



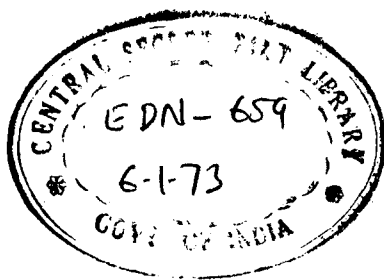
The Education Code

of

H.E.H. the Nizam's Dominions

Hyderabad (Deccan)

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THE EDUCATION CODE.

H.E.H. THE NIZAM'S GOVERNMENT.

*Sanctioned by Government through letter No. 153/154 dated
25th Azar 1344 Fasli.*

PREAMBLE.

This Code shall be called the Education Code of H.E.H. the Nizam's Education Department and shall come into force on and after the 1st Amerdad 1344 Fasli.

From the date of issue of this Code "QVANIN ILAKA-TALIMAT SARKAR-I-ALI" and the "DASTURUL AMAL-E-MUDARRISIN" shall be considered to have been cancelled, as well as such other Circulars wherein any procedure is laid down contrary to the provisions of this Code.

FAZL MUHAMMAD KHAN,
DIRECTOR OF PUBLIC INSTRUCTION,
H.E.H. the Nizam's Dominions,
Hyderabad Deccan.

**GENERAL ARRANGEMENT OF THE HYDERABAD
EDUCATIONAL CODE.**

Chapter	Sections, etc.	Headings	Articles	Pages
I.		Classification and Definitions ..	1-14	1
II.		The Administration ..		4
	Sec. I	Departmental Organization ..	15-21	4
	„ II	Duties and Powers of Officers ..		5
	A.	The Director	22-25	5
	B.	Officers immediately subordinate to the Director		10
	B. I	Deputy Director	26	10
	B. II	Divisional Inspectors ..	27-36	11
	B. III	The Inspectress of Girls schools	37-40	18
	B. IV	The Chief Inspector of Physical Education	41	18
	B. V	The Principals of High and Training schools	42	19
	C.	Officers not immediately sub- ordinate		21
	C. I	District Inspectors	43-56	21
	C. II	Nazirs	57-75	25
III.		Scope and method of Inspection and Inspection Reports ..	76-97	28
IV.		Schools for General Education ..		32
	I	General Regulations ..	98-141	32
	II	Supplementary Rules relating to Secondary schools ..		38

Chapter	Sections, etc.	Headings	Articles	Pages
IV	A.	Buildings and Sanitary require- ments	142-149	38
	B.	Equipment	150	39
	C.	Library	151-156	39
	D.	Staff	157-160	40
	E.	Strength of classes	161-162	40
	F.	Residence of pupils	163	40
	G.	Leave of pupils	164-167	41
	H.	Medium of Instruction	168-170	41
	I.	Term Reports regarding pupils progress and conduct	171	41
	J.	Physical Education	172-173	42
	K.	Registers	174-175	42
	L.	Admission and withdrawal of pupils in Secondary schools	176-200	46
	Sec. III.	Special Rules for Primary schools	49
	A.	Accommodation and sanitation.. ..	201	49
	B.	Furniture and Appliances	202	49
	C.	Qualification and number of tea- chers	203-209	50
	D.	Registers	210-212	51
	E.	Admission and withdrawals	213-215	51
	F.	Medium of Instruction	216	52
	G.	Course of studies and Time Table	217-219	52
	H.	The School Day and Year	220-223	52
	.	Miscellaneous Rules	224-225	53
	IV.	Supplementary Rules for schools under public management	226-265	53

Chapter	Sections, etc.	Headings	Articles	Pages
IV	V	Disciplinary Regulations ..	266	60
	A.	Rules for the conduct of pupils and teachers ..	266-276	60
	B.	Punishments and rewards ..	277-290	61
	VI	Rules relating to Fees, Fines and Free scholarships ..	291-311	64
	VII	Hostels attached to Government schools ..	312-331	68
V		Training schools	73
	A.	Institutions for the training of teachers ..	332-360	73
	B.	Training schools for women ..	361-371	78
	C.	Additional Rules regarding Hostels attached to Women's Training schools ..	372-375	79
VI		Rules for the Teacher's Certificate Examination ..	376-415	80
VII		Government Educational Build- ings	89
	I	Plans and Estimates ..	416-419	89
	II	Selection of sites ..	420-426	90
	III	Programme of Educational Buildings ..	427-432	91
	IV	Miscellaneous ..	433-436	93
VIII		Scholarships and prizes	94
	I-A.	Targhibi scholarships ..	437-454	94
	B.	Aurangabad Hostel allowances ..	455-458	97
	C.	Riayati scholarships ..	459-462	97
	II	Rules for the award of prizes ..	463-470	99
IX		Grant-in-Aid Rules	101

Chapter	Sections, etc.	Headings	Articles	Pages
IX	..	Introduction 471-473	101
	I	General Conditions 474-478	102
	II	Schools for General Education in Towns 479-505	104
	III	Do in Rural Tracts 506-525	111
	IV	Special schools 526	118
	V	Grant-in-Aid for Training 527	118
	Appendix I	Article 484	118
	II	do 493	119
	III	do 495	121
	IV	do 498	122
	V	123
	VI	Article 514	124
	VII	do 514	125
VIII	do 516	125	
X		Rules for the Text Book Com- mittee 528-548	127
XI		Rules relating to Educational Officers	132
	A.	Appointments 549-564	132
	B.	Personal Files of Officers 565-567	136
	C.	Confidential Reports 568-573	136
	D.	Departmental Punishment 574-580	137
	E.	Rules for Appeals 581-591	139
	F.	Transfers. 592-598	141
G.	Leave 599-611	143	

Chapter	Sections, etc.	Headings	Articles	Pages
XI	H.	Linguistic Test for Departmental Officers	145
	Part <i>i</i>	Examination Rules ..	612-627	145
	<i>ii</i>	Rules concerning Inspecting Officers	628-635	148
	I.	Maintenance of Service Registers	636-639	149
	J.	Personal conduct of Officers of the Department	640-645	150
XII	..	Departmental procedure and routine	152
	Sec. I	Finance and Accounts	152
	A.	Budgets	646-657	152
	B.	Accounts in Government Institutions	658-666	154
	II	Correspondence, Reports, and Returns	155
	A.	Correspondence	155
	1	General Rules	667-675	155
	2	Detailed Rules	676-691	157
	3	Demi-official Correspondence	692-694	158
	B.	Reports and Returns	695-707	159
	III	Miscellaneous	161
	A.	Registers and Records in Office and schools	708-710	161
	B.	Gazette Notifications and Press Notes	711-712	164
	C.	Rules relating to Tents	713-714	164
	D.	Rules relating to the destruction of Unserviceable Records	715-732	165
		Appendices and Forms 1-55	173

CHAPTER I.

CLASSIFICATION AND DEFINITIONS.

From the date of issue of this Code the “ Qawaneen. Sarkare Ali ” and the “ Destur-ul-amal Mudariseen ” will be considered to have been cancelled, as well as all such other circulars wherein any procedure is laid down contrary to the provisions of this Code.

Article 1. Throughout this Code, unless it is stated to the contrary :

- (a) *The Department* means the Department of Education under the control of the Director of Public Instruction, in His Exalted Highness the Nizam's Dominions.
- (b) *The University* means the Osmania University, Hyderabad-Deccan, unless otherwise stated.
- (c) *A Public Institution* means a College or School maintained or recognised by the Department.
- (d) *A recognised Institution* means a College or School which conforms to the rules and regulations prescribed by the Department for such an Institution and which is admitted by the Department to the privileges of a recognised Institution.
- (e) *A Private Institution* means a College or School which does not come within the above definitions.
- (f) *An Institution under Public Management* means a College or School which is either under the direct management of Government or the Sarfi-Khas Committee or of a public body such as a Local Fund or Municipal Board.
- (g) *An Institution under Private Management* means a College or School which is administered by a private person or association.
- (h) The word “ officer ” includes teachers and clerks employed in the Department.

Note.—Unless otherwise stated the word “ teachers ” includes “ female teachers ” as well.

Article 2. *Institutions under Private Management* are classified as Aided or Unaided according as they do or do not receive aid from public funds.

Article 3. Educational Institutions in His Exalted Highness' Dominions are classified either as Colleges or Schools.

Article 4. Colleges are of two types :—

- a. Those affiliated to the Madras University.
- b. Those affiliated to the Osmania University.

Article 5. Schools are divided into two classes :—

- a. Schools for general education.
- b. Schools for special education.

Article 6. Schools for general education are subdivided into two classes :—

- (i) Secondary and (ii) Primary.

Article 7. Secondary Schools include English High Schools, Osmania High Schools and Middle Schools.

Article 8. Schools for special education include the following :—

- a. Schools for the training of teachers.
- b. Miscellaneous Schools.

Article 9. In a College affiliated to the Madras University instruction is imparted through the medium of English in the University Courses in Arts and Science.

Article 10. In a College affiliated to the Osmania University instruction is imparted through the medium of Urdu in the University courses in Arts, Science, Medicine, Engineering, Education, Theology and in the Higher Branches of Oriental Learning, the study of English as a Language being compulsory in the courses of study in Arts, Science, and Theology.

Article 11. An English High School provides instruction up to the standard required for admission to a College affiliated to the Madras University.

Article 12. An Osmania High School provides instruction up to the standard required for admission to a College affiliated to the Osmania University.

Article 13. A Middle School provides instruction up to the 7th Class.

Article 14. A Primary School provides a four years' course of instruction in the local vernacular leading up to the 5th Class in a Middle School.

CHAPTER II

THE ADMINISTRATION.

SECTION I.

Departmental Organization.

Article 15. *a.* The Director of Public Instruction hereinafter called "The Director" is the head of the Department and is assisted by the Deputy Director and three Assistants, all of whom work in his Office and are immediately subordinate to him.

b. He is also ex-officio Commissioner for Government Examinations and President of the Text-Book Committee, and in this work is assisted by one of his Assistants as Secretary to the Commissioner for Government Examinations and to the Text-Book Committee.

c. He is also ex-officio President of the H.S.L.C. Board and is assisted in this work by a Secretary nominated by him and appointed by Government.

Article 16. The Inspecting and administrative agency immediately subordinate to the Director consists of the Divisional Inspectors, the Inspectress of Girls' Schools, and the Organizing Commissioner of Boy Scouts who is also Chief Inspector of Physical Education.

Article 17. The Principals of the Chaderghat High School, Mahubia Girls' School, as well as those of the City, Aurangabad, Warangal, Gulbarga and Zenana Collegiate Schools, the Teachers Training College Hyderabad, Lecturer, commerce, up to the Intermediate Grade and the Government College of Physical Education are directly subordinate to the Director. All other members of the Department are subordinate to one or other of the officers mentioned in Sec. 16.

Article 18. The Inspectress of Girls' Schools is entrusted with the duties of inspecting and administering such institutions for female education as are placed directly under her control.

Article 19. For purposes of inspection and administration of institutions other than those placed under the direct charge of either the Director or the Inspectress, the Dominions are divided into five divisions as follows :—

- i.* The Aurangabad Division consisting of the Districts of Aurangabad, Parbhani, Bhir and Nanded.
- ii.* The Gulbarga Division consisting of the Districts of Gulbarga, Osmanabad, Raichur and Bidar.
- iii.* The Medak Division consisting of the Districts of Medak, including Bagat District, Nalgonda, Nizamabad and Mahbubnagar.
- iv.* The Warangal Division consisting of the Districts of Warangal, Karimnagar and Adilabad.
- v.* The Balda Division consisting of the City of Hyderabad and the Atraf-i-Balda District.

Each of these Divisions is placed in charge of an Officer called the Divisional Inspector.

Article 20. Under the Divisional Inspectors are District Inspectors, each holding charge of a Revenue District. For the Atraf-i-Balda District, however, there is at present no District Inspector but the functions of the latter are here performed by the Divisional Inspector, Balda, with the help of an Assistant of the gazetted rank.

Article 21. The Organizing Commissioner of Boy Scouts who is also the Chief Inspector of Physical Education is entrusted with the work of organizing the Physical education of Boys in schools, and of teachers in the Training Schools and supervising the Boy Scout Movement in the Dominions.

SECTION II.

DUTIES AND POWERS OF OFFICERS.

A. The Director.

Article 22. The Director is empowered to inspect any educational institution in the Dominions.

Article 23. The administration and control of Government Educational Institutions, the administration of grants to aided institutions and the power of granting permission to open private institutions of the Middle and High Standards rest with the Director. He is ex-officio Com-

missioner for Government Examinations and also President of the H.S.L.C. Board and of the Text-Book Committee.

Article 24. He is directly responsible to Government in the Education Department.

The Director's Powers.

Article 25. The Director is empowered :—

1. To appoint, reduce, fine, suspend or dismiss any officer of the Department whose pay or maximum pay does not exceed Rs. 125 per month in the clerical line and Rs. 200 in the teaching and inspecting line and to withhold the increments of officials whom he is competent to appoint.
Appointments and Punishments.
2. In the case of fines the amount imposed at any one time cannot exceed one quarter of the monthly pay.
Proviso.
3. To transfer from one place to another officers of the Department whose pay or maximum pay does not exceed Rs. 200.
Transfers.
4. To sanction special duty arrangements of such officers in the Department whom he is competent to appoint.
Special duty arrangement.
5. To call to his Headquarters Departmental officers on any special business and to sanction the travelling and daily allowances of such officers for the period of their stay up to the limit of less than 21 days including holidays.
Requisition of officers to headquarters
6. To fix the Headquarters of District Inspectors.
Fixing of headquarters of officers.
7. (1) To sanction casual leave to officers directly subordinate to him (2) to grant leave of other kinds in accordance with the rules relating thereto, to officers whom he is authorised to appoint. (3) to grant permission to officers immediately subordinate to him to leave Headquarters during leave and holidays. (4) To grant privilege leave in the clerical line, to officers whose pay or maximum pay does not exceed Rs. 270 p.m.
Leave.

8. To transfer the period of absence without leave of such officers of the Department as he is authorised to appoint, into such kind of leave to which these officers may be entitled provided the total period of such absence does not exceed one month.

9. (a) To distribute the amounts sanctioned in the departmental budget for travelling allowances and extra contingencies among the different subordinate officers and institutions according to their requirements and thereafter to transfer the portions of these allotments, if need be from one office to another.

(b) To sanction T. A. Bills of himself and his establishment and those of Divisional and District Inspectors and Inspectresses and other officers directly subordinate to him.

10. To grant to teachers in case they are sent for training to British India stipends and outfit money in accordance with the scale sanctioned by Government.

11. To sanction purchase of furniture, prayer carpets, and other appliances for offices and institutions immediately subordinate to him within the amount provided in the budget and in accordance with the scale fixed by Government.

12. To sanction repairs to furniture and tents within the amount allotted in the budget.

13. To sanction the sale of unserviceable furniture and appliances up to Rs. 200 in each particular case in a year.

14. To purchase without previous sanction of Government books and periodicals subject to provision in the budget.

15. To sanction the purchase of liveries and umbrellas for peons in accordance with the scale sanctioned by Government.

16. To sanction amounts for extra contingencies and for supplies and services of primary schools within the amount provided for in the Shahi Budget.

17. To transfer Shahi, Primary Schools and the scale of salaries into the new Local Fund scale and thus utilise the savings in creating new posts or in starting new and old type Local Fund schools or in giving grants-in-aid to Primary schools.

Transfer of Shahi
Primary schools.

18. To accord sanction to start a private Middle or High School for boys or girls.

Opening of
Private schools.

19. To sanction amounts subject to the budget allotment for the opening of experimental, Local Fund and Shahi Primary Schools in accordance with the scale fixed by Government.

Opening of Primary
schools.

20. To transfer a portion or full expenses of one primary school to another.

21. To sanction amount for the construction and purchase of buildings for Local fund schools at Rs. 15 per pupil on rolls in that school from the Local fund unspent balance.

22. To sanction estimates for petty construction and repairs up to a limit of Rs. 500 in the case of Shahi buildings (both Diwani and Sarf-i-Khas) and of Rs. 500 in the case of Local Fund (Diwani as well as Sarf-i-Khas, buildings).

Petty construc-
tion and repairs
to buildings.

23. To transfer Shahi and Local Fund Primary schools from one place to another in the same district.

Transfer of
schools from one
place to another.

24. To sanction teaching and other grants in accordance with the grant-in-aid Rules chapter IX of this code.

Grants.

25. To sanction grants-in-aid of games funds in Secondary schools, subject to a maximum of Rs. 100 per school per annum and subject to the condition that a grant should not exceed the amount collected by the school concerned.

Grants for sports
and games.

26. To sanction in special cases deviations from the general scale of fees laid down in the Code, to exempt any person or community from the payment of fees in full or in part, and to alter in the case of any school or locality the proportion fixed for free and half free scholars.

School fees.

27. To sanction the purchase of prize-books in accordance with the scale and up to the amount provided in the budget.
- Prizes.
28. To close schools for such periods as may be necessary during the prevalence of epidemics and to depute teachers of these schools on special duty elsewhere and also to sanction their travelling expenses.
- Closure of schools during epidemics and deputation of teachers elsewhere on special duty.
29. To grant to schools not more than 10 extra holidays within a school year.
- Extraordinary holidays.
30. To sanction expenditure on account of the transfer of furniture from one school building to another up to Rs. 10 in each case.
- Expenses of conveyance of furniture.
31. To sanction in ordinary cases up to Rs. 20 per mensem permanently and in emergent cases & subject to budget provision house-rent for departmental offices or schools not exceeding Rs. 50 per month for a period not exceeding 6 months in each case.
- Sanction for house-rent.
32. To detain during the vacation any officer whom he is authorised to appoint and depute him to some other work. In such a case the officer will be entitled to privilege leave under ordinary rules.
- Detention of teachers during holidays.
33. To sanction arrears of pay and allowances up to 3 years of such officers the power of whose appointment vests in him.
- Arrears of pay and allowances.
34. To sanction within 3 years the withdrawal from the treasury of amounts that were duly drawn from the treasury and returned to the treasury on account of non-disbursement.
- Withdrawal of amounts.
35. To permit in accordance with the provisions of H.C.S.R. section 441, an officer of the Department to take by rail his horses, ponies, bullocks, tongas, Motor car, Motor cycle, bicycle or touring kit while travelling on duty.
- Transmission of conveyances, etc.
36. To sanction compensation for lands or sites to be acquired for school-buildings up to Rs. 500 in each case.
- Acquisition of sites.

37. To grant extension in service of such officers whom he is authorised to appoint.
Extension in service.
38. To sanction in accordance with the rules pension of such officers whom he is authorised to appoint.
Pension.
39. To sanction the deputation of officers whom he is authorised to appoint in British India up to the period of one month.
Deputation of officers in British India.
40. To sanction the deputation of gazetted officers of the Department in any place inside the Dominions upto the period of 21 days.
Deputation of Officers Inside the Dominions.
41. To grant recognition to schools up to the Middle grade.
Recognition.
42. To sanction remuneration for the review of books up to Rs. 2,000 per year in accordance with the scale sanctioned by Government.
Review of books.
43. To sanction the Travelling allowance of teachers who go to join a Teachers' Conference provided there is provision in the budget.
Teachers' Conference.
44. To sanction amounts upto Rs. 500 per year for the erection of huts at Rs. 30 per hut for schools during epidemics.
Erection of temporary huts.
45. To sanction school scholarships upto the amount provided in the budget, and to exempt scholarship-holders from the age limit.
School Scholarships.
46. To sanction on the recommendations of subordinate officers and institutions, the arrears of " Tarqibi " and " Riyayeti " scholarships of such scholarship holders as could not draw them within the year of sanction. Such arrears will be paid from the general savings of the Department.
47. To sanction the purchase of games apparatus for secondary schools according to the scale sanctioned by Government.
Games apparatus.

