behalf of the management, I hereby certify that the expenditure shown in the above statement under items 1 to 8 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctioned under the grant-in aid code.

Station:

Date:

Principal.

Correspondent.

INSTRUCTIONS.

1. The total on the receipts side (Excluding A) should agree with the total on the expenditure side.
2. The amounts shown against item A should agree with the amount shown in the fee returns as fees due for the year.
3. The Figures at (e) and (f) must tally with one another.
4. The amount at (g) should agree with the closing balance on 31st March shown in the cash book of the institution.
5. Items 1 and 2 on the expenditure side should be supported by a separate statement in the form given below showing the designation and other particulars of the staff servants etc., their monthly salaries and the total salary paid to each.

Serial No.	Name of the incumbent.	Designation.	Total No. of hours of work per week.	Qualifications		Total service in the grade as on the 1st April of the year.	Period of incumbancy		Salary per month.	Salary actually paid.	Rate of D. A. per month.	Total D. A. paid.	C. A. per month.	Total C. A. paid.	Date of Birth.	Remarks.
				General.	Professional.		From	To								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

6. The statement prescribed in instruction 5 shall be supported by the following certificate:

"I hereby certify that the expenditure shown above, was actually incurred by me and that the salaries actually paid is correct.

Correspondent.

7. For purposes of the statement prescribed in instruction 5 'salary actually paid' means the amount actually received by each teacher or servant for his personal use or maintenance no part of which is surrendered or appropriated for the purpose of the college. In the case of honorary or quasi honorary workers the normal or assured salary may be shown under the monthly salary the real amount paid if any being shown under 'salary actually paid'.

8. Items Nos. 5 to 8 on the expenditure side should be supported by a statement showing the details of expenditure and in particular accounting separately for each item.

(G. O. Ms. No. 948 Edn. dt. 1-4-1964.)

APPENDIX—F.

(Rules 29, 34, 42, 50 and 75).

*Bill for teaching grants on behalf of Colleges, Secondary and Special Schools: For Boarding
Grants on behalf of Indian Boarding Homes and Orphanages and for rent grants
on behalf of Hostels.*

Government of Andhra Pradesh.

BUDGET } HEAD }				Voucher No. of the month of 19 ..	District. ..
GRANT-IN-AID BILL OF for the year ending 31st March 19 ..					
					Rs. nP.
		Teaching/Boarding Grants/Rent			
Grants sanctioned in Pros. of the Director of Public Instruction, No. Dated 19 ..	Colleges	}	Men ..		
			Women ..		
	Secondary Schools	}	Boys ..		
			Girls ..		
	Special Training Schools	}	Masters ..		
			Mistresses ..		
	Special others	}	Boys ..		
			Girls ..		
	Boarding	}	Boys ..		
			Girls ..		
	Rent	}	Boys ..		
			Girls ..		
	Total	}	Boys ..		
			Girls ..		
			Total ..		_____

(In words) Rupees.

Note—If there are more than one institution under the same management, the grants of all the institutions should be drawn in the same bill, but the names and class of the institutions and the amounts for each should be entered in two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

2 The Sanction under which the grants are claimed should invariably be given in the place provided in the Bill.

3 Bills for a year should be cashed before the 31st March of that year.

Station.

Date :

Correspondent.

COUNTERSIGNED.

Date :

District Educational Officer.
Inspectress of Girls' Schools.

Pay Rupees

Treasury Accountant.

Treasury Officer.

Date.

Contents received.

Date :

Correspondent.

APPENDIX—G.
(CHAPTER V—RULE—46.)
Application for Stipendiary grants in Training Institutions.

Name of the institution	Name of Pupils	Caste	Age	Native town or taluk	Public examination already passed or school-leaving certificate obtained, with class and year.	Date of admission into the training Class.	Grade for which the student is to be trained.	Amount of stipendiary grant sought for per mensem.	Date from which grant is required and for what period.	Previous occupation of the student.	If a teacher, length of service as such.	School, if any, to which the student returns after training.	Period for which stipendiary grant has already been drawn for the grade.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Declaration:—On behalf of the management of the institution, I hereby declare that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by Proceedings of the Director of Public Instruction No. _____, dated _____; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment time-table and registers to inspection and to furnish such returns as may be required by the Department.

Station :

Date :

Correspondent.

APPENDIX—H
(Chapter VII—Rule 47)

BILL FOR GRANTS TOWARDS STIPENDS IN TRAINING INSTITUTIONS

Grant Bill for the month of _____ 19 ____ for
Training College/School.

GOVERNMENT OF ANDHRA PRADESH

Budget Head		District	
	Voucher No.		
		of the month of	
		19 ____	
Stipendiary grants sanctioned by the Director of Public Instruction/District Educational Officer in No. _____ Dated _____ 19 ____			
Grants-in-aid	Training Colleges	} Men	Rs. nP.
		} Women	
	Training Schools	} Masters	
		} Mistresses	
		Total ..	
(In Words) Rupees			

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipendiary grants are claimed in this bill have been on the rolls during the month.

Station:

Date:

Pay Rupees

Correspondent.

Treasury Accountant.

Contents received.

Treasury Officer.

Date:

Date:

Correspondent.

APPENDIX—I

(Chapter VIII—Rule 49)

APPLICATION FOR GRANTS TOWARDS RENT OF HOSTELS

1. Name of the School or College.
2. Society, Association or person owning the school or college.
3. Correspondent.
4. Number and date of orders recognising the hostel or the educational institution to which it is attached.
5. Forms and classes in which the students, for whom hostel accommodation is proposed, or reading with the number in each.
6. Total rent paid to the owner of the building.
7. Rent collected from students.
8. Rent paid by the managements from its own funds.
9. Remarks.

Declaration.—On behalf of the management of the hostel, I hereby declare that the conditions of recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code are being and will continue to be fully observed, except those rules from which the hostel has been specially exempted by the Director's proceedings:

No. _____ Dated _____ and that I am prepared to subject the hostel, together with its current endowment and trust accounts, its establishment, and registers to inspection and to furnish such returns as may be required by the department.

Station:

Dated:

Correspondent.

APPENDIX—J
(Chapter IX—Rule 52)

INSTRUCTIONS AS TO THE SANITARY AND HYGIENIC REQUIREMENTS TO BE OBSERVED IN THE
INSTRUCTIONS AS DESIGNING AND CONSTRUCTION OF SCHOOL BUILDING IN THE STATE OF
ANDHRA PRADESH.

Selection of Sites

In the selection of sites, the following points should be weighed against considerations of economy, convenience, proximity to houses of parents, etc.

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees, or houses which prevent the free circulation of air and the access of sunlight in the school buildings. Shady trees are, however, of value *in the playground* provided that they do not unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of light into the class rooms, or in course of time, to cause damage to the structure.

(ii) Made soil should be avoided and, as far as possible all soils which are specially retentive of moisture.

(iii) Sufficiency of space is important, and in this connection the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be born in mind.

(iv) Channels and tanks in the vicinity area disadvantage.

(v) The presence or rank vegetation, more especially prickly-pear, is objectionable.

(vi) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of Buildings

3. This will differ for different parts of the State and will depend chiefly on the best way to secure perflation of the air. Subject to this the more buildings are lighted from the north the better.