**B. OFFICERS IMMEDIATELY SUBORDINATE TO THE
DIRECTOR.**

I. Deputy Director of Public Instruction.

Article 26. The duties of the Deputy Director of Public Instruction will be assigned to him by the Director. He is

authorised (1) to grant leave of all kinds to, and to sanction the acting arrangements of officers whose pay or maximum pay does not exceed Rs. 200. (2) to sanction T. A. bills and Pay bills.

II. Divisional Inspectors.

Article 27. The Divisional Inspectors are the chief executive officers of the Department and so it is their function to enforce the rules and carry out the policy of the Department, but they should not without the previous sanction of the Director issue any circulars, orders or notifications which lay down general administrative principles or have a bearing on matters of political importance.

Article 28. They should acquaint themselves with the condition and requirements of education in all its stages within their jurisdiction, and confer on educational matters with officials and non-officials interested in education and give advice and assistance in such matters to all those who may apply for it.

Article 29. Divisional Inspectors are responsible for the general supervision and administration of all educational institutions in their jurisdiction other than schools placed directly under the Director of Public Instruction or the Inspectress of Girls' Schools.

Article 30. The Divisional Inspectors should inspect at least once a year every recognised Middle School, Training School and every District Inspector's Office in the Division and twice a year every recognised High School placed under their control and submit to the Director inspection reports in the prescribed form. They should also with a view to test the work of the subordinate inspecting agency inspect annually those primary schools in each of the districts in their division which happen to come in their way, while on tour.

Article 31. The Divisional Inspectors should tour outside their headquarters for not less than 120 days in the year, devoting approximately the same length of time to each District in the Division.

Article 32. The Divisional Inspectors should submit to the Director in the sub-joined form a quarterly programme together with an abstract (appendix I) of

their tour. Care should be taken to forward such programmes a fortnight before the date of departure on tour.

Day	Date	PLACE		MILES TRAVELLED		No. of days spent	Date of last Inspection	Remarks
		From	To	By rail	By road			

Note.—1. The sanctioned programme should be adhered to as closely as possible. In case of necessity of a change a supplementary programme should be submitted.

2. Days spent on surprise visits should be over and above the prescribed period.

Article 33. Divisional Inspectors should not ordinarily take with them on tour more than one clerk and that not their Serishtadar.

Article 34. Not later than the 10th day of each month Divisional Inspectors should submit to the Director in the form prescribed in Appendix II a brief record of their daily work in the preceding month such as office work, journeys, inspections, interviews and the like and this statement should be prepared from the Diary in which entries should be made at the close of every day's work.

Article 35. The Divisional Inspectors should pay special attention to the following rules relating to the administration of their offices :

(i) Divisional Inspectors are expected to attend office regularly when not actually on tour or engaged in outdoor official work. Their offices should be open for the transaction of public business on all days not being Fridays and holidays from 10 a.m. till 4 p.m. (8 a.m. to 1 p.m. in the hot weather). Suitable arrangements should be made for the receipt of letters, telegrams, etc., when the office is closed.

(ii) Divisional Inspectors are personally responsible for the efficiency of their offices. They should see that all the prescribed accounts, records and registers are duly maintained and that the prescribed periodical returns (*vide* Appendix III are duly and punctually despatched.

(iii) Divisional Inspectors should examine their office records and registers from time to time and when at headquarters, they should sign the cash book daily. The balance in the Treasury should be verified as often as possible.

(iv) Divisional Inspectors should maintain in their offices a list of all teachers in their jurisdiction who return from training year after year and should see that they serve as teachers in the Department for the period of five years mentioned in the agreement executed by them at the time of their admission to the Training Institution.

(v) Every Divisional Inspector should make a detailed inspection of his own office early in Shahrewar and submit a report thereon to the Director by the first day of Meher in the prescribed form (Appendix IV.)

(vi) Divisional Inspectors alone are competent to pass orders in their offices and this power should never be delegated to the Serishtedar. (There is however no objection to the Serishtedar issuing instructions to or calling for information from schools on his own authority during the Divisional Inspector's absence on tour, in such routine matters as monthly returns, etc.) While the Divisional Inspector is on tour, the Serishtedar may sign fair copies of drafts approved by the Divisional Inspector. In signing the fair copies the Serishtedar should make it clear that the draft has been approved by the Divisional Inspector.

EXCEPTION.—Appointment transfer and punitive orders should not be issued under Serishtedar's signature.

(vii) To ensure the prompt disposal of office work a calendar should be prepared showing month by month the holidays, the Divisional Inspector's movements as far as they are settled and the dates prescribed for the receipt and despatch of periodical returns and statements. An arrears list of "pending papers" should also be called for from the office and scrutinised every month.

(viii) Divisional Inspectors should definitely lay down the duties and responsibilities of the several members

of their office establishment and record them in their office order book.

(ix) Each Divisional Inspector's office should be provided with the following :—

(a) A map of His Exalted Highness' Dominions and also separate maps of the districts and taluqas in the Division.

(Available at the Ambarkhana, Survey and Settlement Office, Hyderabad).

(b) Bound files of the Jareeda.

(c) A copy of Civil Service Regulations.

(d) A register of private schools.

(e) A copy of the Deposit Branch Manual.

(f) A copy of the Finance Office Circulars.

(g) A copy of the Accountant-General's Circulars.

(h) A copy of the Khazina-e-Finance (Nawab Aziz Jung Bahadur, Hyderabad).

(i) A copy of the Latest Census Report of His Exalted Highness' Dominions and District Census Tables for each District in the Circle. (Census Branch, Statistics Department).

(j) A copy of the Hidayat-i-Hissabi.

(k) A copy of the Gazetteer of the Hyderabad State (Superintendent of the Government Printing, Calcutta.)

(l) A copy of the Director of Public Instruction's office circulars. A small Educational Library is a *sine qua non* of a Divisional Inspector's Office and one should be formed gradually in each office consisting of specimen text-books, maps, models, illustrations and other teaching appliances as also books on school organisation and the principles and methods of teaching and kindred subjects.

Article 36. The Divisional Inspectors are empowered :—

1. To appoint, reduce, fine, suspend or dismiss any officer of the department in his jurisdiction whose pay or maximum pay does not exceed Rs. 90 per mensem in the teaching line

Appointments
and punishments.

and Rs. 70 in the clerical line and to with-hold the increments of officers whom he is competent to appoint :—

Proviso :—(a) In the case of fines the amount imposed at any one time should not exceed one quarter of a month's pay.

(b) An appeal against punitive orders passed by the Divisional Inspector will lie with the Director provided the appeal reaches him not later than 60 days from the date of receipt by the appellant of the orders in question in accordance with the sanctioned rules.

2. To transfer from one place to another in his jurisdiction officers of the Department whose pay or maximum pay does not exceed Rs. 90.

Transfers.

3. To grant casual leave to all his subordinates irrespective of pay and to grant, subject to the rules relating thereto privilege, sick, extraordinary leave and leave on private affairs to officers whose maximum pay does not exceed Rs. 90 per mensem and to make acting appointments necessitated by the leave.

Leave.

4. To call to his headquarters on duty officers whose appointment vests in him, to sanction their travelling and daily allowances for the period of their stay upto a limit of 10 days including holidays.

Requisition of officers to his headquarters.

N. B.—In the case of officers drawing more than Rs. 90 the previous sanction of the Director is necessary.

5. To sanction travelling allowance bills of all officers subordinate to him except the Districts Inspectors.

Travelling allowances bills.

6. To sanction purchases of furniture and other appliances from Diwani, Sarf-i-Khas, and Local Funds required for his own office and for offices and institutions under his control upto the amount provided in the budget and in accordance with the scale sanctioned by Government.

Purchase of furniture and appliances.

7. To accord sanction to start a private Primary School.

Opening of private schools.

8. To sanction repairs to furniture in offices and institutions under his control upto the limit of the budget provision.

Repairs to furniture.

9. To sanction repairs to tents upto the limit of the Budget provision for the year.
Repairs to tents.

10. To purchase without the previous sanction of the Director, Books and Periodicals approved by the Text-book Committee upto the Budget allotment sanctioned for the offices and institutions under his control. They can also purchase such books as are not prescribed by Government.
Books and periodicals.

11. To sanction the sale by public auction of unserviceable articles of furniture and equipment provided the present value of the article auctioned in any one year in a single office or institution does not exceed Rs. 100.
Sale of unserviceable furniture.

12. To sanction in emergent cases subject to budget provision and upto a limit of Rs. 20 per mensem house-rent for any school or office in his jurisdiction for a period not exceeding 6 months.
House-rent.

To sanction rent of houses situated in places other than District and Taluq headquarters upto Rs. 20 p.m. without obtaining the necessary certificate of the P.W.D.

13. To sanction subject to budget provision estimates for petty construction and repairs upto a limit of Rs. 200 in the case of a Shahi building (Diwani or Sarf-i-Khas) and Rs. 100 in the case of a Local Fund Building in any one year.
Petty constructions and repairs.

14. To transfer Local Fund Primary Schools from one place to another in the same district.
Transfer of Schools.

15. To sanction the recognition of Primary Schools.
Recognition of schools.

16. To sanction or transfer in accordance with the provisions of the Grant-in-aid rules grants to primary schools upto a limit of Rs. 144 per school per annum.
Grants.

17. To sanction within the allotment placed at his disposal by the Director, merit scholarships tenable in Middle and High Schools under his control in the Division.
Scholarships.

18. To sanction subject to the budget provision and in accordance with the scale sanctioned by Government class and special prizes to pupils of Government Secondary and Primary Schools.
Prizes.

19. (a) To sanction on the authority of a certificate issued by a Medical officer, during the prevalence of epidemics the closure of middle schools for such period as may be necessary subject to the submission to the Director of a monthly statement showing the schools which have been so closed and,

(b) in cases where the closure is for longer periods than one month to depute the teachers for duty elsewhere in the district and sanction their travelling expenses.

20. To sanction in accordance with the prescribed scale the purchase of liveries and umbrellas for menials. Liveries and umbrellas for menials. for menials of his office and such institutions under his control as do not exercise this power.

21. To grant to schools in his jurisdiction five extraordinary holidays. ordinary holidays within a school year.

22. To sanction the purchase of appliances and books out of the allotment for special contingencies sanctioned in the budget for individual Shahi primary schools. Special contingencies of primary schools. Shahi primary schools.

23. To sanction amounts for extra contingencies and for supplies and services of primary schools within the amount provided for in the budget. Extra contingencies and supplies and services.

24. To sanction in case of necessity the purchase of service stamps out of any other budget allotment. Service stamps.

25. To sanction arrears of pay and allowances of all sorts upto 3 years of such officials as they are authorised to appoint. Arrears of pay and allowances.

26. To sanction within 3 years the withdrawal from Treasury of amounts that have been credited to the treasury on account of non-disbursement. Withdrawal of amounts.

27. To sanction special duty arrangements of such officers in their jurisdiction as they are authorised to appoint. Special duty arrangements.

28. To sanction pensions of such officers as they are authorised to appoint. Pension.

29. To sanction extension in service of such officers whom he is authorised to appoint. Extension

III. *The Inspectress of Girls' Schools.*

Article 37. The Inspectress of Girls' Schools is entitled to inspect the Educational Institutions for Girls under her control. The inspection and administration of Girls' Schools other than those which are placed directly under the Inspectress vests in the District Inspectors concerned.

Article 38. The Inspectress should tour outside her headquarters for not less than 50 days in each official year and should submit to the Director a quarterly programme of tour in the same form as that prescribed for Divisional Inspectors.

Article 39. The rules laid down in the chapter for the administration of the offices of Divisional Inspectors and the submission of their monthly diaries shall *mutatis mutandis* apply to the Inspectress Office also.

Article 40. The administrative powers exercised by the Inspectress shall be the same as those exercised by the Divisional Inspectors.

IV. *Chief Inspector of Physical Education.*

Article 41 (a) The Chief Inspector of Physical Education is entrusted with the following duties :—

1. To supervise the Physical Education of boys in schools and in the Training College upto the Intermediate Grade,
2. To train teachers in Physical Culture,
3. To advise the Department in matters relating to Physical Education, and
4. To organize and to supervise the Boys' Scout Movement according to the sanctioned rules and regulations.

Powers of Chief Inspector of Physical Education.

41-b. He is empowered :—

1. To appoint, reduce, fine, suspend or dismiss any officer in his office whose pay or maximum pay does not exceed Rs. 70 per mensem and to withhold the increment of officers whom he is competent to appoint.

Note.—1. In the case of fines the amount imposed at any one time should not exceed one quarter of a month's pay.

2. Appointments of Drill-masters will be made by the Divisional or District Inspectors with the consultation of the Chief Inspector of Physical Education. In cases of vacancies in schools directly under the control of the Director of Public Instruction, heads of such schools will first consult the Chief Inspector of Physical Education and then submit the proposal to the Director of Public Instruction for sanction.

3. If in the opinion of the Chief Inspector of Physical Education, a Drill-master of any school is to be fined or dismissed, he should write to the Divisional Inspector concerned in the matter. In case the latter differs from the former, the Chief Inspector, Physical Education should submit the whole case for final decision to the Director of Public Instruction's Office. If such complaints be regarding the Drill-masters of schools directly under the control of the Director of Public Instruction, he should write to the heads of such institutions who will forward the case to the Director of Public Instruction's office for necessary orders.

2. To grant subject to the rules relating thereto all kinds of leave except extraordinary to officers whom he is competent to appoint and to grant casual leave to all officers under him.

3. To grant extraordinary leave to the menial staff of his office.

4. To call to his headquarters Drill-masters with the previous sanction of the Director.

5. To sanction travelling allowance bills of non-gazetted officials of his office.

6. To sanction his office furniture according to the scale sanctioned by Government.

Note.—Indents for games apparatus and games grants from the Divisional Inspectors and from schools under the direct control of the Director should be forwarded through the Chief Inspector of Physical Education to the Director of Public Instruction's Office for sanction.

7. To sanction repairs to his office furniture upto the limit of the budget provision.

8. To sanction liveries and umbrellas of his office peons.

9. To sanction arrears of pay and allowances upto three years of those officials whom he is competent to appoint.

V. The Heads of City, Chaderghat, Aurangabad, Gulbarga and Warangal and other High Schools and Training Schools and the Zenana High School, Nampally and the Mahubia Girls' School are empowered :—

Article 42 1. To appoint, reduce, fine, suspend or dismiss chaprasis and other menials employed under them.

Appointments and
punishments.

NOTE.—(1) The amount of the fine imposed in any case in a month shall not exceed a fourth of the month's salary; (2) Farashes, Malis, Watermen, Sweepers, Bhois, Cooks, etc., come under menials.

2. To grant casual leave to all their subordinates and
 Leave to subordi- leave of all kinds except extraordinary
 nates. leave to the menial staff.

NOTE.—This power has been given to Headmasters of Middle Schools, Headmasters of Primary schools, other than those situated in Balda can sanction upto 3 days at a time.

3. To sanction the purchase of books and appliances
 Purchase of books required for the institution to the extent
 and appliances. of the budget provision for the year.

4. To incur charges on account of periodical examin-
 Examination ations held in the institutions upto the
 charges. limit of the budget provision.

This power has been given to Headmasters of Middle schools as well.

5. To sanction the purchase of liveries for their menial
 Purchase of liver- staffs in accordance with the scale sanc-
 ies. tioned by Government.

6. To sanction repairs to furniture to the extent of
 Repairs to furniture. the budget provision for the year.

7. To spend from the Games fees collected the amount
 Games fund. required for the purchase of games re-
 quisites.

8. To sanction the purchase of Drawing materials for
 Drawing. the schools within the budgeted amount.

This power has been given to Headmasters of Middle schools as well.

9. The Heads of Training schools are empowered to
 sanction to teachers selected for training
 Travelling allow- travelling allowances for their journey from
 ances. their stations to the training school when
 joining the school.

10. Headmasters of all high schools are authorised to
 Scholarships. sanction according to the scale merit
 scholarships to students of their schools
 upto the amount provided in the budget.

NOTE.—Travelling allowance for the return journey on the completion of their training is sanctioned by the Inspectress, District or Divisional Inspecting Officers concerned.

C. OFFICERS NOT IMMEDIATELY SUBORDINATE TO
THE DIRECTOR.

1. *District Inspectors.*

Article 43. The District Inspector is the District Educational officer who, subject to the general control of the Divisional Inspector is primarily responsible for the extension and efficiency of Primary Education in his District.

Article 44. The District Inspector is also an *ex-officio* member of the District Board and Secretary to the Educational Committee of the Board. The position of an Inspector on a Local Board is purely official and representative and it is therefore his duty to expound not his personal views but the policy of the Department.

Article 45. Apart from his position on the Local Board, the District Inspector should work in the closest harmony with officers of the Revenue and other Departments and take every opportunity to confer with them on Educational matters and enlist their co-operation in this behalf.

Article 46. The District Inspector should visit at least fifty Shahi Primary Schools in his District in a year, and other schools in addition so that the total number of schools visited by him in any year shall not be less than 75. These should include at least 10 of the schools visited by each of the Nazirs in the District, to enable the Inspector to judge the character and value of the Nazirs' inspections.

Article 47. The District Inspector should be on tour for at least 150 days during the year.

Article 48. He should submit through the Divisional Inspector in the subjoined form a quarterly programme of tour together with the abstract (appendix I) to the Director of Public Instruction and in framing the programme care should be taken to see that the annual inspection of schools is held about the same time year after year, a month earlier or later being the utmost limit of deviation.

Statement.

Day	Date	PLACE		MILES TRAVELLED		No. of days spent	Date of last Inspection	Remarks
		From	To	By rail	By road			

Note.—1. The sanctioned programme should be adhered to as closely as possible. In case of necessity of a change a supplementary programme should be submitted.

2. Days spent on surprise visits should be over and above the prescribed period.

Article 49. The District Inspector should arrange his tour in such a manner as to enable him to visit the greatest number of schools with the minimum amount of travelling.

Article 50. The District Inspector should so co-ordinate the tours of his Nazirs with his own that every school in the District shall in the course of the year receive at least one visit of an inspecting officer.

Article 51. The sanctioned programme should be adhered to as closely as possible. In case of necessity of a change a supplementary programme should be submitted.

Article 52. The District Inspector should take with him on tour reports of inspection of the schools he intends to visit relating at least to the last two previous inspections and also pending files in which a local enquiry is desirable.

Article 53. The District Inspector should not take with him on tour more than one clerk and that clerk should not be his Serishtadar.

Article 54. Not later than the 10th day of each month the District Inspector should submit to the Divisional Inspector in the form prescribed in (Appendix II) a brief record of his daily work in the preceding month, such as office work, journeys, inspection, arrangement for starting new schools, interviews and the like. This statement should be prepared from the diary in which entries should be made at the close of every day's work. The Divisional Inspec-

tor should submit the statement to the Director with such remarks as he considers desirable.

Article 55. The rules laid down in Part (B) II of this Chapter for the administration of offices of Divisional Inspectors shall *mutatis mutandis* apply to the offices of District Inspectors also.

Article 56. *A District Inspector is empowered :—*

1. To appoint, suspend, reduce, fine or dismiss any Government servant under him whose pay or maximum pay does not exceed Rs. 50 and to withhold the increments of officers whom he is competent to appoint.
- Appointments and punishments.

Note.—1. In girls schools men above 55 years of age may be appointed in case no qualified women teachers are available.