Floor Space

4. When funds are available, they should be utilised in providing floor space in excess of the following *Minimum* requirements.

for secondary schools	..	11 sq. ft. per pupil
for technical schools	..	15 sq. ft. per pupil

Note.—The minimum floor space provided in training colleges shall be 15 sq. ft. per pupil. Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

Composition of floors

5. It is desirable that the floor should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone, floors need not be insisted on if objected to. At the same time it must be recognized that from the hygienic point of view they are to be preferred and the objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating Arrangements

6. The general principles which should govern the construction of desks are best forth in the Annexure.

7. Forms without backs and desks are objectionable; type designs for desks are issued by the department.

8. Pupils should be seated in rows with the main light falling from the left side; they should never face the light. The same remarks applies to the teachers.

Windows.

9. Windows serve two purposes:

- (a) Admission of light.
- (b) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within $2\frac{1}{2}$ feet or 3 feet of the floor level. Windows for subsidiary lighting may have their sills more than 4 ft. from the floor.

12. The window area should not be less than one-fifth of floor area and whenever possible the principal lighting should be from the north.

Doors.

13. Class rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class rooms should have more than two doors and in most cases one is preferable. The door or doors should be at the teachers end of the room.

Height of Class Rooms.

14. The minimum height of the room in secondary schools and technical schools should be 12 feet to the tie beam when the room has an open sloping roof and 14 feet to the under side of the joints where the room has a terraced ceiling.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and Fittings of Class Rooms.

16. It is important that no school or class room should be more than 24 feet in width otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24×25 feet, that is, an approximate square. If it is admitted that a square is the best area for teaching purpose the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall blackboard space should be provided especially on the wall at the teachers end of the room which should be unbroken by doors, windows or cupboards. Cupboard recesses in other walls should be provided with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys should be 21 feet wide and 23 feet long.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary Arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type designs of the sanitary department should be consulted when planning latrines.

20. For boys schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following.

Under	30	.. Pupils.	Girls.	Boys.
..	50	.. "	3	2
..	70	.. "	4	2
..	100	.. "	5	3
..	150	.. "	6	3
..	200	.. "	8	4
..	300	.. "	12	5
..	500	.. "	20	8

22. In addition there should be urinals for boys at the rate of six urinal compartments, each 20 inches wide for every 100 boys, or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

23. If the flush-out system of latrines is in vogue, the number of water closets should be on the following scale :

Number of pupils.	Scale of water closets.	
	Girls.	Boys.
25	1	1
50	2	1
75	3	2
100	4	2
150	6	3
200	8	4
300	12	5
500.	20	8

In addition provision should be made for urinals at 6 per 100 boys.

ANNEXURE.

The requirement of suitable desks and seats are, that the pupil should sit with body fairly vertical for writing and be able to lean back for reading without any danger of curvature of the spine in either case. He should not stop for long or sit in any way as kow and the book or paper should rest at a comfortable distance below his eyes.

Not more than 4 pupils should be seated at one desk. Individual chairs and tables to suit pupils may preferably be used in all forms of classes.

The following table of measurements is intended as a guide to school managements in the construction of desks and seats:—

MEASUREMENT IN INCHES.

TABLE.

1. Height of pupil.. ..	Below 48	48	52	56	60	64	68 and above
	48	51	55	59	63	67	67
2. Distance from top of base to top of seat board.	12½	14	15	16½	18½	19½	20
3. Width of seat board	9	9½	10½	11	12	12	12
4. Distance from top of seat board to front edge of desk measured perpendicularly.	9	9½	10	10½	11½	12	12½
5. Distance between front edge of desk and front edge seat measured horizontally.	3	3½	3½	4	4	4½	4 3/4
6. Width of top of desk (inclined part)	11½	12	12½	13½	13	14	14
7. Width of top of desk (horizontal part)	3	3	3	3	3	3	4
8. Depth of book-shelf	10	10	10	10	10	10	10
9. Distance of same from top of desk.	5	5	5	5	5	5	5
10. Slope of back of seat	1	1	1	1	1	1	1
11. Distance from top of seat board to top of back of seat measured perpendicularly.	9	9½	10	11	12	12½	13
12. Distance from top of base to back edge of desk.	23½	25½	27	29½	32	33½	35
13. Foot rest	Front edge flush with base : back edge 1 inch above base.						
14. Space for each pupil	18	19	20	21	21	22	23

APPENDIX—K
(Chapter IX, Rule 53)

*Application for approval of a building scheme in respect of school/college
at.....in the district of.....*

1. Number and date of the proceedings or memorandum recognising the institution under the Andhra Educational Rules.

2. Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition.

Note.—(i) This need not be given if a reference to a history previously given can be furnished.

(ii) The names and designations of the persons who form the committee of management should be specified.

3. The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted:—

Form or Class	19	19	19	19	19	Number of pu- pils in each class on the date of application.	Number of pu- pils that can be accommodated in each class room.
---------------------	----	----	----	----	----	---	--

Total

Class room	Area	Class room	Area	Class room	Area
A ..		G ..		M ..	
B ..		H ..		N ..	
C ..		I ..		O ..	
D ..		J ..		P ..	
E ..		K ..		Q ..	
F ..		L ..		R ..	

Note.— If there be any striking variations in the strength as shown above, such variations should be accounted for.

4. Character of and necessity for the proposed work in detail.

5. (i) Is a sketh plan of the proposed site and building attached ?

(ii) Does it show :

(a) The relation of the proposed building or extension to the existing building ?

(b) Any alteration in existing buildings necessitated by it ?

(c) The purpose to which the existing buildings are now put ?

(d) The purpose to which they will be put when the new buildings or extension is complete ?

Note.— Any notes that cannot be conveniently inserted in the plans may be given under each of the above headings.

6. (a) Probable cost of the proposed work.

(b) Whether the manager/management has the necessary funds to complete the work in the case the scheme is approved.

(c) Whether the managing body has been registered under the Indian Companies Act of 1913 or any other Act and if so whether attested copies of the Memorandum of Association and the articles of association are submitted.

(d) If the scheme relates to the purchase of site, declaration that it is the cheapest suitable site.

- (e) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given (particulars should be given for 40 years).
- (f) If the scheme relates to the construction of hostel, declaration that the hostel will be managed according to the rules approved by the Director of Public Instruction.
- (g) The annual expenditure incurred in the upkeep of the institution and how much of it is met from :—

Fees.	Govt. Grant	Other sources	Managers fund	Total
1	2	3	4	5
Rs.	Rs.	Rs.	Rs.	Rs.
19 .				
19 .				
19 .				
19 .				
19 .				
Total				

7. Inspecting officers remarks about accommodation from his inspection reports for the two previous years.

8. Director's review of such remarks.

Station.....

Date.....19 .

*Manager/
Correspondent.*

Inspecting officer's remarks and recommendations—

APPENDIX—L.

(CHAPTER IX—Rule 58)

Form of Completion Certificate.

Name or nature of work—

Amount of the approved estimates Rs.....

Certified that the above work, which has been in my charge has been carried out according to the approved plan and estimate in a satisfactory manner with the following exceptions ;

(Here enter items of deviation with particulars as to dimensions and cost).

That the deviations are not of such a nature as to effect the stability or the suitability of the building, and that, in my opinion the deviations would have resulted in :

saving under

cost and excess of Rs. above the approved estimate.

Station:

Date 19 .

*(Signature),
Designation of officer.*

APPENDIX—M

(CHAPTER IX—Rule 60)

Bill for Grants-in-aid for Constructions of Buildings

Govt. of Andhra Pradesh

Bill for building grants sanctioned under
 Rule of the Grant-in-Aid Code.

District
 voucher No.
 of the month
 of 19....

Budget Head

Building grants for

Name of institution	Nature of work and departments for which provided	Date of commencement	Amount contributed by the management up-to-date	Amount of Government grant	Date of completion	Authority	Remarks
			Rs. nP.	Rs. nP.			
(In words)	Rupees						

Certificate and declaration:—On behalf of the management I hereby certify that the work for which the grant is herein claimed, has been completed according to the plan and estimate approved in the order approving the scheme and that in claiming this grant I am fully aware of the provisions of the Madras Aided Institutions (Prohibitions of Transfers of Property) Act, 1948 as subsequently amended.

Station:

Correspondent.

Date:

COUNTERSIGNED.

Deputy Director of Public Instruction/District Educational Officer/Inspectress of Girls' Schools.

Pay Rupees

Treasury Accountant.

Treasury Officer.

Date:

Contents received.

Date:

Correspondent.

APPENDIX—N

(CHAPTER IX—Rule 60)

Bill for grants-in-aid for the Acquisition of Land and Buildings.

Govt. of Andhra Pradesh

Bill for the acquisition grant sanction
under Rule of the Grant-in-Aid CodeDistrict
voucher No.
of the month
of 19....

Acquisition grants for

Name of the institution	Nature of work and departments for which provided	Date of acquisition	Amount contributed by the management up-to-date	Amount of Govt. grant	Authority	Remarks
(In words)	Rupees		Rs. nP.	Rs. nP.		

Declaration—On behalf of the management, I declare that in claiming this grant, I am fully aware of the provisions of the Madras Aided Institutions (Prohibition of Transfers of Property) Act, 1948 as subsequently amended.

Station:

Correspondent.

Date:

Countersigned.

Deputy Director of Public Instruction / District Educational Officer/Inspectress of Girls' Schools.

Pay Rupees

Treasury Accountant.

Treasury Officer.

Date:

Contents Received..

Date:

Correspondent.

APPENDIX—O.

(CHAPTER X—Rule 66)

Application for grants for furniture, books, etc.

							In case of furniture.																		
1	Name of the Institution.	2	Society, Association or person owning the institution.	3	Number and date of the order recognizing the Institution.	4	Number of book, articles, etc., required.	5	Description of articles, books, etc., required.	6	Total cost.	7	Amount of grant applied for.	8	Forms or classes for which new furniture is required with average strength of each.	9	Dimensions of each.	10	Total cost of one article.	11	Inspecting Officers remarks regarding the supply of furniture in the last inspection report.	12	Amount of furniture & other special grants drawn by the Institution in the previous year with No. & date of order sanctioning them.	13	Remarks (necessary for the proposed supply).

*Declaration:—*On behalf of the management of the institution, I hereby declare that the conditions of Recognition and aid laid down in the Andhra Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's proceedings No. . . . dated. . . and that I am prepared to subject the institution, together with its current endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department, and that I shall abide by the provisions of Rule 69 of the Grant-in-Aid Code in the event of the institution being closed within five years from the date on which grant has been drawn.

Station :

Date :

Correspondent.

APPENDIX—P.

(CHAPTER X—Rule 68)

Bill for furniture, Map, Library Books, Apparatus, etc.

Government of Andhra Pradesh. Bill for Special Grants sanctioned under Rule.... of the Grant-in-aid Code Voucher No. of the month of 19..... District.

Bill for Furniture and equipment grant for the

Name of the institution.	Date of previous grant for similar objects	Nature of charge & departments for which provided	Approved cost	Actual cost	Amount contributed by the management	Amount of Govt. grants	Total Govt. grant.	Authority	Remarks
1	2	3	4	5	6		8	9	10
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		
		Total							

(In words) Rupees.

Certificate and Declaration:—On behalf of the management, I hereby certify that the work for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in Rule 69 of the Grant-in-aid Code.

Station : Correspondent.
Date :

Countersigned

Deputy Director of Public Instruction/District Educational Officer/Inspector of Girls' Schools.

Pay rupees

Treasury Accountant.

Treasury Officer.
Date.

Received contents.

Station :
Date :

Correspondent.

(CHAPTER XI—Rule 74)

Applications for Boarding Grants for the year 196 —196

1. (a) Name of the orphanage or boarding home.
(b) Address.
(c) Correspondent.
2. School to which it is attached.
3. Number and date of orders granting recognition.
4. (a) Number of free poor orphan pupils for the previous year (year under audit)
(b) Number of free poor non-orphan pupils.
(c) Number of non-poor pupils.
(i) Paying inmates for the previous year.
(ii) Others.
(d) Total number of inmates for the previous year } (a) plus (b) plus (c)
- (e) Total number of poor orphan and non-orphan pupils for the current year.
5. (a) Number out of 4 (a) who are within the prescribed age limit and reading in recognized schools.
(b) Number out of 4 (b) who are within the prescribed age limit and reading in recognized schools.
(c) Total number of free poor pupils within age limits and reading in recognised schools 5 (a) plus 5 (b).
6. The educational work done for the inmates by the institution (*i.e.*, general and vocational)
7. Other work done by it, if any.
8. Accommodation provided for dormitories etc.
9. Sanitary condition of the buildings and their surroundings (shedy, dormitory, kitchen and latrines) as reported by the medical officer. A certificate may be produced in the form prescribed in the Andhra Educational Rules, from any registered medical practitioner or an officer of the Public Health Department.
10. Income for 196 —196 from:—
(a) Poor orphan and non-orphan pupils paying fees.
(b) Other paying inmates.
Total of (a) and (b).
11. Other sources of income for the year 196 —196 .
12. Whether separate provision is made for boarding, lodging and supervision and whether, accounts are maintained separately for the orphanage or boarding home, in cases, where it is connected with an ordinary hostel or residential institution.
13. *Net cost of boarding charges for the previous year.
14. Average boarding cast per mensem far a poor orphan or non-orphan pupil.

Manager/Correspondent.

Station.....

Date.....

District.....

*This should be supported by a statement of receipts and expenditure in the form that may be prescribed by the Director from time to time with separate monthly details for each item of expenditure shown therein.

NOTE:—Inmates from whom a fee exceeding Rs. 9 per annum is collected shall not be considered as free.

APPENDIX—R

(CHAPTER XI—Rule 71)

Poverty certificate for an orphan pupil

I hereby certify that..... is a native of the Andhra Pradesh State and belongs to the Village/Town of situated in my jurisdiction and is the Son/Daughter of father and of mother and the father/mother/father & mother having deceased, the condition of this orphan and surviving parent/orphan is so poor as to entitle the orphan to the benefits of Chapter XI of the Grant-in-Aid Code.

The occupation of the surviving parent is..... and his/her income per annum is Rs.....
Station.

Date.
District.

Signature.

Deputy Tahsildar.

Taluk.

Note:—(i) If authorities other than those mentioned in rule 71 issued the certificate, the designation may be suitably altered.

(ii) This certificate should be granted to each pupil individually, and should bear the seal of the office of the certifying officer.

APPENDIX—S

(CHAPTER XI—Rule 71)

Poverty certificate for a non-orphan pupil

I hereby certify that..... is a native of Andhra Pradesh State and belongs to the Village/Town of situated in my jurisdiction and is the Son/Daughter of father and of mother, and the condition of the boy/girl and his/her parents is so poor as to entitle the pupil to the benefits of Chapter XI of the Grant-in-Aid Code.