NOTE (2)—An appeal against punitive orders passed by the Inspector shall lie with the Divisional Inspector, provided the appeal reaches him not later than 60 days from the date of receipt by the appellant of the orders in question and is in accordance with the rules sanctioned.

NOTE (3)—The amount of fine imposed in any case in a month shall not exceed a fourth of the monthly salary.

2. To transfer any subordinate drawing a salary of Rs. 50 or less per month, and whom he is competent to appoint.
- Transfers.

3. To grant casual leave to all his subordinates irrespective of pay and to grant privilege, private and sick leave, extraordinary leave subject to the rules relating thereto to all officers whom he is competent to appoint.
- Leave.

4. To sanction subject to budget provision, the cost of minor construction or repairs to Shahi Local Fund or Sarf-i-khas school buildings up to Rs. 50 in each case during the year.
- Minor construction and repairs to school buildings.

5. To sanction repairs to his office furniture and to schools at Rs. 15 each for Shahi and Rs. 10 for a Local fund to the extent of the budget provision for the year.
- Repairs to furniture.

6. To sanction sale by auction of unserviceable furniture and equipment provided the present value of the articles so sold does not exceed Rs. 50 for any school or office at any one time in a year.
- Sale of unserviceable articles.

7. To sanction in emergent cases and subject to budget provision a monthly rent of Rs. 10 for a school for a period not exceeding six months.
- House rent.
8. To sanction the purchase of liveries and umbrellas for menials of offices and schools under his control in accordance with the scale sanctioned by Government.
- Liveries and umbrellas for menials.
9. To sanction travelling allowance bills of subordinate officers excepting those of nazirs and teachers returning after training in the Normal schools.
- Sanction for travelling allowance bills.
10. To sanction in case of necessity the purchase of service stamps out of any other budget allotment.
- Service stamps.
11. Power to sanction repairs to tents upto the amount provided in the budget.
- Repairs to tents.
12. To sanction arrears of pay and allowances of all sorts upto 3 years of such officials whom they are authorised to appoint.
- Arrears of pay and allowances.
13. To sanction special duty arrangements of such officers whom he is authorised to appoint.
- Special duty arrangements.
14. To sanction pension and extension in Service of such officers whom he is authorised to appoint.
- Pensions and extensions.
15. To sanction on the authority of a certificate issued by a medical officer and in case of villages by village authorities during the period of prevalence of epidemics the closure of Primary schools for such period as may be necessary subject to (A) the submission to Divisional Inspector concerned of a monthly statement showing the schools so closed and (B) in cases where the closure is for longer periods than one month to depute the teachers for duty elsewhere in the district and sanction their travelling expenses.
- Closure of schools.
16. To sanction the allowance of Headmasters of Primary schools whom he is competent to appoint.
- Headmaster's allowances.

II. *Nazirs.*

Article 57. Each District Inspector is given (one or more) Nazirs to assist him in the organization and inspection of Primary Schools.

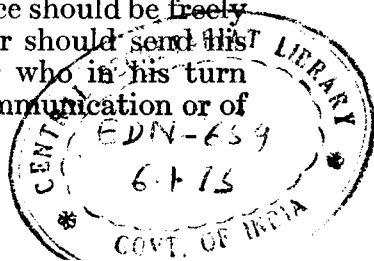
Article 58. The Nazir's duty will be mainly of a pioneering nature. He will form the connecting link between the department on the one hand and the villagers on the other and start, organise and inspect village schools. In regard to schools that already exist, the Nazir will be chiefly a reporting officer and the object of his visits pedagogical and advisory.

Article 59. The Nazir should not be considered an officer holding a subordinate charge in a defined locality but as an executive assistant of the District Inspector. In Districts where there are more Nazirs than one it may often be desirable and expedient to allot schools to them by turns. Nazirs should not be changed from one circle to another for at least two years.

Article 60. The Nazir should before the close of every quarter take instructions from the District Inspector as to the work he is to do during the next quarter and prepare a programme accordingly and submit it in triplicate to the District Inspector who after approving it will return one copy to the Nazir and submit the second to the Divisional Inspector, the third being kept in his own office. The work provided for in the programme will ordinarily consist of two parts; firstly visits to Primary schools not visited or not likely to be visited for six months or more by the District Inspectors or by another Nazir and secondly, visits to schoolless villages for the purpose of starting schools.

Article 61. The Nazir will have no separate office but when at headquarters will carry on his work in the District Inspector's office. He need not keep registers of letters received or despatched but only a note-book in which copies of communications emanating from him will be taken by means of carbon paper and numbered serially.

Article 62. Between the Nazir and the District Inspector the un-official system of correspondence should be freely resorted to, that is to say, the Inspector should send his communication in original to the Nazir who in his turn without keeping a copy either of the communication or of



his reply, should return the original with his reply attached. If the District Inspector considers any further information necessary, he will return the same paper with further remarks and the Nazir's reply will form the next link in the chain, the original paper going back to the District Inspector's office whence it emanated. Circulars and other important communications sent to the Nazir for his guidance will be filed by him chronologically and carefully preserved.

Article 63. To record his daily work the Nazir should keep a quarto size note-book wherein he should note down with carbon paper placed below for a duplicate the work done by him for the day, information in regard to schools inspected by him and any other matter which he wishes to be brought to the notice of the Inspector. One or more complete pages should be allotted to each day and should all be dated. On the last day of the week the Nazir should submit to the Inspector the duplicate copies of his diary for the week.

Article 64. Individual reports on schools inspected by the Nazir will not be required but he shall submit to the Inspector in duplicate not later than the 5th of each month and in the form prescribed in (Appendix V) a statement of all schools visited by him during the preceding month. One copy of this will be retained in the Inspector's office and the other submitted to the Divisional Inspector with the Inspector's remarks.

Article 65. The Nazir should, when not engaged in inspection or on tour, work in the Inspector's office for full hours and assist him in his office work.

Article 66. Every Nazir should maintain a register showing the villages in which public and private schools are located as well as all other villages. He should also provide himself with a map of his District on which all such places with population, roads, jagir areas, etc., will be noted. Suitable symbols to be decided by the Director should be employed to differentiate between the Shahi, Local Fund, Aided Schools, etc. The list and the maps should be kept up to date.

Article 67. The Nazir should tour for not less than 20 days during each of the months Dai to Amerdad unless vacations or long holidays such as Mohurram or an Edd intervene in which cases the monthly minimum will be reduced to 15 days. In case no touring is done during

a month, conveyance allowance for that month will not be paid. A certificate as to the number of days spent on tour should accompany every pay bill except those for the months of Sherewar, Meher, Aban and Azur during which months the allowance can be drawn without any certificate.

N. B.—The number of days spent by Nazirs in Balda in inspecting schools should be included as days on tour.

Article 68. Though no minimum touring is prescribed for the months of Azur, Sherewar, Meher and Aban, yet Nazirs should tour for as many days as they can during these months, visiting places lying on or near railway lines or pukka roads.

Article 69. Nazirs should tour for not less than 200 days in the year, 20 days being reserved for surprise visits.

Article 70. It is one of the duties of the Nazir to check during his tours the estimates of repairs, etc., to Shahi and Local Fund School buildings prepared by Headmasters and also to report to the District Inspector on works which have reached completion.

Article 71. He should also check the service books of staff and see whether any cases regarding leave and pay of the staff have been pending for more than 2 months.

Article 72. As the Nazirs' duties are partly pedagogical a considerable portion of the time spent by them in each school should be devoted to the watching of lessons and setting models to remedy the defects noticed. In no case should teachers be reprimanded or censured in the presence of their pupils. When any grave irregularity or serious neglect of duty is discovered in any school, the Nazir should immediately send a special report on it to the District Inspector and not content himself with making a reference to it in his diary or monthly report sheet.

Article 73. It is an important part of the Nazir's duty to instruct teachers especially of experimental, aided, and newly opened schools in the observance of the Departmental rules and syllabus, in the correct maintenance of registers and in the classification of pupils.

Article 74. Nazirs should take every opportunity to confer with officials of the Revenue and other Departments on educational matters. They should also enlist the sympathies of leading men in each village in the cause of education.

Article 75. Nazirs should avail themselves of every opportunity to impress on teachers and villagers the advantages of vaccination and the observance of sanitary rules.

CHAPTER III.

Scope and method of Inspection and Inspection Reports.

Article 76. The proper scrutiny of a school consists of two principal parts *viz.*, Inspection and Examination. By the former is meant the process of seeing a school at work during its ordinary routine with a view to discover the good as well as the bad points in it, for example, the suitability of the building, the sanitary conditions, the arrangement and organisation of classes, the furniture and apparatus, the manner in which accounts and registers are kept, the attention paid to the health and physical training of the pupils, the order and discipline observed and the methods employed in teaching ; by the latter is meant the testing of pupils in the subjects taught in order to discover (a) how far they have profited by the instruction of their teachers and (b) whether the progress made in each of those subjects during the time devoted to it is reasonable.

Article 77. Inspecting officers should see how far the staff of a school understands the art of teaching and school management and how far they are careful and zealous in the performance of their duties ; they should give the teachers instruction and advice with regard to their work, and assist them in overcoming any difficulties which by reason of local conditions or otherwise they may have to encounter.

Article 78. Inspectors should impress on the minds of those engaged in school-work, that it is their duty not only to instruct their pupils but also to educate and develop their faculties.

Article 79. It should invariably be noted whether the Headmaster exercises efficient supervision on the work of his assistants and affords them such guidance as they require.

Article 80. At the inspection of each school, Inspecting officers should satisfy themselves that sufficient attention is paid to physical, religious and moral training. In addition to inspecting the drill and games of individual schools, it is

advisable in important stations containing a number of schools to arrange for inter-school games and sports under the auspices of the leading residents of the place.

Article 81. An essential part of the inspection will be to see that departmental regulations and curricula are strictly followed, that the text-books in use are those which have been approved by the Department and that the pupils possess the necessary text-books.

Article 82. In the checking of registers, the school-fee accounts and scholarships registers and in the case of Shahi and Local Funds schools Service Books should invariably be scrutinised.

Article 83. The unnecessary detention of pupils in the lower classes of Primary schools is an evil to which attention should be earnestly directed.

Article 84. Caution should be exercised in the criticism of methods. They should be judged by their results. Originality and independent thought should receive no less encouragement than the adoption of generally accepted methods.

Article 85. The remarks made and instructions given in previous inspections should be kept in view, so that the series of reports on a school will contribute a body of consistent cumulative criticism, calculated to secure the development of the school in all directions.

Article 86. When inspecting an Aided School the inspecting officer should see that the conditions attached to the payment of the grant are fully carried out. He is empowered to recommend to the school authorities the dismissal or removal of any teacher with whose work he is dissatisfied or whose presence on the staff he considers undesirable and to make such other recommendations with regard to the constitution of the managing committee, the provision of suitable buildings and equipment as may seem to him necessary. If the Inspector finds any infringement of the condition of aid or any unwillingness or unwarrantable delay on the part of the school authorities in giving effect to his recommendations he is empowered to suspend the payment of the grant and immediately report the case for the orders of his immediate superior.

Article 87. In the case of unaided but recognised schools the inspecting officer should insist on such efficiency as will enable the school to teach up to the standard which

adopted and to prepare candidates for the public examinations to which it has been permitted to present its pupils. Unwillingness or unwarrantable delay on the part of school authorities to carry out the Inspecting Officer's suggestions will be a sufficient cause for withdrawal of recognition and should be reported to the authority competent to deal with the matter.

Article 88. While inspecting a school, officers should so conduct themselves that their behaviour may be a model for the teachers. They should be as considerate of the feelings of teachers and pupils as of their own dignity. They should on no account smoke or chew betel during inspection.

Article 89. Inspections should invariably be held in the school premises and ordinarily on the usual school days and within usual school hours. Inspections should as a rule begin early in the day and should in no case be prolonged beyond 5 p.m.

Article 90. Inspectors may take the help of subordinate officers in the examination of large schools and they may also take the help of the Headmaster and one or more of his Assistants. But when they do so, they shall be personally responsible that the examination has been satisfactorily conducted and that they acquaint themselves with the state and progress of each class as thoroughly as if they had examined it themselves.

Article 91. At the conclusion of the inspection a note should be recorded in the inspection book. This should not be a copy of the inspection report but an abstract of observations under the following heads :—

- (a) Important defects noticed with suggestions for remedying them ;
- (b) Good points noticed which deserve mention ;
- (c) General opinion on the work of the school as a whole.

Article 92. Remarks having reference to the work of teachers, recommendations for any increase or decrease of grants and the like should be considered confidential and be entered only in the inspection report.

Article 93. If the Inspecting officer takes the inspection book out of the school for recording his remarks he should return the same before quitting the station and in any case before he leaves his next halting place.

Article 94. To High and Training Schools, the date of inspection should be communicated at least two weeks before the inspection and the Headmaster or the Superintendent at the same time furnished with a copy of the inspection report form (Appendix VI) of which Part I will be filled up by the Headmaster and the form presented to the Inspector on the day of his visit.

Article 95. Not later than a fortnight after the conclusion of the inspection of every school a report in the prescribed form (Appendix VI or VII as the case may be) should be submitted by the Inspecting officer to the authority immediately superior to him.

EXCEPTION.—In the case of experimental and Local fund Schools no individual report need be submitted but only a monthly statement in the form prescribed in (Appendix VIII) should be submitted to the Divisional Inspector by the 10th day of the month following the inspection.

Article 96. Immediately on receipt of the Divisional Inspector's review on these reports, the inspecting officer should communicate to the Headmaster or Manager such extracts as may be necessary from his own report and the review thereon.

Article 97. Surprise visits to schools should be arranged during the periods not covered by the sanctioned programme.

CHAPTER IV.

SCHOOLS FOR GENERAL EDUCATION.

Section I.—General Regulations.

Article 98. The rules in this section apply to all Government, Board and Municipal schools and schools recognised by the Department and Private schools.

Article 99. No Institution under private management will ordinarily be admitted to aid or to the privilege of presenting pupils for public examinations unless and until it is recognised by the competent authority.

Article 100. *Recognition*—Applications for recognition of institutions under private management should be made in the prescribed form (Appendix IX) and through the inspecting officer concerned to the authority competent to grant recognition as defined below :—

Article 101. Middle schools will be recognised by the Director and High Schools by Government. In the cases of English High Schools, however, the H. S. L. C. Board should be consulted before such recognition is applied for. The power of recognising Primary schools, will be exercised by the Divisional Inspectors.

NOTE.—This power will be exercised by the Inspectress of the school if the school is under her jurisdiction.

Article 102. The authority empowered to recognise a school is also entitled to withdraw recognition in whole or of any department of the institution, if the conditions of recognition thereof have ceased to be fulfilled.

Article 103. No change of status of any institution will be recognised until it has been sanctioned in writing by the proper authority.

Article 104. Recognition will firstly depend upon satisfactory evidence as to the need of the school in the locality in which it is started, for instance, whether the population

of the locality is sufficient to justify the opening of a school or if the new school happens to be an additional one, whether there is scope for two schools to work side by side without detriment to education or whether the new school is intended for a special class of pupils or for a particular section of the community.

Article 105. The recognising officer should among other things mentioned in this chapter satisfy himself as to ;

- (a) The organisation and development of the school upon approved lines.
- (b) The constitution of the managing body.
- (c) The financial stability of the school.
- (d) The scale of fees charged as compared with those charged in other institutions in the same locality—and this with a view to guard against undesirable competition among schools in the way of reduction of fees at the sacrifice of efficiency.

Article 106. In the case of schools under “ Public management ” no formal application for recognition will be required but it shall be the duty of the inspecting officer concerned to fix the status of such schools in case they are competent to do so, or obtain the orders of the authority empowered in this behalf.

Article 107. Every recognised school, with its accounts, registers and other records must at all times be open to inspection by authorised officers of the Department.

Article 108. Every recognised school must submit punctually in the prescribed form such periodical returns as may be required by the Department.

Article 109. Recognised schools shall be open to all pupils without distinction of caste or creed excepting such as are suffering from any loathsome or contagious or infectious disease or who from filthiness of person or manners are likely to give offence to the rest of the pupils or their parents.

EXCEPTION.—The above rule does not apply to schools intended for special castes or communities.

Article 110. The curricula prescribed by the Department must be followed except in so far as special exemption may be granted by the recognising authority.

Article 111. Text-books must be selected only from the list of authorised or prescribed books published by the Director.

NOTE.—It is the duty of the class master to see that all pupils are properly provided with text-books. Neglect in this respect will be considered a serious defect in the organisation of the school.

Article 112. In Middle and High Departments of recognised institutions periodical examinations in the subjects of instructions should be held by the Headmaster or under his orders and the results obtained in these examinations should be recorded and taken into account in determining annual promotions. The results of all terminal examinations with question and answer papers should be preserved for one year for the Inspecting officer's perusal.

Article 113. Class promotions should not however depend solely on the results of the periodical examinations but the class master's opinion about each pupil's progress and industry should also be considered.

Article 114. Promotions should be made by the Headmaster ; and except in special cases, *e.g.*, that of a pupil wrongly classified on admission they should be made only once in the year, and that in the first week of Amardad or the 1st week after the re-opening of the school after the summer vacation.

Article 115. The promotion list signed by the Headmaster should be published in the 1st week of the school year and no subsequent change made in it without sanction of the competent authority.

Article 116. Promotions once made in a school may be revised by the inspecting officer, if the results of his inspection show that promotions have not been made with sufficient care.

Article 117. The retention in the same class along with young boys, of others, who are comparatively advanced in age and who have failed to show satisfactory progress in their studies is detrimental to the character of the younger boys and should be discouraged.

Article 118. Headmasters should devote as much time as possible to the supervision of the work of their assistants. They should see that all the teachers carry on the work assigned to them regularly and punctually and prepare their lessons for each day. In the High and Middle schools every teacher must be prepared to show to the inspecting

officers, if called upon to do so, notes of the lessons which he proposes to give during the day, together with notes of the previous lessons. Separate books should be used for notes of lessons for different classes or on different subjects.

Article 119. As far as possible, especially in the lower classes one teacher should teach and be responsible for each class. Even in the Higher departments of High schools each class should be definitely assigned to one teacher from among the senior members of the staff who will be responsible for the general supervision of the class so entrusted to him.

Article 120. The hours of opening and closing of schools should be definitely fixed with reference to the requirements of the season, locality or class of pupils—by the District Inspectors in the case of Shahi and Local Fund Primary schools and by the managing body in the case of aided schools, subject to the condition that the total period of time devoted to instruction does not exceed 30 or fall short of 24 hours per week. Friday shall be a weekly holiday in all Government and recognised schools. Recognised Mission schools and schools attended mostly by Christian pupils may be closed on Sundays instead of on Fridays.

Article 121. In the summer months and in Ramzan, schools may meet in the forenoon only for four hours as for instance from 8 a.m. to 12 noon.

Article 122. The Headmaster of every public and recognised school should in the beginning of each school-year draw up a general time-table showing the daily routine of each class for every day in the week as also the distribution of school work among the members of the staff. The general time-table should remain in the Headmaster's office room and extracts therefrom relating to the respective classes hung up in the class-rooms.

Article 123. The Headmaster should both in the forenoon and afternoon sessions keep the teachers' attendance register in some prominent place in the school for the teachers to sign, noting the exact time of their arrival. Five minutes after the starting of the school work, the Headmaster should call for and examine the register and take due notice of late attendance if any.

Article 124. The roll should be called immediately after the time fixed for the opening of the school. When a pupil attends less than two hours on any day he should

lose the attendance for that day. No blank should be left in the register once the roll is finally called for the day.