The occupation of the father is..... and of the mother is.....
and their total income per annum is Rs.....
Station.

Date.
District.

Signature.

Deputy Tahsildar.

Taluk.

Note:—(i) If authorities other than those mentioned in rule 71 issue the certificate, the designation may be suitably altered.

(ii) This certificate should be granted to each pupil individually and should bear the seal of the office of the certifying officer.

APPENDIX-T.

(CHAPTER IX.—Rule 63).

The Madras aided Institutions (Prohibition of Transfers of Property) Act 1948.

(Madras Act No. XIV of 1948 as amended in Act No. XXXIII of 1950)

An act to prohibit transfers of certain lands and buildings by managers of educational and other institutions in the province of Madras.

Whereas it is expedient to prohibit transfers by managers of educational and other institutions in the province of Madras, of lands and buildings acquired with the aid of Government grants, or from the Government it is hereby enacted as follows:—

1. *Short title, extent and commencement.*—(1) This Act may be called the Madras Aided Institutions (Prohibition of Transfers of Property) Act, 1948.

(2) It extends to the whole of the province of Madras.

(3) It shall come into force at once.

2. *Definitions.*—In this act, unless there is anything repugnant in the subject or context

(1) “Government” means the provincial Government.

(2) “Institution” means:—

(a) any college, school or other place in the province of Madras which is intended for an educational purpose and includes libraries, playgrounds, hostels and quarter for the residence of teachers and servants;

(b) any hospital, dispensary or nursing home in the province and includes quarters for the residence of doctors, nurses and servants;

(c) any other institution or class of institution in the province notified by the Government in the Fort St. George Gazette;

(3) “Manager” means the owner, trustee or other person who have power to transfer any land or building belonging to an institution and includes a local authority.

(4) “Transfer” includes sale, exchange, mortgage, charge, lease or gift.

3. *Prohibition of transfer of lands and buildings without permission from Government.*—

(1) Where before or after the commencement of this Act:—

(a) any land or building has been acquired, constructed improved or altered for the purposes of any institution, with the aid of any grant made from the revenues of the Government, or

(b) any land or building has been transferred by the Government for use for the purposes of any institution,

then notwithstanding anything to the contrary in any other law for the time being in force or in the deed of transfer or other document relating to the land or building, it shall not be transferred without the permission of the Government under sub-section (2) nor shall the land or building be used except for the purposes of the institution or purposes similar thereto be kept vacant without being used for any purpose, without the permission of the Government.

(2) The Government may in their, discretion, by order, permit the transfer of any such land or building if:—

(i) The transfer is made in furtherance of the purposes of the institution or of similar purposes approved by the Government, and the assets resulting from the transfer are to be wholly utilised in furtherance of the said purposes;

(ii) The transfer is made only in part in furtherance of the purposes aforesaid, provided repayment is made to the Government of such portion as the Government may deem proper in the circumstances of the case, of the grant referred to in sub-section (1), clause (a) or of the current market value of the land or building referred to in sub-section (1) clause (b), or of both, as the case may be;

(iii) The transfer is made for any other valid reason, provided repayment is made to the Government in full of the grant referred to in sub-section (1), clause (a), or of the current market value of the land or building referred to in sub-section (1) clause (b), or of both, as the case may be.

Explanation.—When granting permission under clause (1) or (ii) for the transfer of any land or building, the Government may impose such conditions as they deem fit to ensure that the assets resulting from the transfer are utilised wholly or in part, as the case may be, in furtherance of the purposes referred to in those clauses but a contravention of any such condition imposed on the transfer shall not invalidate the transfer.

(3) If any land or building is transferred without such permission, the transfer shall be null and void.

4. *Consequences of breach of provision of section 3.*—If, in any case, the Government, after giving the manager of the institution concerned, a reasonable opportunity to make his representations in regard to the matter, are satisfied that the provisions of section 3, sub-section (1), have been contravened in respect of any land or building, they may, be order:—

(a) If the land, or the land on which the building stands, belonged to the Government and was transferred by them for the purposes of the institution, direct the Collector to take possession of the land and of the building, if any standing thereon, or at their option, direct the manager to pay to them in full the current market value of the land (together with that of the building where it was also transferred by them) and also the amount of the grant, if any, made by Government for improving, altering or constructing the land or building;

(b) if the land, or the land in which the building stands, did not belong to the Government, direct the manager to repay in full the grant made by the Government, or at their option, direct the Collector to take possession of the land and of the building, if any, standing thereon, in which case, the Government shall pay to the manager any amount spent by him or his predecessors-in-title from the funds of the institution for the purpose of acquiring the land and constructing or acquiring the building, if any, thereon.

5. *Effect of orders under sections 3 (2) and 4.*—(1) Every order passed by the Government under section 3 (2) or 4 shall, subject to the provisions of sub-sections (2) and (3), be final and shall not be liable to be questioned in any court of law.

(2) (a) The manager of the institution in respect of which such an order is passed not being a local authority, may, on the ground that the amount repayable or payable by or to him has been wrongly fixed in the order, apply to the District Judge having jurisdiction over the area in which the property in question is situated or if the property is situated in the presidency town to the principal judge of the Madras city civil court, for fixing such amount correctly in accordance with the provisions of section 3 (2) or 4, as the case may be;

(b) Such application shall be made within sixty days from the date on which the order is communicated to the manager.

(3) The district or city civil court judge shall determine the amount which is properly repayable or payable by or to the manager in accordance with the provisions of section 3 (2) or 4, as the case may be, and such determination shall be final and shall not be liable to be questioned in any court of law.

6. *Land or building to vest in crown absolutely in possession being taken.*—(1) When in pursuance of an order under section 4 the Collector takes possession of any land or building by himself or through another, it shall vest absolutely in the crown free from all encumbrances other than those existing at the commencement of this Act or created with the permission of the Government after such commencement.

(2) If the Collector or any person authorized by him in this behalf is opposed or impeded in taking possession of any land or building under this act, he shall if is a magistrate, enforce the surrender of such land or building to himself; and, if he is not a Magistrate, he shall apply to a Magistrate, or within the presidency-town, to the Commissioner of police and such Magistrate or commissioner shall enforce the surrender of the land or building to the Collector.

(3) Whoever opposes or impedes Collector or any person authorised by him in taking possession of any land or building under this Act shall be punished with imprisonment which may extend to six months or with fine which may extend to five thousand rupees or with both.

(4) Any land or building which vests in the crown under sub-section (1) shall be used by the Government, so far as may be, only for purposes similar to those for which it was being used before such vesting.

7. *Recovery of sums due under Act.*—Any sum required to be repaid or paid to the Government in pursuance of sections 3, 4 or 5 may without prejudice to any mode of recovery provided in any other law for the time being in force, be recovered from the properties of the institution or from the manager thereof, as if it were an arrear of land, revenue due from such institution or manager.

7. *A Court not to attach, sell, etc., without the permission of the Government.*—(1) No land or building referred to in section 3 (1) shall be liable to be attached, sold, or made subject to a change by any court whether in execution of a decree or order or otherwise, unless the person seeking such relief from the court has obtained the permission of Government to do so and files such permission in court.

(2) When granting such permission, the Government may impose such conditions as they deem fit.