Article 125. It shall be the duty of the Headmaster of every public institution, whenever officers of the Medical and Sanitary Departments visit such an institution, to render them all the assistance needed and as far as possible to carry out the suggestions they make with a view to the improvement of sanitation or the prevention of infectious diseases.

Article 126. It shall be the duty of all Headmasters to acquaint their pupils and their parents or guardians with the benefits of vaccination.

Article 127. Teachers and pupils suffering from contagious diseases or coming from houses in which such a disease is known to exist should not be permitted to attend school so long as there is danger of their communicating the disease to others.

Article 128. The formation and maintenance of a school museum should be considered one of the duties of the staff of every secondary and of every large primary school. All objects of nature or art, of historic or scientific value, which can be found in the district should form a large proportion of the articles placed in the museum. The pupils also should be encouraged to take an active interest in the collection of such objects and in the intelligent classification of the objects so collected. Every endeavour should be made to secure in this matter the co-operation and sympathy of local officers of other Departments.

Article 129. On receipt of the notification of a visit from an officer of the Department, the Headmaster of a High or Middle school should carefully fill up part I of the inspection report form sent to him and submit to the officer on his arrival.

Article 130. When the Subadar, Taluqdar or any other officer visits a school and records in the visitors' book any remarks relating to it, a copy thereof should at once be submitted to the District Inspector in case of a primary school and to the Divisional Inspector in case of Secondary schools, and to the Director if the School be directly under his control with a covering letter (if the Headmaster considers it necessary) explaining the remarks.

Article 131. The Director may refuse or after sufficient notice withdraw recognition of a school on the ground of the employment therein of any teacher, whom he, after due enquiry, considers unfit to be a teacher.

Article 132. The authorities of aided schools may report to the Department any case, in which a teacher leaves a school in contravention of the terms of his employment and the Director may if satisfied as to the misconduct of the teacher, prohibit his re-employment in any recognised school, by notifying his decision in the Government Gazette.

Article 133. The Educational Department will not however take notice of verbal agreements between teachers and managers of schools.

Article 134. When a written agreement has been entered into between a teacher and the manager of an Aided school the latter shall send to the District Inspector, the Divisional Inspector or the Director of Public Instruction a certified copy of such agreement within a week after the agreement is signed, according as the institution is a Primary, a Middle or a High School.

Article 135. During the period for which a teacher has thus agreed to serve in an Aided school, the Educational Department will not offer him employment in a Government school, unless the Department possesses evidence of the agreement having been terminated by mutual consent before the expiry of such period. Similarly no Aided school shall engage on its teaching staff such persons as are in Government service.

Article 136. Singing or dancing entertainments by professional dancing girls shall not be held in the premises of a Government or Recognised school, as such entertainments are injurious to the moral development of the pupils.

Article 137. Teachers of Government, Aided or Recognised schools should not either directly or indirectly use any words or make any signs likely to wound the religious feelings or susceptibilities of their pupils.

Article 138. No pupil of a Government, Aided or Recognised school should be required to receive any religious instruction which is not in accordance with his professed creed.

Article 139. A breach of the last two rules may in the case of Government servants be met with fine or dismissal and in the case of others by withdrawal of aid or of recognition of the school in which the delinquent serves.

Article 140. There shall be two school terms as under:—

- (1) From the end of the summer vacation to the beginning of the winter vacation, and
- (2) From the end of the winter vacation to the beginning of the summer vacation.

Article 141. All recognised Secondary and Primary schools are required to observe the special rules prescribed for them in the following sections and also the disciplinary regulations contained in Part V of this chapter.

SECTION II.

SUPPLEMENTARY RULES RELATING TO SECONDARY SCHOOLS.

A.—Buildings and Sanitary Requirements.

Article 142. No school shall be recognised which is held in a building or buildings which, has not or of which the site and plan have not, been approved by the District Inspector, the Divisional Inspector or the Director according as the institution is a Primary, a Middle or a High School. When an extension is proposed the plan of the additional building should be submitted for the approval of the authority in whom the power of sanction rests.

Article 143. The plan of a school building and of any additions to such building should give full information regarding the superficial and cubic space of the building and of each room in it. It should also show the exact position of doors, windows, stairs, etc.,

Article 144. The plan of an old building submitted for purposes of recognition should be accompanied by a certificate to the effect that the building is in good condition.

Article 145. The plan should in each case be prepared by a competent person and be certified by him to be correct.

Article 146. The dimensions of the buildings should be such as to provide at least 10 square feet and 80 cubic feet

of space for each pupil on the rolls. In calculating the dimensions of buildings under this rule, verandahs which are solidly constructed and on which class-rooms open may be included.

Article 147. Every school-building should be maintained in substantial repair and in a cleanly condition. It should be subject to inspection by the educational inspecting officers and such officers of the Medical, Sanitary and Engineering Departments as Government may direct.

Article 148. Every school should be provided with a suitable latrine, which should always be kept clean.

Article 149. No class-room or laboratory should be permanently used as such by a larger number of pupils than the Inspector or Sanitary Officer has declared it sufficient to accommodate.

B.—Equipment.

Article 150. Every school should be provided with the furniture, maps, models and other teaching appliances and the gymnastic apparatus declared by the Inspecting officer to be necessary for its standard of instruction.

C.—Library.

Article 151. Every Secondary school should be provided with a good library.

Article 152. It should in general consist of three parts, viz: (i) a reference library (ii) a Teachers' library and (iii) a Scholars' library.

Article 153. A catalogue of all books in the library should be kept and revised annually. Once a year all the books should be called in, in order that the books may be compared with the catalogue, losses discovered and replaced and bindings repaired.

Article 154. Inspecting officers should examine the catalogue and the library on their visits and see that undesirable books have not crept in.

Article 155. It is desirable that there should be a common room in every High School in which periodicals and newspapers approved by the competent authority should be placed and of which a member of the staff should be in charge.

Article 156. Members of the staff and pupils of High School forms may be allowed to enter the room and read the periodicals. The hours during which it will be open to pupils and teachers respectively should be determined by rules to be drawn up by the Headmaster.

D.—Staff.

Article 157. The Headmaster in every Secondary school and at least three other teachers in the case of High Schools should ordinarily be trained graduates. Teachers of the Middle department should ordinarily hold trained teachers certificates of not lower than the secondary grade and teachers of primary classes of not lower than the middle-trained teachers' certificates.

Article 158. The Drawing and Physical Instructors should hold technical teachers' certificates in Drawing and Physical Instruction respectively.

Article 159. Though the grades of the certificates to be held by the teachers of a school are governed by the above rules, recognition of the schools may yet be withheld or withdrawn if each teacher does not fully satisfy the Department as to his capability to teach the several subjects allotted to him, and if the staff as a whole is not considered suitable.

Article 160. There should be a teacher for every class in addition to the Headmaster, exclusive of teachers of Oriental Languages, Drawing-masters, Gymnastic instructors, Sewing mistresses and the like.

E.—Strength of classes.

Article 161. The minimum number of pupils in a class should be six.

Article 162. If the number of pupils in a class exceeds forty it may be divided into sections provided that teachers are available.

F.—Residence of Pupils.

Article 163. Pupils must reside either with their parents or authorised guardians or in a hostel or mess recognised as suitable by the Department.

G.—Leave to Pupils.

Article 164. Formal leave will be granted to pupils by the Headmaster on receipt of a satisfactory application, duly signed or countersigned by the father or authorised guardian of the pupil, or by the superintendent in the case of a boarder. Such permission will entitle the pupil to be marked as 'on leave'.

Article 165. The decision as to whether the excuse is satisfactory or not will lie with the Headmaster.

Article 166. Leave may, at the Headmaster's discretion, be granted with retrospective effect, if the application is made within 15 days of the commencement of the absence.

Article 167. The name of a pupil, who absents himself without leave, will be retained on the rolls for 6 days from the date of absence, on the expiry of which, his connection should be considered to have ceased.

H.—Medium of Instruction.

Article 168. In the Primary departments of all Middle and High Schools, the medium of instruction should be the same as that in the primary schools of the locality.

Article 169. The medium of instruction in information subjects in Secondary schools shall be Urdu, but for the time being, under special circumstances permission may be given by the Director of Public Instruction for the use of English as medium of instruction, in exceptional cases.

Article 170. In every grade and class of school, the teaching of languages shall, as far as possible, be conducted by the direct method through the medium of the languages themselves.

I.—Term reports regarding pupils' progress and conduct.

Article 171. At the end of each school term the Headmaster should furnish the parent or guardian of each pupil studying in the Secondary department of his school with a report showing the pupil's progress and conduct in that term. The report should be in the form given in (Appendix X a and b) according as the pupil belongs to the High or Middle department.

J.—Physical Education.

Article 172. Physical education is compulsory and every recognised Secondary and Primary school should make adequate provision for it and see that every pupil receives physical training.

Article 173. With a view to the encouragement of outdoor games, a games fund should be inaugurated in every Secondary school and a small monthly fee as noted in the margin levied from the pupils towards this fund. At the end of each academical year, a sum equivalent to the sum collected in the school, provided it does not exceed Rs. 100, will be sanctioned by the Department, subject to the budget provision on application being made to the Director through the Inspector concerned. In Primary schools in Balda games fee should be collected at the rate of 6 pies per pupil. A sum equivalent to the amount collected provided it does not exceed Rs. 20 per school will be sanctioned by the Chief Inspector of Physical Education.

	Schools	
	Balda	District.
H.	4 as	3 as
M.	2 as	2 as
P.	1 a.	1 a.

K.—Registers.

Article 174. The following registers should be maintained:—

- (i) A register of admission and withdrawals (Appendix XI).
- (ii) A register of pupils attendance and fees. (Appendix XII).
- (iii) A register of attendance of staff, including clerks and menials (Appendix XIII).
- (iv) Acquittance roll (Appendix XIV).
- (v) A register of Scholarships. (Appendix XV).
- (vi) A contingent register (Appendix XVI).
- (vii) A cash-book showing receipts and disbursements (Appendix XVII).
- (viii) A ledger (Appendix XVIII).
- (ix) File book of applications for admission and transfer certificates of pupils admitted into the school.
- (x) Register of transfer certificates issued to out going pupils (Appendix XIX).

- (xi) A counterfoil book of fee receipts. (Appendix XX).
- (xii) A register of progress and conduct of pupils in the Secondary School (Appendix X *a* and *b*).
- (xiii) A register of corporal punishment.
- (xiv) A stock register (Appendix XXVI).
- (xv) A library catalogue (Appendix XXII).
- (xvi) A register of books issued from the library (Appendix XXIII).
- (xvii) An order book.
- (xviii) An Inspection book.
- (xix) A visitors' book.
- (xx) A log book.
- (xxi) Service stamp register (Appendix XXIV).

Sec. 175. The following instructions should be observed in the maintenance of registers :—

(a) Admission register :—

- i. The serial number should be started afresh once in five years in small schools and once in three years in large schools, if the number runs high and its continuance becomes inconvenient.
- ii. Special attention should be paid to the accuracy of the date of birth.
- iii. Admissions or withdrawals of pupils should be recorded in this register before entries are made in the pupils' attendance register.

(b) Register of attendance of pupils :—

- i. This register should be kept in books of prescribed printed form (Appendix XII) having their pages numbered. Great care should be taken to keep it perfectly correct and clean. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be crossed out and a correct entry made in red ink and initialled by the person making it.

- ii.* The register should be original and not copied from slates, papers or note-books on any pretext whatever.
 - iii.* The attendance should be filled up daily. It should never be entered for two or more days at a time.
 - iv.* Morning attendance should be marked thus/; afternoon attendance ; full attendance ×. There should be no dots. Pupils on sick leave may be marked, S ; absent with leave, L ; absent without leave A.
 - v.* When a holiday occurs on any date or dates, the fact should be written across the column or columns concerned.
 - vi.* The average daily attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.
 - vii.* If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
 - viii.* If a pupil is admitted on any other day than the first school day of a month, say, on the fifth, a black inkline should run across the columns for the first four days' attendance.
 - ix.* A pupil re-admitted whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
 - x.* If a pupil leaves school in the middle of a month, a black line should be drawn through the attendance columns from the day he left to the last school day of the month.
- (c) The attendance register of teachers clerks and menials :—

This register should be in the Headmaster's room except at the hours when the school commences work in the forenoon and afternoon when it may be kept in some prominent place for the members of the staff to sign and note the time of attendance.

(d) Acquittance roll :—

All payments should be attested by the payee's signature or, if he is unable to write, by his thumb or seal impression.

(e) Cash book :—

All receipts and disbursements should be recorded immediately after each transaction and the daily balance struck and initialled by the Headmaster, at the close of each day. The Headmaster is personally responsible for the safe custody and proper disposal of all monies which come into his hands in his official capacity.

(f) Ledger.

(g) Progress and conduct register :—

The entries relating to progress in studies, attendance and general conduct should be made by the Headmaster in consultation with the class teachers. Extracts from the entries made each term in this register should be sent to the pupils' parents or guardians immediately after the entries are made.

(h) Register of corporal punishment:—

In the register of corporal punishment should be recorded all cases in which such punishment is inflicted, giving the date, name, class and age of the pupil, the nature of the offence and the number of cuts inflicted.

(i) The library catalogue and library register :—

The maintenance of these should be entrusted to the librarian or in the absence of such a post to one of the assistant masters. The Headmaster should check these registers at least once in 3 months.

(j) Order book :—

All entries in the order book should be in the Headmaster's own handwriting.

(k) Log book :—

The log-book should be kept by the Headmaster who should enter in it from time to time such events as the introduction of new books, apparatus, or course of instruction ; any plan of lessons approved by the competent authority ; the visits of managers or of High Officials of Government or any special circumstance affecting the school that may, for the sake of future reference or for any other reason, deserves to be recorded.

(l) Stock Register as per form prescribed by the Finance Department.

L. Admission and withdrawal of pupils in Secondary Schools.

Article 176. No pupil should be newly admitted into a Secondary school except on an application in the prescribed form (Appendix XXV) signed by his parent or guardian. All such applications should be filed separately in the records of the school.

Article 177. No pupil, who has previously studied in any recognised Secondary school, should be admitted to another such school, unless he presents a transfer certificate in the prescribed form (Appendix XIX) from that school.

NOTE.—Attendance at an unrecognised school between leaving one recognised school and seeking admission into another does not dispense with the necessity or compliance with this rule.

Article 178. No pupil should be allowed to attend school pending formal admission or enrolment, and no pupil should be admitted or enrolled pending the production of a transfer certificate.

Article 179. All transfer certificates should be endorsed with the admission number under which the pupil is enrolled. They should be carefully filed and shown to the Inspecting officer when required.

Article 180. Application for a transfer certificate should be made in writing by the parent or guardian of the pupil.

Sec. 181. The Headmaster of the school into which a pupil seeks admission should not apply for a certificate to the Headmaster of the school which such pupil is leaving, but should leave it to the parent or guardian of the pupil to apply for such certificate.

Article 182. No fees should be charged for transfer certificates.

Article 183. A transfer certificate should be granted by the Headmaster on receipt of an application, provided that :

- (a) in the case of a pupil who has been expelled from the school for misconduct, the certificate contains a statement of the circumstances under which he was expelled ;
- (b) in the case of a pupil under rustication the certificate shall not be issued until the termination of the period of rustication ; and
- (c) the school and other fees due have been fully paid.

Article 184. If the transfer certificate is withheld or delayed for insufficient reasons the parent or the guardian shall have the right of appeal to the superior officer concerned who may after due enquiry into the matter issue such orders as he may deem fit.

Article 185. For the purpose of transfer certificates the date of receipt of the application for the certificate should be regarded as the date upon which the student's connections with the school ceased, and no fees should be charged to him for any subsequent month.

Article 186. When a pupil has been admitted at reduced rates fees should not be calculated at higher rates for the purposes of the above rule ; and a pupil admitted as a free scholar should be considered, for the purpose of eligibility for a transfer certificate, as unconditionally free.

Article 187. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, a transfer certificate should not be refused on the plea that such arrears exist.

Article 188. Every transfer certificate must contain a statement of the reasons owing to which the pupil is leaving the school.

Article 189. When an original certificate has been lost, a duplicate transfer certificate may be granted to a student on a payment of a fee of eight annas in the case of a pupil in the High School department and of 4 annas in the case of others. But to guard against the possibility of abuse, particular care should be taken in issuing the duplicate and an enquiry should first be made as to whether the student

has been admitted in any other school since the issue of the first certificate.

Article 190. Transfer of scholars from one school to another in the same town in the middle of a term should not be permitted, except with the special sanction of the superior authority concerned.

Article 191. If a pupil is found to have obtained admission by means of a false certificate or false representation of any kind, he should be summarily dismissed with forfeiture of whatever fees he may have paid.

Article 192. In the event of a pupil being thus dismissed from the school the Headmaster should record his reasons for dismissal, and report the fact at once to the parent or guardian and also to his immediate superior. A pupil thus dismissed should not be admitted into any recognised school within a period to be determined by the Director on the recommendations of the officer concerned.

Article 193. A pupil seeking admission or re-admission into a Secondary school may be charged an admission fee in accordance with the fee regulations in part (VI).

Article 194. A pupil on admission should ordinarily be placed in the same class as that in which he was reading in his former school unless his transfer certificate states that he has passed the examination for promotion, in which case he should be placed in the next higher class ; but if on the result of his class work for the first month, he is considered by the Headmaster unfit for this class, he may be placed in the class in which he was reading in his last school.

Article 195. If under unavoidable circumstances a pupil has been prevented from attending a recognised school for a year or more, but his parent or guardian produces reasonable proof that he has received private tuition during this interval and the Headmaster is satisfied as to the pupil's fitness for admission into a class higher than that in which he had last studied in a recognised school, then the Headmaster may admit him into such higher class.

Article 196. A pupil who last studied in a primary school, may on admission to a Secondary school, be placed in the corresponding class in the latter if he has not passed the fourth class, but in the case of a pupil, who, after passing the fourth class in a school, where English is not taught, seeks admission to a Secondary school, where English is

taught special arrangements should be made for teaching him English. Arrangements for such pupils will be made in selected schools where provision will be made for teaching them English so as to enable them to join the 5th class, part of their time being reserved every day for the revision of their vernacular subjects.

Article 197. No pupil should be admitted into the eighth class of a Government or recognised High School unless he has passed the promotion examination with English as an additional language.

Article 198. The transfer of students will not ordinarily be permitted within six weeks of the time of holding the annual examination.

Article 199. The fact of a student applying for admission without having undergone the annual examination in his old school must be regarded unless the reverse is certified by his former Headmaster, as sufficient evidence of his not having been fit for promotion. He may not therefore be admitted into a class higher than that in which he was in the other school.

Article 200. All questions arising between one Headmaster and another with regard to the interpretation of application of inter-school rules should be referred to the superior officer concerned.

SECTION III.

SPECIAL RULES FOR PRIMARY SCHOOLS.

A. Accommodation and sanitation.

Article 201. Shahi Primary schools should in due course be provided with buildings of the approved type. In the case of Aided, Local Fund and Experimental schools also it is desirable that each school should have a building of its own. What is needed is that the building used should, in the opinion of the Inspector, be sufficient and suitable, should be kept clean and admit sufficient light and air.

B. Furniture and Appliances.

Article 202. Shahi Primary schools should be adequately provided with furniture, maps, diagrams, pictures and other appliances required for the realistic teaching of the

subjects of instruction and should in this respect serve as models for aided and other schools around them. (Every school should provide itself with suitable concrete objects—cowries, seeds or counters)—for use in teaching arithmetic and also pictures, objects and specimens useful for illustrating daily lessons and for conducting conversation and nature lessons.