(3) If any such land or building is attached or sold, or a charge is created thereon by any court without the permission of the Government having been obtained and filed as aforesaid or if any condition imposed by them when granting such permission is contravened, then, the attachment, sale or charge as the case may be, shall be null and void.

8. (1) The Government may, by notification in the *Fort St. George Gazette* make rules not inconsistent with this Act for carrying into effect the purposes thereof.

(2) In particular and without prejudice to the generality of the foregoing power such rules may provide for:

- (a) the court-fees payable on the applications referred to in section 5, sub-section (2);
- (b) the procedure to be followed in respect of such applications.
- (c) the payment of the costs incurred by the parties in connection with such applications.

APPENDIX—U.

(CHAPTER IX—Rule 54).

RULES FOR DESIGNS OF BUILDINGS

I. All plans and estimates should be prepared by a professional Engineer or Architect having a recognized qualification such as A.M.I.C.E., A.M.I.E. (Ind.), or an Engineering degree from a recognised University. No one with qualification below those of a Gazetted Officer in the Public Works Department or Highways Department will be recognised.

II. All documents should be type-written on paper not less durable than handmade foolscap; all drawings should be made upon tracing cloth. Plans report, specification and estimate should bear the signature of the responsible designer.

III. Abstract estimates, general specifications and drawings should be submitted in duplicate; one set will be returned with the orders of Government and the other will be retained for record in the Chief Engineer's Office. Only one copy of the detail estimate is required; it will be returned with the orders of Government.

IV. Designs for new buildings should be drawn in black ink. When it is proposed to add to an existing building, the latter should be drawn in black ink and the additions or alterations in red.

V. The following drawings are required:—

(i) A site plan drawn to any convenient scale showing in black ink the north point and boundaries; levels and the proposed buildings should be shown thereon in red ink. The positions of trial pits dug to ascertain the nature of foundations should be marked and the soil and sub-soil in each pit should be described.

(ii) General drawings, viz., plans of each floor, elevations and sections: all these will be on a scale of $\frac{1}{8}$ "=1 foot.

(iii) Detail drawing showing the construction of floors and roofs and sections and elevations of one or more days; these drawings will be on a scale of $\frac{1}{2}$ "=1 foot.

VI. All plans should bear distinctive numbers to facilitate reference and identification the numbers should be quoted in report and estimate whenever reference is made to a plan.

VII. All plans should be fully dimensioned, including heights and thickness of all walls and sizes and spacing of all scantlings and girders.

VIII. Rooms shown on plans should, wherever possible, bear numbers or titles which should be quoted in the detail estimate in the bill of quantities.

IX. General specifications and details and abstract estimates should be drawn up in forms A, B and C respectively (sample forms attached).

X. The sections of foundations for the building should be designed with reference to the safe bearing capacity of the soil and sub-soil at site and calculations submitted with the estimate. In designing sections of foundations for the various positions of the building, care should be taken to see that the intensity of pressure is uniform throughout the building.

NOTE:—(i) In working out the intensity of pressure on the soil, concrete, masonry, etc., a length of wall from centre to centre of door, window or other openings may be considered and the pressure per square foot for that whole length should be found out.

(ii) The pressure in the masonry at portions subject to heavy loading should be worked out. The pressure at these sections should be within that permissible in the masonry proposed.

(iii) A panel length of wall similar to that described in the note under Rule X (i) above may be considered. The pressure should be worked out at different horizontal sections in the masonry say at basement level, sill level of window top of door and window openings, etc., and suitable types of masonry proposed to take up the pressure at these sections. It should be noted that when a change in masonry is proposed due to decrease in pressure in the structure, sufficient depth and length of masonry of higher permissible working stress should be allowed for, so as to reduce the pressure gradually to that of the stress permissible in the bottom masonry.

(iv) The designer should also submit calculations in support of the sections adopted for the various members such as R.S. Joists, wooden beams, terrace Joists, purlins, rafters, bresssummers, templates, lintels, R.C. slabs, Tee beams, R.C. lintels, etc.

XI. Revised or amended plans should be accompanied by the original plans.

XII. A report should accompany every estimate explaining the necessity for the proposed work. In the case of a school for example, the report should give the details called for in pages 149, 166 and 167 of the Education Department Notification in Part I-B of the *Fort St. George Gazette*, dated 21st February 1922.

The Engineering details required include a report on the considerations that effect the choice of site such as nature of foundations, depth of sub-soil water, nature of construction materials and locality from which obtained and distances from work site. Reasons should be given for adopting the design proposed; the plinth area cost and cubic foot cost should be calculated and the figures given in the report, probable time required for construction should be stated, and method of financing the scheme.

XIII. Provisions should be made for land acquisition, fence or wall, gate roads or paths well or water-supply, drains, latrines or sanitary fittings, and if omitted from the estimate the reasons should be stated. In the case of offices, provisions should be made for record racks. In localities with heavy rainfall there should be provision for gutters and downfall pipes. In Madras City and Ootacamund provision should be made for electric light fittings.

XIV. No soils should be provided for the door frames of public buildings; door frames should be fastened to walls by iron dogs. Doors and windows generally should open outwards. Verandah floors should slope outwards with a fall of 1 in 60 from floor level of main building to verandah edge. Terrace roofs should slope outwards with a fall of 1 in 60 from the centre. Roofs in rainy localities should generally have a rise of one-third the span; in the Deccan and places with light rainfall the rise should be one-fourth the span; corrugated iron roofs should have a rise of two-ninths. To obtain the best perfilation of air and the best lighting, schools and hospitals should generally face North and South.

XV.—(i) In designing the foundations, superstructure, roof, etc. Appendices Nos. VI to XIII of the Madras Detailed Standard Specifications should be referred to in regard to the safe permissible load on the soil, safe permissible stress in masonry, weight of the masonry, dead and live load on the roof and safe permissible stress in wooden and R.C. Joists.

(ii) The sections of the various R.C. members should be designed in accordance with the Notes on R.C. design in Madras Detailed Standard Specifications. The New L.C.C. Rules may be followed in regard to the stresses permissible in steel and concrete as per corrections slip No. 164 issued with the twelfth list of addenda and corrigenda of the Madras Detailed Standard Specifications.

XVI. The rates adopted should be based on the current Public Works Department Schedule of rates and detailed data should be furnished in support of the rates adopted for various items of work in the estimates.

Note:—Current I.S.D. rates should be adopted for all controlled articles such as cement, iron, etc. For materials for which rates are not noted in the Public Works Department Schedule, local market rates may be adopted. The correctness of these local rates and leads adopted in the date should be certified by the Engineer-in-charge.

XVII. The units of measurements for the various items should be as in Appendix V of the Madras Detailed Standard Specifications. In the case of R. C. items the following units may be adopted:—

R.C. lintels, rectangular beams and Tee beams—One c. ft.

R.C. Sunshades— One r. ft.

R.C. Slabs—One hundred square feet.

R.C. Jalli work—One square foot.

FORM—A

GENERAL SPECIFICATION

(Here describe the purpose for which the building is required)

Name of work—Constructing a.....

LIST OF DRAWINGS

In the case of the building being according to a type design, (here quote the Government Order issuing the type.)

No. 195..... Village plan.
 _____ Site plan showing boundaries, roads, well etc., and levels.

(Every drawing should bear a distinctive number, and the number should be quoted in every reference to any particular drawing.)

_____ Ground floor plan
 _____ First floor plan
 _____ Second floor plan
 _____ Latrine and other subsidiary buildings.

} Section & elevation.