C. Qualifications and number of teachers.

Article 203. The minimum qualification required of teachers for posts in Shahi Primary schools will be the passing of the Middle or Departmental examination and the training intended for Middle grade teachers.

Article 204. If trained teachers are not available, untrained teachers may be temporarily appointed. Their salaries would be according to the scale sanctioned by Government.

Article 205. No unpassed teacher should in any case be appointed in a Shahi school.

Article 206. Untrained Middle or Departmental passed teachers already employed in Shahi schools, who are below 35 years of age, should be sent to the Normal schools as soon as possible.

Article 207. In the case of Local Fund schools, however, the rule regarding training will not be insisted upon; and it will be sufficient if in the opinion of the Inspector the teacher is competent to impart to the pupils instruction in the 3 R's, irrespective of whether the teacher has passed any public examination or not.

Article 208. Local Fund schools that exist at present, may be allowed to continue if the Director considers it advisable.

Article 209. There are at present 3 types of Primary schools as mentioned below :—

- a. Schools whose expenses are met from Local Funds.
- b. Schools whose expenses are met from contribution given from Shahi funds.
- c. Schools whose expenses are met from Shahi funds.

The scale of salaries and establishment charges vary according to the type of the school.

D. Register.

Article 210. The following registers should be kept in all the Primary schools :—

- (1) Register of admission and withdrawal of pupils (Appendix XI).
- (2) Register of pupils' attendance and fees (Appendix XII).
- (3) Register of attendance of masters (in the case of schools with more than one teacher). (Appendix XIII)
- (4) Inspection book.
- (5) Visitors' book.
- (6) Register of pay-bills.
- (7) Acquittance roll (Appendix XIV).

In addition to the registers mentioned above Primary schools (other than experimental) should maintain the following registers :—

- (8) Contingent account register.
- (9) Cash book.
- (10) Stock list of furniture and apparatus.
- (11) Register of service stamps.
- (12) Examination and progress register.

Article 211. The instructions laid down in Section 11 of this Chapter for the maintenance of registers in secondary schools apply also to the registers mentioned above.

Article 212. The registers should be carefully kept by the Headmaster who will be responsible for their correctness and should be countersigned by every Inspecting Officer who visits the school. No entry should be made in the inspection book except by an officer of the Department. District officials, members of the Educational Committee of the District Board and other visitors may enter their remarks in the visitors' book.

E. Admissions and Withdrawals.

Article 213. No transfer certificate should be demanded from any pupil on admission to a Primary school. The

pupil should be placed in the class which the Headmaster considers suitable.

The inspecting officer may order the removal of any pupil from one class to another if he deems it desirable to do so.

Article 214. Headmasters of boys' schools located in places where there are no girls' schools are permitted to admit into their schools, girls under 8 years of age.

Article 215. Pupils absenting themselves without leave for more than a month should be struck off the rolls.

F. Medium of Instruction.

Article 216. Instruction should be given through the medium of the local vernacular and with this object wherever the number of pupils speaking Urdu or the other local vernacular is sufficient for this purpose, parallel sections should be formed.

G. Courses of Studies and Time-tables.

Article 217. A Primary school contains four classes styled classes 1, 2, 3 and 4 each representing a year's course. Schools which do not at present provide for the full Primary course should as soon as circumstances permit be converted into complete Primary schools.

Article 218. A suitable time-table should be drawn up by the Headmaster and approved by the Inspecting officer.

Article 219. In preparing the time-table it should be remembered that in the three lowest classes instruction should not be given for more than two consecutive hours without an interval of at least 10 minutes.

H. The school day and the year.

Article 220. The full school-day should, as a rule, consist of at least four hours in summer and five hours in other seasons of the year. In respect of any school or class the Inspector may for special reasons, direct that any course of less than four hours should be treated as a full school-day.

Article 221. The maximum number of working days to constitute a school year shall be 180.

Article 222. If the attendance in a Primary school (other than experimental) falls below fifty per cent. of the

number on rolls and continues so far at least a month in any part or season of the year on account of the employment of pupils in agricultural operations, the Inspector may on the report of the Headmaster supported by the village officers, sanction the temporary closure of the school for a period not exceeding a month.

Article 223. Primary schools under public management will be closed on Fridays and for half a day on local bazar days.

I. Miscellaneous Rules.

Article 224. The Divisional Inspector may for sufficient reasons exempt particular schools from the operation of any of the above rules for specified periods, and inform the Director of it.

Article 225. The rules of discipline laid down in Part V should as far as necessary be observed in Primary schools also.

SECTION IV.

Supplementary Rules for Schools under public management.

Article 226. No class higher than the recognised grade of the school may be opened in a school without the sanction of the competent authority.

Article 227. The Headmaster in every school under public management shall be competent to issue orders and instructions to his subordinates, either orally or in writing, in matters relating to the organization and internal management of the school.

Article 228. If a subordinate is guilty of carelessness or negligence in the performance of his duties or violates the rules of the Department in force or disregards or disobeys the instructions given him, the Headmaster should take from him an explanation in writing for such conduct and report the case to his immediate superior officer.

Article 229. A Headmaster may, on his own responsibility and in anticipation of sanction appoint menial servants to

vacant posts, but if the Inspector does not approve of the appointment, it should cease forthwith. The acting man should however be allowed pay for the period he worked.

EXPLANATION.—This does not apply to Headmasters of Schools who are authorised to appoint and punish menial servants in exercise of the power mentioned in Chapter II.

Article 230. The Headmaster of a Middle School may fine any member of the menial staff up to a fourth of his salary in any one month.

Article 231. Headmasters of Secondary and Training Schools may grant casual leave to all their subordinates up to an aggregate of 15 days in each Fasli year and leave of other kinds to the menial staff. Headmasters of Primary Schools other than those situated in Balda may grant to their subordinates only casual leave and that for not more than three days at a time. Casual leave for any longer period than three days may be sanctioned only by the Inspector. In emergent cases however the Headmaster may on his own responsibility and after recording his reasons therefor permit any teacher to avail himself of such leave in anticipation of the Inspector's sanction.

Article 232. A Headmaster of a Primary school other than that situated in Balda may in case of urgent necessity and after recording the fact in the Teachers' attendance register avail himself of three days' casual leave on his own responsibility but shall immediately report the circumstance to the Inspector. In all other cases, the Inspector's previous sanction should be obtained. The Headmaster may in the event of severe illness of any of his assistants allow him to proceed on leave in anticipation of sanction. If the Headmaster himself is ill, he may also avail himself of such leave in anticipation of sanction, but cannot leave headquarters without permission of the Inspector, unless a Government or recognised Medical Officer certifies that the condition of his health requires that he should quit his station at once.

Article 233. If the aggregate of the late attendance of a teacher in any month is six hours or more the Headmaster should deduct one day's casual leave for every such six hours and when no more casual leave remains to the teacher's credit each further period of six hours' late attendance should be counted as one day's absence on loss of pay. In cases of teachers of schools situated in Balda,

one day's absence or casual leave should be deducted for every three late attendances.

Article 234. Assistant masters shall not leave their headquarters during holidays without the written permission of the Headmaster, nor shall Headmasters do so, without the permission of the immediate superior officer previously obtained. If any teacher behaves contrary to this rule, he should in addition to any other punishment which may be imposed upon him, be liable to loss of pay for the days he was away from headquarters.

Article 235. The Headmaster may require any of his assistants during holidays, or outside school hours on ordinary days, to do any work connected with the school, provided that such work, if not done on such day would cause public interests to suffer.

Article 236. In the case of any dispute or cause of complaint arising between the Headmaster and any of his assistants which cannot be settled between themselves, the assistant may submit his complaint in writing to the Headmaster provided that it is based on sufficient grounds and the Headmaster should forward it with his remarks to the competent authority. In case the Headmaster refuses to receive the application or to forward it to the competent authority the assistant will be free to submit it direct to the competent authority.

Article 237. Every teacher is expected to acquaint himself with the general orders and circulars issued by the Department. He is entitled to ask the Headmaster for such orders and circulars which have been received in the school from time to time and peruse them in his leisure time. This rule will not however apply to purely official or confidential correspondence.

Article 238. The Headmaster will be responsible for carrying out the orders received from the superior officers and seeing that his subordinates also abide by such orders in so far as they are concerned.

Article 239. The Headmaster should see that the school building is kept in good repairs and perfectly clean. In the case of rented buildings all construction and repairs should be done at the cost of the owner. If the school-house be a Government or Local Fund building and if any petty construction and repairs be needed, the Headmaster

should prepare estimates and get them attested by some responsible officer of the Public Works Department, or if such officer is not available in the locality, by an officer of the Revenue Department of a grade not lower than that of Tahsildar in Taluq headquarters and by the Patwari as well as by the Police Patel in villages, and send the estimates to the competent authority for sanction. These estimates should be submitted early in the year so that when they are sanctioned the amount may be drawn and expended before the close of the year.

Article 240. The Headmaster and his assistants should use the furniture and the other articles belonging to the school with the utmost care.

Article 241. The Headmaster will be in personal charge of school equipment and records and shall not put any of these things to his private use nor shall allow his assistants to do so.

Article 242. The Headmaster may on his own responsibility and out of school hours, lend the school-building and furniture for educational purposes and for such lectures or performances as are likely to be beneficial to school pupils. But such functions should not be political nor likely to be prejudicial to the religion or morals of the pupils. The Headmaster may also lend the school furniture for official functions if conducted outside the school premises. He will in all such cases be held responsible for breakage or loss if any. Loans of school buildings and furniture for the purposes mentioned above shall be free of rent or hire.

Article 243. If any articles of furniture, and appliances be in need of repairs, the Headmaster should submit to the immediate superior officer an estimate for the required repairs and get them executed as soon as possible.

Article 244. If any articles of furniture or appliances or books belonging to the school become wholly unserviceable, the Headmaster should apply to the immediate superior officer for permission to sell the articles by auction. The sale-proceeds thereof should be remitted into the nearest Government treasury, a receipt obtained and the officer informed of the action taken.

Article 245. The Headmaster may with the previous sanction of the competent authority alter the school hours to suit the requirements of the season.

Article 246. The Headmaster may with the sanction of the competent authority allow his school such local holidays as the place may require, subject to the maximum of 5 days in a year.

Article 247. The Headmaster should be responsible for the correct maintenance of school accounts, which should be kept in Urdu.

Article 248. Every class teacher should collect fees, according to the scale in force at the time, from the pupils of his class and hand them over to the Headmaster by the 15th of every month, and obtain his signature in the attendance and fee register. The school fees due from a Government school should be paid into the treasury by the 22nd of each month.

Article 249. Monthly salary bills of Secondary and training schools with the treasury receipt for the amount of fees remitted should be sent by the 25th of every month to the Accountant-General's office in the case of schools situated in the Balda, to the 1st Taluqdar's Office in the case of schools outside the Balda. Monthly salary bills of Shahi and Local Fund Primary Schools should be submitted by the 15th of every month to the Divisional Inspector of Schools, Balda, in the case of Schools situated in Balda and to the District Inspectors of Schools in the case of schools situated in the Districts. Primary schools for girls under the supervision of the Inspectress of Girls Schools should however send their bills to that office by the 15th. Conveyance fee receipts issued by the Treasury for the last month must necessarily accompany the salary bills of Primary schools for girls.

Article 250. Headmasters are responsible for seeing that due deductions are made from the monthly payments of teachers and scholarship holders for periods of absence without leave.

Article 251. The Headmaster should distribute the salary of the staff immediately it is received from the treasury, taking in the acquittance roll the signature, seal or thumb impressions of the payees.

Article 252. Out of the contingent allowances sanctioned for a school should be met cleaning charges (where no far-rash is allowed), cost of stationery, registers, class books and the like. Accounts of expenditure on these items should be regularly kept, supported by vouchers.

Article 253. All correspondence relating to the school should be carried on in Urdu.

Article 254. Headmasters are required to maintain their office records carefully and properly arranged in files. In Local Fund and small Shahi Primary schools having 3 teachers however it will suffice if two file books, one for outward letters and the other for inward letters are maintained. The schoolmaster's primary work is teaching and that being so he should not devote more time than is absolutely necessary to mere clerical work.

Article 255. A teacher transferred from one place to another, must first obey the order of transfer. Until this is done no application for re-consideration of the order should be entertained nor should any kind of leave be granted except sick leave.

Article 256. Unless teachers are transferred from one station to another by way of punishment or at their own request they will be paid travelling allowance in accordance with the rules for journeys on transfer. Headmasters should in such cases submit bills in the prescribed form for the allowances payable.

Article 257. Whenever cholera or plague or other epidemics break out in a severe form, the Headmaster may, on the advice or requisition of the local Government Medical Officer or a Revenue Officer of a rank not lower than that of a Tahsildar, in Taluq headquarters or of the Patwari and the Police Patel in villages close the school for a period not exceeding two weeks and report the circumstances to the competent authority for further instructions. But during such closure the teachers should not leave their station unless the previous sanction of the competent authority is obtained.

Article 258. Should any Government school be closed for a month or more on account of outbreak of plague or cholera the members of the staff thereof may be deputed to do duty in other places free from plague and they should be eligible to receive travelling allowance for their journey.

Article 259. Teachers in Government and Local Fund Primary Schools may sometimes be appointed as branch postmasters in places where, in the opinion of the Postal Department, a whole time postmaster is not needed.

Article 260. Appointments are in such cases made in consultation with the Inspector of Schools of the District and a teacher appointed to do the work is, in the absence of satisfactory reasons to the contrary, bound to undertake it. A teacher refusing to do so may, if necessary, be transferred from his post in order to make room for another person willing to undertake this public work.

Article 261. A teacher doing duty as a Branch Postmaster receives from the Postal Department a small monthly allowance in return but continues as usual to be under the administrative control of the Educational Department. Should he be guilty of any irregularity in the performance of his duties as Postmaster, the case will be reported by the Postal Department to the Inspector and the latter will award such punishment as the case merits.

Article 262. Every Headmaster is expected to interest himself in the cause of education and may undertake all justifiable measures for its advancement. He is permitted to collect subscriptions subject to the sanction of the Director from the local gentry and the guardians of the pupils and spend the same on any of the following objects:—

- (a) The opening of a reading room.
- (b) Purchase of appliances for outdoor games and sports.
- (c) Provision of books for poor pupils.
- (d) Paying the examination fees of poor pupils.

NOTE.—Regular accounts and vouchers should be kept in the school of all such collections but the money should remain in the custody of the Headmaster who will be responsible for it.

Article 263. Headmasters of schools should acquaint themselves with all the buildings in their neighbourhood which are of historical, artistic or archæological value and should interest their assistants and pupils in them. If any of them are in need of repairs the fact may be directly brought to the notice of the Nazim of the Archæological Department at Hyderabad.

Article 264. Headmasters of schools may report direct and immediately to the Nazim of the Archæological Department the discovery of any antiquarian relic that may come to their knowledge and see to its safe keeping if it is in their power to do so.

Article 265. Schoolmasters may immediately report acts of vandalism such as the removal of frescoes, disfiguring of images, blackening of inscriptions, etc., to the nearest Revenue Officers for preventive action, if such acts come to their knowledge,

Section (V) Disciplinary Regulations.

A. Rules for the conduct of pupils and teachers.

Article 266. The following practices are strictly forbidden :—

- (i) Spitting in the school-building.
- (ii) Smoking in or near the school-building.
- (iii) The use of drugs or intoxicants.
- (iv) Any form of gambling.
- (v) Scribbling on or in any way disfiguring the school-building or furniture.
- (vi) Loitering or noisy behaviour in the school premises or the use of indecent language.

NOTE.—In view of the permanent injury to the juvenile constitution that is likely to result from tobacco smoking at an early age, every effort should be made by heads of educational institutions to discourage the practice. School boys should be prohibited from smoking and breach of this rule within or outside the school premises should be regarded as a serious offence. They should be impressed with the seriousness of the injury that the habit is likely to cause to their health and growth.

Article 267. Pupils should observe habits of personal cleanliness and wear a clean and respectable dress.

Article 268. Pupils should respectfully salute all masters on first meeting them for the day. The masters should return the salute.

Article 269. When any master or visitor enters a class-room the pupils in the class should immediately rise and remain standing until they are desired to sit.

Article 270. No pupil should leave the class-room without the permission of his teacher or until the class is dismissed.

Article 271. Any pupil of a recognised school who wishes to join a club or society outside the school should obtain the permission of the Headmaster before doing so.

Article 272. No club or society may be started or maintained in any Government or Aided school without the approval of the Headmaster. Suitable members of the staff of the school should be selected by the Headmaster as honorary members of all such clubs and societies and be required to interest themselves in their progress and welfare. No person who is not at the time a member of the staff should be allowed to be a member of such club or society or to attend its meetings save at the invitation of a person authorised by the Headmaster.

Article 273. Teachers are forbidden to utter any words or make any signs which are likely to wound the religious susceptibilities of any pupils in their classes.

Article 274. No member of the staff of a recognised school should be permitted to take part in any political agitation or to inculcate opinions tending to excite feelings of political disloyalty or disaffection or class-hatred.

Article 275. In the event of such misconduct being persisted in by the masters or permitted by the managing authorities of a recognised or an Aided school, the Director, may, after due warning, withdraw recognition from the offending school or withhold the grant-in-aid.

Article 276. If the public utterances of a schoolmaster are of such a character as to endanger the orderly development of the boys under his charge by introducing into their immature minds doctrines subversive of their respect for authority and calculated to impair their usefulness as citizens and to hinder their advancement in after-life, his proceedings shall be held to constitute a serious delinquency and shall be visited with suitable disciplinary action.

B. Punishments and Rewards.

Article 277. The following are some standard forms of punishment which may be resorted to in schools :

- (1) Imposition.
- (2) Fines.
- (3) Corporal punishment.
- (4) Rustication.
- (5) Expulsion.

Article 278. The first two of these forms of punishment may be imposed by the class-master for minor offences in

accordance with a set of rules to be framed by the Headmaster.

Article 279. There should be impositions in the case of neglect of work and of such a nature as to require intelligent work from pupils. Except in cases where the object is to teach correct spelling, pupils should not be required to write out certain phrases or series of words in a mechanical way. The best form of imposition is a passage of prose, set to be learnt by heart. In this case, the master must be careful to insist that the passages are properly learnt.

Article 280. *Fines may generally be inflicted:—*

- (a) In cases where the guardians of the pupils are partly to blame, *e.g.*, in the case of late attendance, it is within the power of the guardians to see that their wards leave home in proper time ;
- (b) in cases where a teacher wishes to attract the notice of a guardian to a particular offence ;
- (c) In cases where damage has been done to school property, (the fines should here be used to pay the cost or part of cost, of repairing the damage).

Article 281. Corporal punishment should not be resorted to except in boys' schools and except in the following cases:—

- (a) Continued repetition of minor offences, which minor punishments have failed to check.
- (b) Moral delinquencies which are not serious enough to merit expulsion, such as deliberate lying, cheating, bearing false tales about others, obscenity of words or act of insubordination.

When this form of punishment is inflicted, it should be limited to six cuts on the palm of the hand and be administered only by the Headmaster.

Article 282. Rustication should rarely be employed and should not be imposed for less than three months. It may be regarded as an alternative to corporal punishment in cases where the parents object to that punishment, or where that punishment is otherwise objectionable.

Article 283. Expulsion should be used only in the case of very grave offences ; the circumstances which justify its use are :—

- (a) that there is no reasonable prospect of the moral reformation of the culprit ;
- (b) retention of the culprit in the school will endanger its moral tone.