TOTAL AMOUNT OF THE ESTIMATE Rs.....
 PARTICULARS OF ESTIMATE.

Main building:—
 Subsidiary buildings:—

_____Rs.

Land compensation _____
 Compound wall or fence and gate _____
 Water supply or well _____
 Drainage and latrine _____
 Roads _____
 Electric light _____

DETAILS OF CONSTRUCTION

Nature of surface soil

Nature of sub-soil.

Maximum pressure on soil (*vide* calculations attached)

(Calculations showing the maximum pressure at the point where pressure appears to be greatest should be given separately. The point at which pressures are calculated to be clearly marked on the ground plan.)

Description of foundation proposed—

Materials proposed for basement—

Maximum pressure in basement—

Here state whether rubble, ashlar burnt stone or latrine, or whether ground-moulded brick or table moulded brick etc.)

Materials proposed for walls of super-structure.

FORM A. (Contd.)

Maximum pressure in superstructure.—

(State what the damp course is composed of if there is to be one. If not, strike out damp proof course.) Damp proof course.—

(One of the timbers recommended in Chief Engineer's Circular Memo No. 5807 WKS. of 29 C. P., dated 15th November 1929.) Name of timber which it is proposed to use for floor or roof timber:—

Name of timber which it is proposed to use for other scantlings.—

Name of timber which it is proposed to use for doors, windows and ventilators.—

If Mangalore tiles used on flat tiles, (here state whether bedded in lime mortar on with air spaces.)

Roofing materials.—

Flooring materials.—

(State which walls inside and outside are to be plastered.)

plastering.—

Painting.—

(As a rule, teak joinery not exposed to weather should not be painted.)

Painting.—

Wood-oiling.—

Plinth area of the building.—.Sq. Ft.

Cost per sq. ft.— Rs. nP.

Cubical contents of the buildings.—C.Ft.

Cost per c.ft.— Rs. nP.

FORM B.

Estimate form—Detail measurements.

Details of work	Number	MEASUREMENTS IN FEET			Area or contents	Total quantity of each description of work.
		Length	Breadth	Depth		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM C.

Estimate form—Abstract

Quantity	Description of work	Rate	Per	Amount	Total
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.		Rs.	Rs.

Grand total of estimate.

Station_____

Date_____196 .

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT.

COPY OF :

EDUCATION—Reorganisation of the Education Department—Delegation of powers to the Regional Deputy Directors of Public Instruction—Proposals—Approved.

EDUCATION DEPARTMENT.

G.O.Ms. No. 2398

Dated 11th July, 1961.

Read :

G.O.Ms. No. 2369, Education, dated 18-7-1960.

Government Memo. No. 2145 K 1/60-6, Education, dated 10-9-60.

From the Director of Public Instruction, letter Rc. No. 682 K 4/58, dated 30-3-1960.

From the Director of Public Instruction, letter Rc. No. 682 K 4/58, dated 19-9-1960.

From the Director of Public Instruction, letter Rc. No. 682 K 4/58, dated 29-9-1960.

ORDER :

The Government agree with the Director of Public Instruction that as a result of the democratic decentralisation of the State, the Directorate has to devote its full attention to the formulation and implementation of major policies and development schemes and give guidance in a variety of academic and administrative matters. Keeping these fundamental aspects in view, the Director of Public Instruction has proposed delegation of certain powers to the Regional Deputy Directors of Public Instruction. The Government have carefully examined the proposals and direct that the following powers be delegated to the Regional Deputy Directors of Public Instruction within their jurisdictions.

GRANT-IN-AID CODE :

1. To receive applications for and to approve changes of management in respect of Secondary Schools and special institutions (excluding Oriental Colleges) (Rule 7).
2. To sanction grants, and to withdraw, withhold, reduce or suspend grants, in respect of Secondary Schools and Special Institutions (excluding Oriental Colleges) after necessary investigation (Rules 9 and 13).
3. To pay teaching grant in the next year (Rule 14 (b))
4. To order direct payment of salaries to teachers (Rule 15).
5. To prescribe a limit for the accumulation of funds by managements (Rule 16).
6. To carry out investigations regarding payment of dearness allowance (Rule 18).
7. To dispose of all appeals against the orders of the District Educational officers (Rule 21).
8. To relax rule relating to average daily attendance of pupils in special cases for Classes VI to VIII and IX to XII (Rule 22).
9. To condone shortage in the number of working days upto a maximum of a deficiency of 5% (Rule 23).
10. To deal with applications for admission to aid and to sanction grants in aid (Rules 26 and 27).
11. To receive and dispose of financial statements (Rule 28).
12. To fix the amount of grant for institutions for special Education other than Oriental Colleges (Rule 36).
13. To determine the basis of assessment of grant (Rule 37).
14. To entertain applications for aid and financial statements in the form prescribed in 'Appendix-E' of the Grant-in-Aid Code (Rule 39).
15. To approve medical officers for medical inspection of pupils in Secondary Schools (Rule 43).
16. To reduce grants (Rule 43-A).
17. To decide on the necessity for new buildings, extensions or alterations to existing buildings, purchase of land for educational purposes (Rule 52).

18. To receive applications for and to sanction building grants after following the procedure laid down (Rules 53 to 59).
19. To receive applications for and to sanction grants for furniture, books and appliances after following the procedure laid down (Rules 65 to 67).
20. To entertain and sanction applications for Boarding grants to Orphanages and Boarding Homes for Destitute children (Rule 74).

**GRANT-IN-AID TO SECONDARY SCHOOLS UNDER ZILLA PARISHADS
AND MUNICIPALITIES.**

21. To assess and sanction the disbursement of teaching grants in respect of Secondary Schools under Zilla Parishads and Municipalities (G.O.Ms. No. 2571, Edn., dated 12th August, 1949).
22. To authorise payment on account of the loss in fee income owing to the full fee concession grants to Harijan pupils reading in Secondary Schools under Zilla Parishads and Municipalities (G.O.Ms. No. 48, Education, dated 9-1-1950).
23. To award Riayathi Scholarships to the Students studying in the Secondary Schools in Hyderabad and Secunderabad and in the Hyderabad District in the capacity of the Chairman of the Riayathi Scholarship Committee and to award Riayathi Scholarships to the students studying in the Secondary, Special and Primary Schools Boys and Girls in the Telangana area.

MADRAS EDUCATIONAL RULES.

24. To cancel or suspend teachers' certificates under Rule 154 of the Madras Educational Rules.

RULES RELATING TO ELEMENTARY SCHOOLS.

Part III.

CHAPTER—I.

25. To declare a teacher to be unfit for employment in a recognised school and to declare a person to be unfit to be the manager or correspondent of a recognised school (Rules 14 and 15).
26. To refuse recognition to or withdraw recognition from a school in certain cases (Rule 14-1).
27. To withdraw recognition in certain cases (Rule 28-B).

Part II

CHAPTER II

28. To review monthly returns and submit a copy of the review to the Director (Rule 22).
29. To direct the manager of a school to dispense with the services of teachers or other employees in certain cases (Rule 25).

Part II

CHAPTERS III, IV and V.

30. To sanction grants for buildings, furniture, books, appliances and equipment after following the procedure laid down.