Article 284. Orders of rustication or expulsion can be passed by the competent authority alone on the Headmaster's report and in every such case a copy of the order should be forwarded immediately under registered cover to the parent or guardian of the pupil.

NOTE.—Such orders can however be passed by the Heads of institutions that are directly under the control of the Director.

Article 285. The parent or guardian of a pupil who is punished with rustication or expulsion may appeal to the higher authority provided that such appeal reaches him within three weeks of the receipt by the parent or guardian of the order in question.

Article 286. The authority to whom the appeal has been submitted will, after due enquiry into the allegations contained in the appeal, pass such orders as he thinks fit.

Article 287. Orders of expulsion and of rustication will, on the expiry of the period allowed for appeal, be published in the Gazette and be communicated to schools.

Article 288. A teacher will often be able to impose other punishments which may be more suitable to certain offences than the punishments which have been mentioned above. When this is done, the following considerations should be borne in mind.

- (a) a punishment must never be cruel.
- (b) a punishment must never be unjust.
- (c) a punishment which will keep a pupil occupied in the open air such as extra drill will be more beneficial than one which keeps him confined to a class-room ; and
- (d) when possible the punishment should take the form of some useful occupation.

Article 289. Before a teacher turns to punishment he should commence with remonstrance and reasoning and

show his disapproval, which may in itself suffice to meet the case. A warning in many cases will be found to be sufficient, especially if it is accompanied by an entry in the progress and conduct register.

Article 290. The distribution of rewards must generally be based upon marks, and these marks should represent the opinion of more than one master.

Section (VI) Rules relating to fees, fines and free Scholarships.

Article 291. The scales of fees prescribed for Government schools for boys and girls in general differ according as the schools are situated in the Balda or outside it. The scales so prescribed are given below ; but the Director will be competent to sanction deviations therefrom in special cases or also to grant total or partial exemption from fees in favour of any particular person or community :—

Serial No.	Class				Fees in Balda			Fees in Districts		
					Rs.	A.	P.	Rs.	A.	P.
1	Standard	X	2	0	0	1	4	0
2	Do	IX	1	12	0	1	0	0
3	Do	VIII	1	8	0	1	0	0
4	Form	VI	2	8	0	1	8	0
5	Do	V	2	0	0	1	4	0
6	Do	IV	1	8	0	1	0	0
7	Standard	VII	1	4	0	0	12	0
8	Do	VI	1	0	0	0	8	0
9	Do	V	0	12	0	0	6	0
10	Do	IV	0	8	0	0	4	0
11	Do	III	0	6	0	0	3	0
12	Do	II	0	4	0	0	2	0
13	Do	I	0	3	0	0	1	6

Scale of free and half-free scholars.

Serial No.		BALDA		DISTRICTS	
		Free	Half-free	Free	Half-free
		Per cent.	Per cent.	Per cent.	Per cent.
1	Primary Section ..	10	20	10	20
2	Middle Section ..	20	40	20	40
3	High Section ..	15	30	30	40

Note.—Admission fee will be equivalent to the Class fees and should be recovered in addition to the class fees for the month in which the student seeks admission.

Scale of fees for City and Chaderghat High Schools.

Serial No.	Class	Fees		
		Rs.	A.	P.
1.	Standard X	3	8	0
2.	Do IX	3	0	0
3.	Do VIII	2	8	0
4.	Form VI	3	8	0
5.	Do V	3	0	0
6.	Do IV	2	8	0
7.	Standard VII	2	4	0
8.	Do VI	2	0	0
9.	Do V	1	12	0
10.	Do IV	1	8	0
11.	Do III	1	4	0
12.	Do II	1	0	0
13.	Do I	0	12	0

Scale of free and half-free scholars.

		Free per cent.	Half-free per cent.
1.	Primary Section ..	10	20
2.	Middle Section ..	20	40
3.	High Section ..	15	30

Note.—1. Admission fee will be equivalent to the class fees and should be recovered in addition to the class fees for the month in which the student seeks admission.

2. The Director of Public Instruction will be competent to sanction deviations in the above mentioned percentages of free and half-free scholars on sufficient grounds.

No fees will be recovered in Primary schools and also in Primary sections of Secondary schools of such places where there are no separate Primary schools.

Article 292. In institutions under private management the rates of fees will be left largely to the discretion of the managing bodies but they will not be allowed to compete with Government or other aided institutions in the same locality by unduly lowering the fees.

Article 293. Before admitting any pupil as a free or half-free scholar, the Headmaster should either personally satisfy himself that the pupil is really deserving of the concession, or demand the production of a certificate from a respectable person testifying to the pupil's poverty. The said certificate should be filed in the school records.

Article 294. On the free list preference should be given to boys of agricultural and labouring classes and to the children of defunct or pensioned servants of Government whose salary was less than Rs. 50 per mensem at the end of their service.

Article 295. Children of the more advanced sections of the community such as Brahmins and the trading classes should in no case exceed in number a third of the sanctioned free list.

Article 296. A pupil may be admitted on the free list on the following conditions :—

- a. That his age does not exceed the average age of the class.
- b. That he is a Mulki.
- c. That he is vaccinated or otherwise protected from small-pox and that he is physically fit for further study.

Article 297. A free or half free student will forfeit his privilege if,

- a. he fails to obtain promotion in due course,
- b. his progress and conduct are otherwise unsatisfactory ; or
- c. he is absent for more than two weeks at a time or more than an aggregate of ninety days in the year without due cause.

Article 298. Every pupil should be liable to pay the full fee for the Fasli month during any part of which his name has been on the rolls of the school,

Article 299. The fee for each month should be paid by the 15th of that month, provided that a pupil admitted on or after that date may be allowed to pay his fees at any time before the end of the month.

Article 300. For each day that fees are outstanding after the prescribed date, a fine should be levied of half an anna for each rupee or part of a rupee of the fees due. If these outstanding fees and fines are not paid by the 15th of the following month, the pupil's name should be struck off the rolls.

NOTE.—A pupil, admitted on or after the 15th of a month shall not be liable to a fine until after the end of the month.

Article 301. A pupil, whose name has been struck off the rolls for non-payment of fees or absence without notice may, if he seeks re-admission, be required to pay all dues, including fees and fines, for the last month in which he attended school, and also an admission fee.

Article 302. A student withdrawing from a school within a month immediately, preceding a vacation of more than 15 days duration will be liable, except in the case of bonafide transfers, to pay fees in that school for the vacation.

NOTE.—By *bonafide* transfers is here meant actual transfers, *i.e.*, transfers which are immediately followed by admission to other institutions so that there is no possibility of evading payment of fees for the vacation.

Article 303. Every new student on admission should pay fees for the month in which he is admitted but may not be charged for the month if he has already paid fees for that month in a Government school and the school in which he seeks admission is also a Government institution.

Article 304. An entrance fee should be charged on admission to all Government or Aided Secondary schools but no such fees should be charged in the case of a pupil promoted from the Primary to the Secondary department of the same school.

Article 305. Pupils admitted as free scholars should be exempt from payment of admission fees and those admitted at half rates should pay only one-half of the entrance fee.

Article 306. In the case of transfers of teachers in Government schools, their children should be exempt from the payment of entrance fees on admission to schools to which they come as a result of their parents transfer.

Article 307. When there are two or more brothers and sisters attending the same school the brother or sister in the highest class should be required to pay the full-rate of fees while the others may, if the concession is claimed by the parent be allowed to read as half-free scholars.

NOTE.—(a) The concession is applicable to all scales of fees and to schools of all kinds and does not affect ordinary number of free pupils and pupils paying half rates allowed by the rules.

(b) The concession can be extended to brothers and sisters studying in any of the branches attached to a school, provided the branches are in the same town as the main school.

Article 308. Teachers in Government employ drawing salaries not exceeding Rs. 50 a month are permitted to have their children enrolled as free scholars in the school in which they are employed.

Article 309. This privilege may also be extended to the children and orphans of retired teachers and inspecting officers of the department whose pensions do not exceed Rs. 25 a month and to the orphans of teachers and inspecting officers who died in the service of the department while in receipt of pay not exceeding Rs. 50 provided they read in a Government school.

Article 310. A receipt signed and dated by the Headmaster or by some one deputed by him should be granted to the pupil concerned for every payment of fee made. The receipt should show the name and class of the pupils, the amount paid, the period to which it relates and the date of payment.

Article 311. Games or other extraordinary-fees may be charged in a Secondary School with the previous sanction of the Director.

Section (VII) Hostels attached to Government schools.

The following are the regulations for hostels maintained by Government for the residence of scholars attending Government schools :—

Article 312. The space to be allotted in dormitories to each boarder should as a general rule be not less than 40 superficial and 480 cubic feet, and ventilators must be provided in the upper part of the walls and over the doors.

Article 313. In every hostel there should be provided, in addition to the dormitories :—

(a) Suitable cooking sheds and dining rooms for Hindus and Mohammadans separately.

NOTE.—No boarder will, except during illness, be permitted to eat his meals in any part of the hostel other than the rooms set apart for that purpose by the hostel authority.

(b) A convenient platform for bathing.

(c) Suitable ground for outdoor recreation within a convenient distance.

(d) A common room in which select periodicals and newspapers approved by the department should be placed.

(e) A suitable residence for the Superintendent close at hand and

(f) A clock and a gong for regulating the distribution of time and summoning the boarders.

Article 314. The building should be constructed to admit of being closed at night to prevent the ingress or egress of any person, without the permission of the Superintendent and should also provide a study room where boarders may meet for reading and study under sufficient light.

Article 315. The Headmaster should nominate a Superintendent from among the assistant masters and the name of the person thus nominated should be reported to the Director. If the number of boarders exceeds 50, an assistant Superintendent may also be appointed.

Article 316. The Superintendents should be paid allowances in accordance with the local conditions with the sanction of Government.

Article 317. The allowance will be paid for the vacation months also, unless the Superintendent permanently ceases to be in charge during such vacation.

Article 318. No scholar will be admitted into a hostel unless he is vaccinated or has had small-pox.

Article 319. The hostel is intended, in the first place for the use of scholars from the interior of the district or subah to which it belongs. Holders of scholarships are entitled to quarters free of rent, if their homes are in the interior of the district.

Article 320. Every scholar residing in the hostel will be required to join in such outdoor games and take part in such physical exercises as may be prescribed by the Headmaster, unless he produces the certificate of a qualified Medical Officer stating that he is physically unfit to take part in games.

Article 321. The Headmaster is responsible for the general supervision of the hostel and is not relieved from his responsibility by the appointment of a Superintendent.

Article 322. The orders of the Headmasters in all specific cases of hostel discipline shall be final, unless revised by the immediate officer.

Article 323. Students living in hostels should be considered to be under the direct control of the heads of the institutions to which the hostels are attached, not only during school hours, but also at all other times during the school terms.

Article 324. The following practices are forbidden in all hostels :—

- (1) The use of tobacco and of intoxicants.
- (2) The use of playing cards or any form of gambling.
- (3) The admission into the hostel of any person unauthorised by the Superintendent.
- (4) The bringing into the hostel common-room, library or public room of papers or periodicals not authorised by the department.
- (5) Singing or playing on musical instruments except during hours authorised by the Superintendent.
- (6) The holding of any meeting in the hostel except with the approval of the Superintendent.
- (7) The keeping of dogs or other pet animals.

Article 325. Leave of absence from the hostel must in all cases be obtained in advance either from the head of the institution or from the hostel Superintendent, as the former may prescribe. It will not ordinarily be granted unless a written request is made by the parent or guardian.

Article 326. Should a boarder overstay the leave so granted he is liable to be punished at the discretion of the Headmaster, unless he brings a satisfactory written explanation from his parent or guardian, in which case the hostel authority, may excuse him.

Article 327. All cases of serious misconduct which would appear to justify expulsion should be reported to the immediate officer for orders and expulsion from a hostel may involve expulsion from the institution to which the hostel is attached.

Article 328. In every Government hostel arrangements should be made for the provision of medical aid to its inmates whenever required as also for the supply of medicines.

Article 329. The registers to be maintained in a hostel are the following :—

- (1) An admission register showing the date of admission and home address of each boarder, and the name, relationship and address of his guardian and his number in the school admission register.
- (2) An attendance register in which the attendance at each roll-call should be marked.
- (3) A visitors' book.
- (4) A medical register. This should contain columns with the following headings :—date, students' name, roll number, year or class, nature of complaint, leave recommended by the Doctor, Headmaster's orders and initials. In cases of sickness the register should be filled in every morning by the Doctor and should be brought to the Headmaster thereafter.
- (5) An order book in which the Headmaster or Superintendent will record his orders.
- (6) A gate-book for recording the ingress and egress of boarders at hours outside the limits fixed by the hostel authority.
- (7) A register of hostel accounts.

Article 330. A set of detailed rules in conformity with the above regulations should be drawn up for each hostel in regard to the matters mentioned below and approved by the competent authority :—

- (1) The condition of admission.
- (2) the rent or hostel fee to be paid by each scholar residing in the hostel ;

- (3) the allotment of accommodation ;
- (4) the bounds or limits beyond which the boys may not pass without permission (the area within the bounds should be as extended as possible) ;
- (5) the conditions on which the boarders may be permitted to go out of bounds, and to the bazaar ;
- (6) the hours for private study, for rising in the morning and retiring at night, and for recreation ;
- (7) the times when the roll should be called and the Superintendent make the round of the dormitories.
- (8) the punishments to be awarded for breaches of rules
- (9) the admission of visitors to the boys and the engagement of private servants by boarders and ;
- (10) any other matter which in the opinion of the Headmaster and the immediate officer should be determined by rule.

Article 331. A copy of the above rules should be exhibited in a prominent place in the hostel.

CHAPTER V.

TRAINING SCHOOLS.

A. *Institutions for the training of Teachers.*

Article 332. There is a Training College at Hyderabad and a Training School at each of the places Aurangabad, Warangal and Gulberga.

Article 333. These institutions are intended for the training of Secondary and Primary teachers.

Article 334. Every institution is in immediate charge of a Principal or Superintendent under the control of the Director of Public Instruction or the Divisional Inspector of schools.

Article 335. For the practical instruction of those under training a practising school is attached to each institution subject to general supervision of the Head of the Institution.

Article 336. Graduates, Intermediates and Matric. or H.S.L.C passed teachers and candidates are admitted for Training in the Training College, Hyderabad and teachers and candidates who have passed the Middle, Rushdia examination, or the Departmental examination are trained in the training schools in the districts.

NOTE.—1. In the case of teachers who have passed Rushdia Munshi or Moulvi examination, under the old system, nomination will be conditional on their knowledge of Arithmetic, History and Geogaphy being of at least the Standard of the Departmental examination.

NOTE.—2. Arrangements for the training of private candidates are also made in these institutions.

NOTE.—3. Arrangements for the training of Matric. or H. S. L. C. passed teachers and candidates are made in the District Normal Schools.

Article 337. The time of admission into a Training Institution is the 1st of Amerdad each year. All teachers selected for training are expected to present themselves on the day on which the session commences. Admission after this date will be permitted only if sufficient reasons are

shown and will in no case be allowed if more than a month has elapsed from the commencement of the session.

Article 338. The period of training for all grades of teachers shall be one academic year.

Article 339. There will be two seasonal vacations in the year, that is the summer vacation for a period of forty-five days upto the end of Teer and the winter vacation for ten days from 23rd December till 1st of January. Other ordinary holidays will be the same as in other Government schools.

Article 340. Every student admitted for training will be examined immediately after admission. If it should appear to the Heads of the institutions that any student is not likely to profit by training, such student shall with the sanction of the Director of Public Instruction be required to leave the institution.

Article 341. A student who is ordered to leave the Training School on the ground of misconduct or for continuous absence without leave shall be required to repay all stipends that he may have drawn.

The maximum number of teachers and candidates selected for training per year for each training institution will be as follows :—

Institutions		Government	Aided schools	Private candidates
<i>Training College,</i>				
B. A's.	*8	3	2
F. A's.	*10	3	2
Matric.	20	3	2
NOTE.—For full information as regards the training of graduates, refer to O. U. Calendar.				
<i>Training School, Aurangabad</i>				
	Matriculates ..	10		5
	Middle passed ..	35
do	Warangal			
	Matriculates ..	10		5
	Middle passed ..	40
do	Gulbarga			
	Middle passed ..	40	..	6

* Out of these 4 will be on half pay.

Article 342. As provision has been made for the training of teachers from recognised schools under private management, Managers of schools who are desirous of securing such training for the members of their staff should apply to the Divisional Inspector concerned. Applications in this behalf should be made in the form of Appendix XXVII.

Article 343. The selection of Middle and Matriculate teachers to be admitted to a Training institution under the above rules will be made by the District and Divisional Inspectors respectively and that of the F.A's and Graduates by the Director of Public Instruction.

Article 344. No person who at the time of admission is less than 16 years or above 35 years of age shall be eligible for admission into a Training institution.

Article 345. Every teacher admitted into a Training institution shall at the time of admission produce a certificate signed by a Government Medical officer or the Medical officer attached to the training institution to the effect that his health is sound and that he is protected from small-pox.

Article 346. Every student who receives a stipend shall be required to execute before admission an agreement and a Security Bond in the prescribed form XXVIII A & B on stamped paper to the effect :—

1. That during the course of training he shall abide by the rules and regulations of the Training Institution to which he is sent and prosecute the prescribed course of studies, with diligence, zeal and regularity of attendance in order to pass the prescribed examination and qualify for a professional certificate.

2. That while undergoing training he shall not without the Director's permission prepare for any other examination or prosecute any other course of studies.

3. That after the completion of the training course without any plea or excuse serve for a term of 5 years in any post in the Educational Department to which he is appointed or in a post in any school recognised by the Department which the Director may permit him to accept.

4. That he shall not claim as a right a post of a higher grade on the ground of his having been trained.

5. That if during the course of training or after the completion of the course and within the period of five

years mentioned above, he leaves the Department of his own accord or is required for sufficient reasons to leave it he shall in all these cases refund to Government the amount of stipends that he may have received.

6. To whatever amount may be so due to Government under this agreement shall be recoverable under the Public Demands Recovery Act (IV of 1908).

Article 347. Teachers selected for training will be paid stipends equivalent to their pay out of the provision of their posts, while the allowance of their acting incumbents will be paid from the provision of the stipends.

Article 348. No tuition fees shall be charged from teachers of Government and Aided institutions. But private candidates will have to pay fees for the full session as stated below :—

	Rs.
Graduates	100
F. A's.	75
Matriculates	50
Middle	20

Article 349. Residence in the Hostel will be obligatory on all Government students of a Training Institution and except in special cases permission to reside outside will not be given. Lodging and service are provided by Government free of charge.

Article 350. The subjects of instruction in the school will be as prescribed in the Regulations for the Teachers' Certificate Examination.

Article 351. Every student shall take a practical course of training in the Practising section in each of the subjects noted in the Curriculum for which he or she may be qualifying, each course to be of not less than 6 weeks duration. In addition to this course at least 2 Demonstration lessons by the staff and as many criticism lessons by students in training as possible shall be given weekly. The Demonstration lessons shall in every case be in a connected series.

Article 352. The medium of instruction in a Training Institution will be the one determined by the Director of Public Instruction and only those will be admitted for train-

ing who already possess sufficient knowledge of the vernacular in which their work is to be done.

Article 353. The time spent in the institution by teachers in Shahi, Local Fund and Sarf-i-Khas Service will count as service and will be taken into account in determining increments that may be due in their pay on the completion of training.

Article 354. For every four occasions of late attendance without leave in any month one day's stipend will be deducted.

Article 355. If any pupil teacher absents himself without leave for two weeks or more his name may with the sanction of the controlling authority be struck off the rolls of the school and such student will not be readmitted except with the sanction of the Director of Public Instruction. Absence without leave for any period however short, will entail forfeiture of the stipend due for that period.

Article 356. Leave of absence may be granted to pupil teachers by the Head of the institution under the following conditions :—

- (1) Casual leave upto an extent of 15 days in a year.
- (2) Sick leave on half stipend for one month during the period under training, on production of the necessary certificate.
- (3) Extraordinary leave without stipend for a fortnight in case of any further illness or other necessity.

Article 357. In special cases the Director may grant longer leave on such conditions as may seem to him to be proper on the recommendation of the Head of the institution.

Article 358. The Head of the institution will be competent to fine any pupil teacher upto two rupees in any one month for breach of discipline. If the punishment is for misconduct the fact shall be recorded in his or her service book.

Article 359. Teachers in Government, Local Fund or Sarf-i-Khas service selected for training will be entitled to receive railway fare or batta or both in accordance with the travelling allowance rules for their journey to and from the training school. The power of sanctioning travelling allowance to such teachers on the occasion of their

joining the Training School will vest in the Head of the institution. The allowance for the return journey will be sanctioned by the District or Divisional Inspector concerned in case the teachers come out successful in the final training examination.

Article 360. The disciplinary regulations contained in Section V of Chapter IV of this Code will apply to the training schools also.

B.—*Training Schools for Women.*

Article 361. There are at present 3 training schools for the training of women teachers of Primary schools *i.e.*, one at Hyderabad, the other at Aurangabad and the third at Warangal.

Article 362. Every training school is in charge of a Superintendent under the control of the Inspectress of Girls' schools.

Article 363. For the practical instruction of those under training a Practising section is attached to each institution, subject to general supervision of the Head of the school.

Article 364. Teachers under training in these schools are trained for :—

- (a) Upper Primary Teachers' Certificate.
- (b) Lower Primary Teachers' Certificate.

Article 365. To the Upper Primary teachers' class are admitted women teachers who have passed the Middle or Rushdia or the Departmental examination or an equivalent test ; while to the Lower Primary teachers' class are admitted those women teachers who have passed the Special Primary examination of the department.

Article 366. The period of training for women teachers of both grades will be two years.

Article 367. 20, 6 and 6 teachers may be selected for training every year for each of the training schools at Hyderabad, Aurangabad and Warangal.

Article 368. Selection of these teachers will be made by the District and Divisional Inspectors and Inspectress of Girls' schools from schools under their jurisdiction.

NOTE.—No mistress in the family way should be selected for training.

Article 369. While under training, these teachers would be paid their salary from original post and their acting incumbents allowance from the provision of stipends.

Article 370. Stipends given to these teachers while under training will be equivalent to their pay.

Article 371. All other regulations regarding the training of male teachers mentioned in this chapter and the disciplinary regulations contained in Section V of Chapter IV of this Code will apply to these training schools also.

*C.—Additional Rules regarding hostels attached to
Women's Training Schools.*

Article 372. No man may visit the school or have any conversation with any pupil, whether she be his daughter, wife or sister.

Article 373. On the occasion of holidays, no pupil shall leave the school premises for her house, except in the company of the person who brought her to the school or the guardian or a trustworthy person nominated by the guardian.

Article 374. Boarders may write to their parents or guardians once a week on Friday's preferably. The envelope bearing their address shall be handed over to the Matron for posting and shall be carefully scrutinized by her. The envelope shall not be posted if addressed to any other than the parent or guardian originally recognised in the admission form of the pupil and whose name and address have been noted in the admission register.

Article 375. No day-scholar shall be taken by the school cart to any house except the one from which she was brought, nor shall the cart be sent for her to any other than the address originally given by her, except in the case of removal, when sufficient notice should be furnished by the parent or guardian to the Principal.

CHAPTER VI.

Rules for the Teachers' Certificate Examinations.

Article 376. The following examinations shall be conducted by the Commissioner for Government Examinations at Hyderabad and other centres in Ardibehisht every year :—

- (1) *The Teachers' Diploma.* Candidates for the Teachers' Diploma must have passed the Intermediate in Arts or Science or other equivalent examination of the Osmania or any other Indian University.
- (2) *The Teachers' Certificate.* Candidates for the Teachers' Certificate must have passed the H.S.L.C. or the Osmania Matriculation or any other equivalent examination conducted by an Indian University or the Government of a British Indian Province or Indian State.
- (3) *The Higher Elementary Teachers' Certificate.* Candidates for the Higher Elementary Teachers' Certificate must have passed the Departmental, the Middle, the Munshi, the Moulvi, the Rushdia examination or any other examination accepted as an equivalent by the Commissioner.
- (4) *The Upper Primary Teachers' Certificate.* This examination is meant only for women teachers. Candidates for the Upper Primary Teachers' Certificate must have passed the Middle, Departmental, Munshi, Moulvi, Rushdia examination, or any other examination accepted as an equivalent by the Commissioner.
- (5) *The Lower Primary Teachers' Certificate.* This is meant only for women teachers. Candidates for the Lower Primary Teachers' Certificate must have passed the Primary examination of the Educational Department or other equivalent test.

Article 377. The length of the period of study and training qualifying for admission to (1), (2) and (3) shall be one scholastic year commencing from about the middle of Amardad and that for (4) and (5) shall be two years.

Article 378. The Teachers' Diploma and the Teachers' Certificate examinations will be conducted through the medium of Urdu while the Higher Elementary, the Upper and the Lower Primary Teachers' Certificate examinations will be conducted through the medium of the following languages :—

Urdu, Marathi, Telugu and Kanarese.

The papers proposed to be set for the examination shall be scrutinised by a Board of Moderators appointed for the purpose by the Director.

Article 379. Private candidates shall pay the following examination fees :—

	Rs.
(1) Teachers' Diploma	20
(2) Teachers' Certificate	12
(3) Higher Elementary Teachers' Certificate	7
(4) Upper Primary Teachers' Certificate	5
(5) Lower Primary Teachers' Certificate	3

Article 380. All applications for admission to these examinations must be made in the prescribed form and must reach the office of the Commissioner for Government Examinations not later than the end of Isfandar. Application forms may be obtained from the Commissioner's office.

Article 381. The following certificates must accompany applications for admission to the Higher Elementary Teachers', Upper Primary and Lower Primary Teachers' Certificate examinations :—

(1) A certificate of Vaccination from a Civil Surgeon.

(2) In the case of candidates appearing from a Government or Recognised Normal school, Certificate of attendance showing that the candidate has attended 75 per cent. of the working days in the Government or Recognised Normal school.

(3) Certificates of good conduct and behaviour.

Certificates of candidates from a Government Normal school must be signed by the Superintendent of the Normal school; while those of other candidates must be signed by the Inspector of schools of the district in which the school is situated or by the Head of the School.

(4) Certificate of general education signed by the Superintendent of a Government Normal school in the case of candidates appearing from such school, and in the case of private candidates, by the Inspector of schools of the district in which the candidate's school is situated or by the Headmaster or Headmistress of the school in which the candidate has formerly been trained or rendered continuous service entitling him to appear at these examinations.

(5) Health certificate from a State Medical Officer (necessary only in the case of private candidates).

(6) Certificate of having completed the necessary minimum of practice in the Normal as well as the Practising school—in the case of candidates appearing from a Government or Recognised Normal School.

(7) Candidates who have not undergone training in a Government or Recognised Normal School will also have to produce a certificate of having rendered continuous service as teacher and that of age, signed by the Headmaster or Headmistress of the school in which such service has been rendered.

Article 382. A. The following shall be the subjects for the Teachers' Certificate examinations :—

(1) *Higher Elementary Grade Teachers' Certificate.*

Name of subject	Time	Maximum marks	Minimum pass marks	Aggregate
General Principles of Teaching..	3 hours	100	33	35
Vernacular with Method ..	do	100	33	
Elementary Mathematics with Method ..	do	100	33	
Deccan History and Geography with Method ..	do	100	33	
Science Subjects ..	2½ hours	100	30	
Drawing ..	do	100	33	
Physical Instruction	150	30	

There shall be a practical examination to test the skill in teaching. The maximum marks for this examination shall be 150 and the minimum pass marks 33 per cent,

(2) *Upper Primary Teachers' Certificate.*

Name of subject	Time	Maximum marks	Minimum pass marks	Aggregate
			Per cent.	Per cent.
Principles of teaching ..	3 hours	100	30	35
History and Geography ..	do	100	30	
Mathematics ..	do	100	30	
1st Language ..	do	100	30	
2nd Language ..	do	100	30	
Object Lessons ..	2 hours	75	30	
Religion Hindu ..	2 hours	100	30	
Mohammedan Oral ..	3 hours	100	30	
" Written ..	2 hours	75	30	
Needle-work ..	3 hours	100	30	
Drawing ..	do	100	30	
Kindergarten ..	2 hours	75	30	
Physical Instruction	100	30	

There shall be a practical examination to test the skill in teaching. The maximum marks for this examination shall be 150 and the minimum pass marks 30 per cent.

3. *Lower Primary Teachers' Certificate.*

Name of subject	Time	Maximum marks	Minimum pass marks	Aggregate
			Per cent.	Per cent.
Principles of Teaching ..	3 hours	100	30	35
History and Geography ..	2 hours	75	30	
Mathematics ..	3 hours	100	30	
1st Language ..	do	100	30	
2nd Language ..	do	100	30	
Object Lessons ..	2 hours	75	30	
Religion Hindu ..	2 hours	100	30	
Mohammedan Oral ..	2 hours	50	30	
" Written ..	2 hours	50	30	
Needle-work ..	3 hours	100	30	
Drawing ..	3 hours	100	30	
Kindergarten ..	3 hours	50	30	
Physical Instruction	100	30	

There shall be a practical examination to test the skill in teaching. The maximum marks for this examination shall be 150 and the minimum pass marks 30 per cent,

Article 383. In the Higher Elementary, Upper and Lower Primary Certificate examinations, candidates failing in any two of the 'Teaching Subjects' or in the 'Principles of Education' or in the 'Practical Test' shall be considered to have failed in the whole examination. Candidates failing in any one Teaching or Extra subject will be permitted to appear in that subject at the next examination without attendance at a Normal school and on their passing in that subject will be given the same certificate in third class as that awarded to candidates successful in the whole examination.

Article 384. The Director of Public Instruction shall be empowered to give 10 grace marks on the whole.

Article 385. Successful candidates will be placed in three classes as follows :—

First class :—Comprising successful candidates who have obtained an aggregate of 60 per cent.

Second class :—Comprising successful candidates who have obtained an aggregate of 45 per cent.

Third class :—Comprising successful candidates who have obtained an aggregate of 35 per cent.

Article 386. The following are the rules for the Teachers' Diploma and the Teachers' Certificate Examinations :—

A. *Teachers' Diploma.*

Article 387. The course for the Teachers' Diploma shall extend over one academic year, with the necessary attendance of 75 per cent. at the Osmania Training College, Hyderabad-Deccan.

Article 388. No student shall be admitted to the course unless he has passed the Intermediate Examination of the Osmania University or some other University approved by His Exalted Highness the Nizam's Department of Education.

Article 389. Candidates shall undergo a course of instruction in the following subjects :—

1. Educational Psychology and Principles of Education.
2. School Management and Hygiene.
3. Child Education.
4. History of Education.

5. Methods :—(a) Teaching of English (Compulsory)
 (b) Any two of the following :—
 Mathematics, Science, History and
 Geography, Vernaculars and Classical languages.
6. Urdu.
7. English.
8. Physical Training.
9. Drawing and Hand-work.
10. Nature Study and Gardening or Manual Training.

Article 390. There will be a Final Examination in subjects 1, 2, 3, 4, 5 and also in Practical Teaching, but only those candidates shall be eligible for the final examination who have satisfactorily finished the course in subjects 6, 7, 8, 9, and 10.

Article 391. Each candidate will be required to give 21 lessons under supervision during the year.

Article 392. The allotment of marks shall be as follows:—

(A) Each paper 1 to 4 will be of 3 hours duration and will carry 100 marks. There will be a separate paper of 2 hours on Methods of teaching English and will carry 75 marks. The other paper on the Methods of teaching Optional subjects will be of 3 hours duration and will carry 100 marks.

(B) Practical Teaching, 125 marks. Due regard will be paid to the College record in practical lessons.

Article 393. Candidates who obtain not less than 30 per cent. of the marks in papers 1, 2, 3, 4 and 5 with 33 per cent. in the aggregate of the Theoretical examination and 35 per cent. in the Practical examination shall be declared to be eligible to receive the Diploma.

Article 394. The names of successful candidates shall be arranged in three classes as under :—

Theoretical Examination	Practical Examination
60 per cent.	65 per cent. 1st class.
45 „	50 „ 2nd „
33 „	35 „ 3rd „

Article 395. If a candidate secures 65 per cent. of the marks in any examination subject, he shall be declared to have passed with distinction in that subject.

Article 396. If a candidate fails in not more than two subjects but secures not less than 25 per cent. marks in them, his college Record will be taken into consideration. Such candidates will be placed in the third division, whatever their marks may be in the other subjects of the examination.

Article 397. Candidates who fail in the theoretical part of the examination only, shall be allowed to present themselves for re-examination in that part on payment of the ordinary fee.

Article 398. Candidates who fail in the Practical part only shall be allowed to present themselves for re-examination in that part only provided :

- (a) they undertake one term's teaching at the Osmania Training College,
- (b) they have secured in the theoretical examination at least 5 per cent. more than the minimum pass marks in the aggregate.

Article 399. Candidates who fail in the examination shall not be required to attend at the Osmania Training College except under (12)

B.—*Teachers' Certificate.* (T. C.)

Article 400. The course for the Teachers' Certificate shall extend over one academic year, with the necessary attendance of 75 per cent. at the Osmania Training College Hyderabad-Deccan or a District Training school.

Article 401. No student shall be admitted to the course unless he has passed the Matriculation Examination of the Osmania University or of some other University approved by His Exalted Highness the Nizam's Department of Education.

Article 402. Candidates shall undergo a course of instruction in the following subjects :—

1. Educational Psychology and Principles of Education.
2. School Management and Hygiene.
3. Child Education.

4. History of Education.
5. Methods :—
 - (a) Teaching of English (Compulsory).
 - (b) Any two of the following :—
Mathematics, Science, History and Geography, Vernaculars and Classical languages.
6. Science.
7. Urdu.
8. English.
9. Physical Training.
10. Drawing and Handwork.
11. Nature Study and Gardening or Manual Training.

Article 403. There will be a Final Examination in subjects 1, 2, 3, 4, 5 and also in Practical Teaching, but only those candidates shall be eligible for the final examination who have satisfactorily finished the course in subjects, 6, 7, 8, 9, 10 and 11.

Article 404. Each candidate will be required to give 21 lessons under supervision during the year.

Article 405. The allotment of marks shall be as follows:-

(a) Each paper 1 to 4 will be of 3 hours duration and will carry 100 marks. There will be a separate paper of 2 hours on the Method of teaching English and will carry 75 marks. The other paper on the Method of teaching Optional subjects, will be of 3 hours duration and will carry 100 marks. (b) Practical Teaching, 125 marks. Due regard will be paid to the college record in practical lessons.

Article 406. Candidates who obtain not less than 30 per cent. of the marks in papers 1, 2, 3, 4 and 5 with 33 per cent. in the aggregate of the Theoretical Examination and 35 per cent. in the Practical Examination shall be declared to be eligible to receive the Certificate.

Article 407. The names of successful candidates shall be arranged in three classes as under :—

Theoretical Ex-amination	Practical Ex-amination.	
60 per cent.	65 per cent.	1st class.
45 „	50 „	2nd „
33 „	35 „	3rd „

Article 408. If a candidate secures 65 per cent. of the marks in any examination subject, he shall be declared to have passed with distinction in that subject.

Article 409. If a candidate fails in not more than two subjects but secures not less than 25 per cent. marks in them, his college record will be taken into consideration. Such candidates will be placed in the third division, whatever their marks may be in the other subjects of the examination.

Article 410. Candidates who fail in the theoretical part of the examination only, shall be allowed to present themselves for re-examination in that part on payment of the ordinary fee.

Article 411. Candidates who fail in the Practical part only shall be allowed to present themselves for re-examination in that part only provided :—

(a) they undertake one term's teaching at the Osmania Training College, Hyderabad or at a District normal school.

(b) they have secured in the theoretical examination at least 5 per cent. more than the minimum pass marks in the aggregate.

Article 412. Candidates who fail in the examination shall not be required to attend at the Osmania Training College or a District Training school except under (411).

Article 413. Certificates will be issued to the successful candidates under the signature of the Commissioner for Government Examinations.

Article 414. The Certificates of successful candidates will be sent to them through the Head of the Institution from which they appeared for the examination.

Article 415. A duplicate copy of a certificate may be obtained from the Commissioner's office on payment of a fee of Rs. 5.

N.B.—The Department shall publish from time to time the Regulations governing the conduct of certificate examinations, the admission of candidates thereto and the courses prescribed and these regulations and courses shall be held to be in force for the time being.

CHAPTER VII.

GOVERNMENT EDUCATIONAL BUILDINGS.

(1) *Plans and Estimates.*

Article 416. As far as possible Educational buildings should be constructed according to the Departmental type plans and in the case of important buildings the Sanitary Commissioner should be consulted before the plan is approved.

Article 417. The construction and maintenance of Government buildings devolves on P.W.D. but urgent repairs or minor additions and alterations not affecting the plan and structure of an existing building and not costing more than Rs. 500 in any one case at a time, can be carried out departmentally by officers empowered in this behalf provided that no extension or addition to an existing building can be carried out without the previous approval of the P.W.D.

Article 418. The funds required on account of Educational buildings are provided from the following allotments :—

- (1) Allotments under the control of the P.W.D. for the construction of educational buildings,
- (2) Allotment for minor construction and repairs carried out departmentally and
- (3) Allotment for annual maintenance charges wholly controlled by the P.W.D.

Article 419. When an officer proposes the construction of a new building or additions or alterations (other than petty constructions and repairs) to an existing building he should submit his proposals to the Director, through the controlling authority (if any), together with a site plan in case of a new building. In case the proposal is for additions or alterations a full and clear statement thereof should be submitted. The Director will then in case of Middle and High School buildings address the Chief Engineer, P.W.D. for the preparation of a plan and estimates for the work

proposed. The correspondence as regards the construction, repairs etc., of Primary school buildings will be carried on by the Divisional Inspector. On receipt of the plan and estimates from the Chief Engineer the Director or the Divisional Inspector will if satisfied as to the suitability of the plan, countersign it in token of approval and obtain sanction of Government.

(II) *Selection of sites.*

Article 420. As the selection of a site often takes considerable time, it is desirable to acquire sites even though it is not intended to build on them in the immediate future.

Article 421. Sites for Primary schools will be selected by the District Inspector subject to the approval of the Divisional Inspector. Sites for Secondary schools will be selected by the Divisional Inspector subject to the approval of the Director.

Article 422. As soon as a site for a school is selected a rough sketch based on the Patwari's village map should be drawn and a statement prepared and signed by the Patwari in the following form should be attached to it :—

1. Name of Pattadar.
2. Survey number.
3. Total area of the selected plot, survey number, Acres, Guntas.
4. Assessment of the selected survey number, Rs. A. P.
5. Whether dry or wet cultivation ?
6. The area required.
7. Assessment of the actual plot required.
8. Probable cost of acquisition.
9. Remarks.

NOTE.—The method of calculating the value of the land is indicated in Section 18 of the Hyderabad Land Acquisition Act IX of 1309 F. Patta land is usually valued at ten times its assessment plus fifteen per cent. if the land is acquired under the Land Acquisition Act.