OTHER EXECUTIVE ORDERS

31. To grant temporary exemption to collegiate grade teachers in secondary schools in Andhra area who are not Arts graduates to teach English in the High school classes, i. e., classes IX and above.
32. To grant exemption to teachers of bifurcated courses in High Schools in Andhra area who do not possess the prescribed technical qualifications.
33. To grant exemption to teachers of Classes XI and XII in Higher Secondary and Multipurpose schools who do not possess the Master's degree or short certificate course qualification.
34. To sanction rent for private buildings upto a monthly rent of Rs. 200 for educational offices and institutions and Rs. 150 for hostels attached to the institutions.

35. To sanction refunds of (i) amounts paid by way of school and college fees by students who are subsequently granted free-studentships or fee concessions under an approved scheme, and (ii) Miscellaneous items of revenue such as Registration fees for duplicate copies of certificates and late fees for transfer certificates when the amount paid is in excess of the amount due,
2. The consequential amendments to the relevant departmental rules and G.Os. with reference to the orders in para (1) above are annexed to this order.
3. The Government also direct that the existing posts of Managers in the Offices of the Regional Deputy-Directors of Public Instruction be designated as Superintendents hereafter in view of the delegation of powers ordered in para (1) above.
4. The Director of Public Instruction is requested to send proposals separately for amending the statutory Rules, viz., Civil Classification Control and Appeal Rules and the Ministerial Service Rules with a view to delegate powers under those Rules to Regional Deputy Directors of Public Instruction.
4. This order issues with the concurrence of Financial Adviser (Education)—Vide his U.O. No. 2291/FA/61-1, dated 23-6-1961.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J. P. L. Gwynn,
Secretary to Government.

(True Copy)

ANNEXURE.

Item.	Existing power of the Director of Public Instruction.	Draft amendment for the delegation.
(1)	(2)	(3)

GRANT-IN-AID CODE

CHAPTER—II.

Rule No. 2.	..	Regional Dy. D.P.I. means—Regional Deputy Director of Public Instruction.
Parà 3.	{ Applications for change of management of institutions should be made to the D.P.I.	Applications for change of management in respect of Secondary Schools and Special institutions (excluding oriental colleges) shall be made to the Regional Dy. D.P.I. concerned. In respect of all other institutions applications for change of management shall be made to the D.P.I.
Rule No. 9.	(The following shall be added to the existing rule).	The Regional Dy. D.P.I.s. concerned are also authorised to sanction grants in respect of Secondary Schools and special institutions (excluding Oriental Colleges) under this rule.
13. Penalties.	The Director may after necessary investigation withdraw, withhold, reduce or suspend any grant.	The Director or the Regional Dy. D.P.I. concerned who is authorised under these rules to sanction grants to the said institutions may after necessary investigation withdraw, withhold, reduce or suspend any grant.
14 (b).	Teaching grant.....may be paid by the D.P.I. in the next year.	Teaching grant.....may be paid by the D.P.I. or the Regional Dy. D.P.I. as the case may be in the next year.
15. Direct payment to teachers.	Whenever.....the Director may cause an enquiry to be made.	Whenever.....the Director or the Regional Dy. D.P.I. as the case may be, may cause an enquiry to be made.
16.	Large accumulation of funds beyond a limit considered desirable by the D.P.I. shall not however be permitted.	Large accumulation of funds beyond a limit considered desirable by the D.P.I. or the Regional Dy. D.P.I. as the case may be shall not however be permitted.
18.	The Director shall carry out investigations.	The Director or the Regional Dy. D.P.I. as the case may be shall carry out investigation.
21. Appeals.	An appeal for the revision of any orders by the competent authority under these rules shall lie to the same authority.	An appeal for the revision of any orders by a competent authority under these rules shall lie to the next higher authority. But in the case of appellate orders passed by the Regional Dy. D.P.I. a second appeal shall lie to the Director.

CHAPTER—III.

22.	The Director for Forms I to III and IV to VI.	The Regional Dy. D.P.I. for Classes VI to VII and IX to XII.
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| 23. | For purpose of this rule the Director shall be competent to grant condonation of shortage in the number of working days only up to a maximum of a deficiency of 5% in deserving cases. | For purpose of this rule the Regional Dy. D.P.I. shall be competent to grant condonation of shortage in the number of working days only up to a maximum of a deficiency of 5%. |
| | No. of school meetings
180 days. | No. of school meetings 200 days. |
| 25. | Shall not be less than those adopted in the schools under Local Bodies. | Shall not be less than the scales prescribed by the Government. |
| 26. | “ The Director ”
(2 places). | “ The Regional Dy. D.P.I. ”
(2 places). |
| 28. | Shall submit to the Director. | Shall submit to the Regional Dy. D.P.I. |

CHAPTER—IV.

No amendment.

CHAPTER—V.

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|-----|-----------|---|
| 36. | Director. | Regional Dy. D.P.I. |
| 37. | Director. | Regional Dy. D.P.I.* |
| 38. | Director. | Department. |
| 39. | Director. | Director or Regional Dy. D.P.I. as the case may be (in 2 places). |

* A note shall be added under this rule :

The Director will be the authority to sanction grants under this chapter to Oriental Colleges. Item No. (iii) Oriental Colleges may be omitted and the rest renumbered as (iii), (iv) and (v).

CHAPTER—VI.

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|-----------|-------------------------------------|---|
| 43(1) | With the approval of the Director. | With the approval of the Regl. Dy. D.P.I. |
| 43(a) | “at the discretion of the Director” | 43A “at the discretion of the Regl. Dy. D.P.I.” |
| 43(a) ii. | to the notice of the Director. | 43A(ii) to the notice of the Regl. Dy. D.P.I. |

CHAPTERS—VII & VIII;

No Changes.

CHAPTER—IX.

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|------------|---|---|
| 52 para 1. | ..“The Director must have been convinced.” | The Director or the Regl. Dy. D.P.I. as the case may be, must have been convinced. |
| para 2. | ..the Director. | The Director or the Regl. Dy. D.P.I. as the case may be. |
| 53 para 1. | ..Application in the form prescribed in Appendix ‘K’ shall except in the case of colleges be submitted to the Director..as will enable the Director to judge of.... | Application in the form prescribed in Appendix ‘K’ shall except in the case of colleges be submitted to the Regl. Dy. D.P.I. .. as will enable him..... |
| 53 para 2. | ..Director. | Director or Regl. Dy. D.P.I. as the case may be (2 places). |
| 54 para 1. | ..Director. | Director or the Regl. Dy. D.P.I. |
| 55 para 1. | ..Director. | Add : The Regl. Dy. D.P.I. shall submit proposals to Government through the Director. |

- 55 para 2. . . line 1. *Add*: The Regl. Dy. D.P.I. may submit for the sanction of Government through the Director.
- 57 line 5. . . prior approval of the Director. Prior approval of the Director or the Regl. Dy. D.P.I. as the case may be.
- 58 the Director (2 places) The Director or the Regl. Dy. D.P.I. as the case may be (2 places).
- 59 the Director. the Director or the Regl. Dy. D.P.I. as the case may be.

CHAPTER—X.

- 65 para 2. . . the Director. the Regl. Dy. D.P.I.
- 65 excep- . . . The Director. the Director or the Regl. Dy. D.P.I.
tion 3.
- 66 The Divl. Inspector of Schools concerned or the Director as the case may be. the Regl. Dy. D.P.I.
- 67(a) (existing sub-rule) Schemes in respect of Secondary schools and special schools (training schools, oriental secondary schools etc.) are sanctioned by Regl. Dy. D.P.I. schemes in respect of Colleges, Oriental colleges and all those authorised to be sanctioned by the Regl. Dy. D.P.I. are sanctioned by the D.P.I.
- 67(b) Divisional Inspector of Schools (2 places). Regl. Dy. D.P.I. (2 places).

CHAPTER—XI.

- 74 Director of Public Instruction. Regl. Dy. D.P.I.

GRANTS-IN-AID TO SECONDARY SCHOOLS UNDER LOCAL BODIES,
ZILLA PARISHADS AND MUNICIPALITIES.

- (i) G.O.Ms. No. 2571, Edn., dated 12-8-1949. (i) In modification of the G.O. cited, the following revised order is issued:
“The Regl. Dy. D.P.I. concerned is authorised to assess and sanction the disbursement of teaching grants in respect of Secondary Schools under Zilla Parishads and Municipalities.”
- (ii) G.O.Ms. No. 48, Edn., dated 7-1-50. (ii) In modification of the G.O. cited, the following revised order is issued:
“The Government direct that the grant on account of the loss in fee income owing to the full fee concession granted to Harijan pupils reading in Secondary Schools under Zilla Parishads and Municipalities be paid by the Regl. Dy. D.P.I. concerned.
The expenditure will be debited to “37. Education-E. General-S. Miscellaneous-XII. Payment of compensation for educational institutions for loss of fee income due to concessions to Harijan pupils.”

SCHOLARSHIPS.

- A. Award of scholarships with the approval of Riayathi Scholarship Committee for Hyderabad and Secunderabad Cities. Rule 3(a) of the Rules may be amended as follows :
“XX”

“XX” The Scholarships to students studying in the Colleges and Technical institutions in the cities of Hyderabad and Secunderabad shall be awarded by the “Riayati Scholarship Committee for the award of scholarships to students studying in colleges and technical institutions in the twin cities” consisting of the following members.

1. Director of Public Instruction. .. Chairman.
 2. One representative of the Osmania University .. Member.
 3. One representative of the College of Technical Institutions in the twin cities nominated by the Government. .. Member.
 4. Two non-official members nominated by the Government. .. Member.
 5. The officer-in-charge of the subject "Scholarships" in the office of the Director of Public Instruction. .. Member Secretary.
- B. The scholarships to the students studying in the twin cities of Hyderabad and Secunderabad and in the Hyderabad District shall be awarded by the "Riayathi Scholarship Committee for the award of Scholarships to students studying in the cities of Hyderabad & Secunderabad and in the Hyderabad District" consisting of the following members:
1. The Regional Dy. Director of Public Instruction, Hyderabad. .. Chairman.
 2. The Inspectresses of Girls' Schools, Hyderabad & Secunderabad. .. Member.
 3. One representative of the Aided Secondary Schools in the twin cities nominated by the Director. .. Member.
 4. Two non-official members nominated by the Director. .. Member.

Note:—The Regional Deputy Director of Public Instruction will award the scholarships with the approval of the Committee and there will not be Secretary for this Committee.

The note under Rule 4 (a) of the Rules for the award of the Riayathi Scholarships may be recast as follows:—

Note:—Scholarships under this scheme to the students studying in the Colleges and Technical Institutions in the Telengana area shall be sanctioned by the Director of Public Instruction. Scholarships to students studying in the Secondary Special and Primary Schools—Boys and Girls—shall be awarded by the Regional Deputy Director of Public Instruction."

MADRAS EDUCATIONAL RULES.

1. Rule 154 (para 2) of the M.E.R. (P. 36), A teacher's certificate of any grade belonging to teachers or Headmasters may at any time be suspended or cancelled by the Director, if the teachers' or Headmaster's character or conduct is shown to be bad, or if the teacher or Headmaster is proved to have indulged or taken part and participated in subversive activities or if the teacher or Headmaster is found to be negligent in the discharge of his duties. .. A Teacher's Certificate..... be suspended or cancelled by the Regl. Dy. D.P.I.....of his duties.
- An appeal shall lie to the Government in respect of original orders passed by the Director and to the Director in respect of orders passed by the Divisional Inspector. .. An appeal shall lie to the Director.
2. Page 24 of the Madras Elementary Education Act Part I—Section 3 (1) attendance at school. Para 2: In the case of schools where the "Shift System" has been adopted with the approval or at the direction of the D.P.I. 3½ hours in one session either in the forenoon or afternoon shall constitute a full school day. .. In the case of.....the Regl. Dy. D.P.I...a full school day.

3. Para 7: (Penultimate para)

(ii) In the case of other schools by the Dist. Edl. Officer where the period does not exceed one month, by the Divisional Inspector of schools where the period exceeds one month but not two months and by the D.P.I. where the period exceeds two months.

.. (ii) In the case of other schools by the Dist. Edl. Officer where the period does not exceed one month by the Regl. Dy. D.P.I. where the period exceeds one month (these cases need not come to the D.P.I.).

RULES RELATING TO ELEMENTARY SCHOOLS

Part II—CHAPTER I.

1. Rule 14—Page 16:

“The D.P.I. may, after due enquiry declare a teacher to be unfit for employment in a recognised school. He may likewise declare a person to be unfit to be the manager or correspondent of a recognised school.”

.. “The Regl. Dy. D.P.I. may.... of a recognised school.”

2. Rule 14-A—Page 16:

“The D.P.I. may refuse recognition to or withdraw recognition from a school in which is employed a teacher whom he has declared unfit to be a teacher or a teacher” withdrawn by the Divisional Inspector. The D.P.I. may also refuse or withdraw recognition if the school is under the management of a person who has been declared by him to be unfit to be a manager or correspondent of a recognised school.

.. “The Regl. Dy. D.P.I. may a teacher.” The Regl. Dy. D.P.I. may also.....of a recognised school.

3. Rule 15—Page 16:

No teacher whose certificate has been cancelled or suspended under M. E. R. 134, or whom the D.P.I. after due enquiry, declares to be unfit to be a teacher or whose service register has been withdrawn by the Divisional Inspector, shall while such cancellation suspension, declaration or withdrawal, is in force be employed in a recognised school, nor shall any grant be assessed on behalf of any such teacher.

No teacher..... whom the Regional Dy. D.P.I..... by the Regional Dy. D.P.I.such teacher.

4. Rule 28-B Page 19 :

Recognition may be withdrawn also from a school functioning in a locality where the system of basic education has been introduced, if the D.P.I. considers that the school in question shall not be allowed to continue as an ordinary elementary school.

“Recognition may..... if the Regional Dy. D. P. I.Elementary School.”

Part II.

CHAPTER II.

5. Payment of grants:

Rule 22-Page 26-Proceedings of the D.P.I. No. 3168 B1/54, dated 17-5-1955.

Para 4:

The D. E. Os. are also informed that the monthly returns relating to the issue of teaching grant bills and money orders should hereafter be submitted by them to the Divisional Inspectors (with copies thereof to the Director) not later than the end of the month in which the issue of the bills and money orders are due.

The monthly return regarding the issue of teaching grants may be sent by the D.E.Os. to the Regional Dy. D.P.Is. concerned. The Regl. Dy. D.P.Is. have to review to the Director. The monthly return need not be submitted either to the Director or to the Government.

Sub. National Systems Unit,
 National Institute of Educational
 Planning and Administration
 17-B, Sakarbari Marg, New Delhi-110016
 DOC. No.
 Date.....