Article 423. A copy of the sketch with all details should then be sent to the P.W.D. Officer with a request to prepare a site plan and express his opinion as to the suitability of the the site from an Engineering point of view. In the case of town sites or of village sites with pucca buildings on them,

the P.W.D. Officer should also be requested to estimate the cost of the buildings.

Article 424. In all cases it will be desirable to obtain on the site plan the countersignature of the Tahsildar, Divisional Officer, or the Talukdar. This will ensure that there are no objections to the acquisition of the site from an administrative point of view.

NOTE.—Tahsildars are empowered to allot unoccupied sites in Gaonthans and Talqudars are empowered to allot unoccupied survey numbers or waste lands (Gat or Purampok). Occupied survey numbers, whether the Pattadar is willing to surrender them or not can only be acquired with the sanction of Government in the Revenue Department.

Article 425. Sites for school-buildings should be high and well drained and in clean surroundings. Except, in places where a branch school for the Infant Section can be provided within the "Abadi", Primary schools should be located as close to the village as possible. Vacant Government sites in the Gaonthan, unoccupied survey numbers or other Government land (Gat or Purampok) or survey numbers whose owners are willing to surrender them should be selected by preference. If possible land under wet cultivation should be avoided and Inam land should be selected only if other suitable land is not available.

Article 426. If possible the school, the school-hostel and the play-ground should all be contiguous.

NOTE.—The following minimum areas have been tentatively fixed for Shahi, High, Middle and Primary schools and for Inspector's offices and quarters but wherever possible somewhat larger plots should be acquired to facilitate various games and sports.

For a High School7 Acres.
For a Middle school5 ,,
For Primary schools of all grades		..2 ,,
For District Inspector's office		..170' × 140'
For District Inspector's residence		..300' × 300'

NOTE.—1 Acre=40 Guntas=4,840 sq. yds.=48,560 sq. ft.

(III) *Programme of Educational Buildings.*

Article 427. Every Inspector should have in his office a programme of educational buildings to be eventually completed in his jurisdiction.

Article 428. Shahi funds will ordinarily be expended on the construction of High and Middle school buildings and the

Primary school buildings at Hyderabad, and local funds will be expended on all other Primary Schools.

Article 429. Everything else being equal, the construction of school buildings should be taken up in the following sequence.

- (1) Headquarters of Districts and Taluks.
- (2) Large towns and villages.
- (3) Places on the railway line or on pucca roads.
- (4) A place where a house for a school is not available.
- (5) A school which has a larger strength.
- (6) Schools for which sites are easily and immediately available.

Article 430 (a) Shahi Primary school-buildings for boys other than those situated at Hyderabad are graded as follows :—

	O.S. Rs.
1. For 50 boys costing about	2,800
2. „ 51-75 „ ..	4,100
3. „ 76-100 „ ..	4,600
4. „ 101-150 „ ..	6,100
5. „ 151-200 „ ..	7,000

(b) Shahi Primary school-buildings for girls are graded as follows :—

	O.S. Rs.
1. For 50 girls costing about ..	3,500
2. „ 51-75 „ ..	4,920
3. „ 76-100 „ ..	5,530
4. „ 101-150 „ ..	7,240
5. „ 151-200 „ ..	8,430

NOTE.—(1) In proposing the construction of a building for a school the expected strength of its pupils during the next 5 years should also be taken into account.

NOTE.—(2) The scale of costs given above is subject to alteration according to local conditions and prevailing rates.

Article 431. As each new building to be constructed is included in the list maintained in the Inspector's office suitable sites should be selected and proposals submitted for their acquisition.

Article 432. When a site is acquired for an Educational building not likely to be erected in the near future the Inspector should have the necessary landmarks put up through the P.W.D. officer or take other steps to save it from encroachment. A copy of the plan should be kept by the Headmaster concerned who will be responsible for the proper maintenance of the site.

(IV). *Miscellaneous.*

Article 433. Annual repairs to Government buildings are ordinarily carried out by the agency of the P.W.D. All requisitions for repairs and maintenance should be addressed to the Local P.W.D. officer.

Article 434. If there are in the premises of any Government or Local Fund building any trees yielding valuable produce, the Head of the institution or office should arrange to sell by auction the right of collecting the produce and remit the sale-proceeds into the Treasury to the P.W.D. account.

Article 435. The Superintendents of hostels attached to Government schools are entitled to free quarters.

Article 436. No officer of the Department may reside in any part of a school or public office, except with the written sanction of the administrative officer concerned with payment of rent as per rules in force. Such permission will not be granted unless the portion so occupied can be spared without inconvenience to school work or to the office.

CHAPTER VIII.

SCHOLARSHIPS AND PRIZES.

SECTION I.

A. Targibi Scholarships.

Article 437. Scholarships in secondary schools for boys for general education shall be given as a special help from the State towards the education of pupils who without such help would be unable to obtain education, and who possess sufficient ability to profit by it, and in the distribution of these scholarships, other things being equal, merit shall have prior claim.

Article 438. Scholarships tenable for one year with effect from 1st Amerdad each year will be awarded in the High and Middle departments respectively of each Government Secondary School in the State. The distribution among the different classes or forms or sections thereof of the total number of scholarships allotted for each department will be subject to the following scale :—

	The maximum number of scholarships available will be	
(1) In any class, form or section irrespective of the number of pupils in the class.		1
(2) In a class, form or section thereof containing not more than 10 pupils	do	2
(3) In a class, form or section thereof containing more than 10 but not more than 25 pupils ..	do	4
(4) In a class, form or section thereof containing more than 25 pupils	do	5

NOTE.—(1) If the scholarships allotted for the Middle department of a High School are not fully utilized in any year, the same may on the recommendation of the Headmaster be awarded by the sanctioning authority to deserving pupils in the High department of that school; and

NOTE.—(2) If all the scholarships allotted to a school are not fully utilized in any year they may at the discretion of the Director be awarded in another Government Secondary school subject to the scale laid down above.

Article 439. The value of the scholarships in the different grades of institutions will be as follows:—

	Value per mensem
(1) In the High Departments of the High Schools situated in the Balda	7
(2) In the High Departments of Mofussil High Schools ..	6
(3) In the Middle Departments of High Schools and Middle Schools situated in the Balda	5
(4) In the Middle Departments of Mofussil High Schools and Middle Schools ..	4

Article 440. These scholarships shall not be tenable in schools under private management in any case.

Article 441. To be eligible for a scholarship a candidate must not have exceeded the ages prescribed below on the 1st of Amerdad of the year during which the scholarship is to be awarded. The Director may, however, waive this rule by general or special order:—

For	Age
Standard V ..	13 years
„ VI ..	14 „
„ VII ..	15 „
Form IV or Stan. VIII ..	16 „
„ V „ IX ..	17 „
„ VI „ X ..	18 „

NOTE.—For the purpose of the rule the entries in the school registers shall be conclusive evidence of the age of a pupil.

Article 442. Mulki only will be eligible for such scholarships. Every applicant must produce a certificate from his parents or guardians, as well as from a Gazetted Government officer or other person of known position

and respectability not connected with the applicant's family, to the effect that he is a mulki and that he is poor and unable to pursue his studies without the help of a scholarship.

Article 443. (a) For High and Middle Schools, the merit of a candidate will be determined in the case of Form V or standard IX and form VI or standard X by the marks in the H. S. record obtained in the previous year where such a record is maintained or by the marks obtained in the annual examinations where such a record is not maintained. In the case of Form IV or standard VIII it will be determined by the marks obtained in the annual examination; in the case of Standards VII and VI by the marks obtained in the annual examination of the school and in the case of candidates for scholarships in Standard II by a competitive examination to be held by the Headmaster of the school in a few selected subjects.

Article 444. In the award of scholarships preference shall be given, everything else being equal, to Mofussil pupils and to pupils who are the children of pensioned or defunct servants of His Exalted Highness' Government.

Article 445. Applications for scholarships should be made in the prescribed form and submitted with the necessary certificates to the Headmaster of the school which the applicants have joined.

Article 446. Scholarship-holders shall ordinarily pay the usual fees but in exceptional cases the Director of Public Instruction will be competent to sanction exemption from this rule.

Article 447. Scholarships may be withdrawn, or reduced for misconduct, continued absence or unsatisfactory progress.

Article 448. Headmasters may grant 15 day's casual leave in the aggregate during any one school year to a scholarship-holder.

Article 449. Divisional Inspectors of Schools and Headmasters of High Schools may grant leave to scholarship-holders on half stipend upto a limit of 3 months in the year, on account of sickness or any other proper cause.

Article 450. Absence without leave in continuation of the seasonal vacations shall in every case entail forfeiture of two days stipend for every day's absence.

Article 451. Continuous absence of more than three months with leave, or of more than 2 weeks without leave shall entail forfeiture of a scholarship.

NOTE.—1. Holidays intervening the period of leave should not be taken into account in calculating the total period of leave of scholarship-holders.

NOTE.—2. Scholarships for the summer vacation should be paid in advance like teachers' salaries.

Article 452. Scholarships forfeited during the first session shall be awarded to eligible pupils during the second session. Those forfeited during the second session shall not be awarded during the year.

Article 453. A scholarship shall not be broken up for distribution among several pupils.

Article 454. Scholars shall be required to live in the school hostel if there is one, unless they are living with their parents or duly constituted guardians, or in lodgings licensed by the Department.

B. Aurangabad Hostel Allowances.

Article 455. Thirty allowances of Rs. 4 per mensem each tenable for one year with effect from 1st Amerdad will be awarded for residence in the Aurangabad Hostel.

Article 456. Scholarship-holders in the Government High Schools at Aurangabad will be awarded these allowances as of right in addition to their scholarships.

Article 457. If any hostel allowance is not allotted to a scholarship-holder it shall be allotted to some other pupil, in the High or Middle Department of the school, resident in the hostel, on the principles governing the award of scholarships.

Article 458. Hostel allowances shall be held on the same conditions *mutatis mutandis* as ordinary scholarships in Secondary Schools.

C. Riayati Scholarships.

Scholarships to the extent of Rs. 60,000 a year may be awarded to pupils subject to the following rules :—

Article 459. The amount of a monthly scholarship should not exceed O.S. Rs. 30 each for pupils studying in the

College section, O.S. Rs. 15 in the High section and O.S. Rs. 10 in the Middle and primary sections.

NOTE.—1. These scholarships are intended for the benefit of children of Government servants and private people.

NOTE.—2. The committee appointed for the distribution of these scholarships may or may not according to their discretion consider the income of the applicant's father or guardian in case he is alive.

Article 460. Equality and impartiality shall be observed by the Committee while considering the applications of the children of the deceased employees of Government. The applications from survivors of the employees of the educational department should however receive special consideration.

Article 461. The scholarships will be granted by a Committee consisting of the following members :—

President.

Secretary to Government, Finance Department.

Secretary.

Director of Public Instruction.

Members.

All Secretaries to Government.

Principal, Nizam College.

Principal, Osmania College.

Three members nominated by the D. P. I. (They may be either Government servants or such private persons as take special interest in educational matters.)

NOTE.—The committee may appoint a sub-committee whenever required.

Article 462. Out of the total amount of Rs. 60,000 (a) Rs. 5,000 are set apart for scholarships to be sanctioned by His Exalted Highness the Nizam.

NOTE.—In case the amount is spent the scholarships shall be paid from the amount over and above the budget or from the next year's savings.

(b) Rs. 2,000 are set apart for the President, Executive Council who will grant scholarships to applicants after having obtained the opinion of the Committee.

SECTION II.

Rules for the Award of Prizes in Government and Local Fund Schools.

Article 463. Divisional Inspectors and in the case of Girls' schools directly administered by the Inspectress of Girls' Schools and Headmasters of High schools are empowered to sanction, within the limits of the budget provision and in accordance with the scale given below, one prize for every class, standard or form or a section thereof, having at least 3 pupils in the case of Secondary classes and at least 10 pupils in the case of others. A second prize two-thirds in value of the first may be awarded in classes having more than 20 pupils on the rolls.

- | | |
|---|-------------------------------------|
| 1. High schools Forms IV, V, & VI & Standards VIII, IX & X. | Each prize not exceeding Rs. 3. |
| 2. High and Middle schools. Standards V, VI, & VII. | Each prize not exceeding Rs. 1-8-0. |
| 3. Primary departments of secondary schools and Primary schools | Each prize not exceeding annas 8. |

Article 464. The officers mentioned above can also award the following special prizes irrespective of classes and number of pupils.

For Drill and Drawing.

- a. Three prizes to the pupils of each High School the total cost of which should not exceed Rs. 6.
- b. Two prizes of the value of Rs. 4 to the pupils of each Middle School.

For Music and Needle-work.

- a. Three prizes costing not more than Rs. 4 for needle-work to the pupils of each Girls' Middle School and three prizes of the value of Rs. 4 for music.
- b. Two prizes for needle-work to the pupils of each Upper Primary School for girls (the total cost not to exceed Rs. 2).

Article 465. The Director of Public Instruction is empowered to sanction for award in each Training school such prizes as he deems fit, subject to provision in the budget and not exceeding in value Rs. 100 per school.

Article 466. The Director of Public Instruction may also sanction prizes not exceeding Rs. 250 in value in each case for the Osmania University College for women at Nampalli and the Mahbubia Girls' School.

Article 467. Only books approved by Government for the purpose should be given as prizes. In the Kindergarten 1st and 2nd classes, however, kindergarten toys may be substituted for books.

Article 468. Money required for prizes in Local Fund schools shall be paid out of Local Funds. Such prizes shall also conform to the scale laid down above.

Article 469. Prizes to the extent of only the amount budgetted in consideration of the above scale should be spent. The Director, however, may change the scale of prizes in regard to any particular class of a school provided such change does not entail any extra expenditure.

Article 470. The Director may delegate his powers to the subordinate officers in case of necessity.

CHAPTER IX.

GRANT-IN-AID RULES.

Article 471. A sum of money is annually set apart from Shahi Funds to be expended under these rules as grants-in-aid of recognised schools and other educational institutions under private management within His Exalted Highness the Nizam's Dominions and such grants will be given impartially to all schools 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.

Grants may also be given, on specified conditions to unrecognised schools.

Article 472. *Reservation of discretion by Government.*—The Government reserve to themselves the power of sanctioning any aid for any school irrespective of these rules as a special case and of refusing or withdrawing any grant at their discretion.

Reservation of right regarding the use of books :—Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools.

The Manager or any member of the managing body or any teacher employed in the school taking part in political agitation against the authority of His Exalted Highness' Government or found to be inculcating opinions tending to excite feelings of political disloyalty or disaffection among the pupils will be liable to dismissal.

Article 473. Objects for which aid may be given :—

(i) Grants are given for maintenance.

(ii) Grants are also given for :—

(a) The erection, enlargement and purchase of school buildings and hostels or boarding houses for students attached to the educational institutions.

- (b) The purchase of school and hostel furniture, apparatus, chemicals and appliances of books for school libraries and of the plants, materials and tools required for laboratories and workshops.
- (c) The training of teachers.

SECTION I.

General Conditions.

Article 474. *Management.*—Every institution in behalf of which aid is sought shall be under the management of one or more persons recognised by the Department who in their corporate capacity of proprietors and trustees, or of members of the 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.

NOTE.—All grants sanctioned prior to 1st Amardad 1330 Fasli and not withdrawn before that date shall be continued up to but not beyond 1st Amardard 1331 Fasli provided that, conditions upon which the sanction were given, continue to be fulfilled.

But in the case of any institution to which this note applies the existing grant may on application by the management be withdrawn and a grant in accordance with the provisions of this Code may be substituted.

The management will appoint a person for conducting the correspondence and transacting the current business of the institution and will duly inform the Director of the same.

Changes in the management of an institution should be communicated to the Director.

Where more than one person is responsible for the management of the institution, the names of all persons who are responsible for the management of the institution shall be reported to the Director, and he should be kept duly informed of any changes subsequently made in this list. The functions and responsibilities and mutual relations of the various members of the managing body shall be clearly defined and committed to writing and a copy of the statement shall be submitted to the Department. Any change

that may subsequently be made in the functions and responsibilities of the various members shall be reported to the Director who will be empowered to raise an objection to such a change in case it is against any administrative principles. This statement shall also show the conditions of tenure of office by the members of the managing body and the manner in which vacancies are to be filled in when they occur.

The retention of teachers or pupils, unprotected from small-pox, in an aided institution after warning received from an inspecting officer, may be considered justification for withdrawal or reduction of grant.

Article 475. *Declaration by the Management* :—Every application for aid shall be made in such forms as may from time to time be prescribed and shall contain a declaration signed by the correspondent to the effect that the rules laid down by the Government of the Department for the conduct and administration of schools 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.

Article 476. *Income to be devoted to educational purposes* :—No aided institution shall be allowed to spend any portion of the income for other than educational purposes.

Article 477. No aid shall be given under these rules to institutions where the fees, if levied at reasonable rates, ought to be sufficient for its efficient maintenance. In deciding what fees are reasonable the Director shall be guided by the fees levied in Government institutions of a similar nature.

Article 478. (a) No pupil shall be compelled to receive religious instruction in a grant-in-aid school which the pupils' parents or lawful guardians signify their unwillingness in writing for him to receive.

(b) No one shall be refused admission to any aided school on the plea that he belongs to any particular class, caste or religion unless the sanction of Government to confining the school to a particular caste or class or

religion has been definitely and explicitly obtained. This rule will not be insisted upon in the case of an aided school when there is a Government School in the same area.

SECTION II.

SCHOOLS FOR GENERAL EDUCATION IN TOWNS.

(Maintenance Grants.)

Article 479. *Average daily attendance of pupils*:—A grant shall not ordinarily be given or continued to an institution which had not for the previous official year on an average daily attendance of at least 25 pupils.

The Director may however relax this rule in special cases.

Article 480. *Number of school meetings*.—An institution shall not ordinarily be eligible to receive the full yearly grant sanctioned for it unless it meets on 180 school days in each calendar year.

Article 481. *Definition of school Day*:—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 or on different days shall be counted as one school day.

Article 482. A school whose staff is not in all respects satisfactory may be admitted to aid provided that the Director of Public Instruction is satisfied that the management are able and willing to make the necessary improvements in it after the receipt of grant. After a school is admitted to aid all appointments to the staff and all changes in the staff shall be reported to the Inspector.

Article 483. The subjects and courses of instruction shall be approved by the Director of Public Instruction as suitable for the school; but he will not have the right of raising any objection with regard to the object of any institution for which it was established, *i.e.*, he will not interfere in the curriculum of the Nizamia or any other Religious Institutions.

Article 484. *Application for aid*:—Applications for first admission to aid shall be made in the prescribed form of this chapter before 1st Amerdad to the Inspector. The application shall be accompanied by such returns as the

Director may from time to time prescribe with the view of ascertaining the financial position of the school and its eligibility for aid.

Maintenance grants will ordinarily be given to such schools as have applied by the prescribed date and are admitted to aid from the beginning of the year immediately following.

Article 485. *Admission to aid* :—The Director shall determine which institutions shall be admitted to aid after taking into account the character, the comparative efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

No school shall be admitted to aid unless the Director is convinced that the annual income of the school other than grants from Government is such as to justify the expectation that when the grant for which it may otherwise be eligible is added to it, the school will be efficiently maintained.

Article 486. In assessing the grant for the first time and thereafter before payment of the grant from time to time the Inspector shall consider, due regard being had to the special circumstances of each school and locality whether:—

1. The conditions as regards attendance, sufficiency of income, etc., on which the school was registered are duly maintained ;
2. The school premises are sufficiently healthy, well lighted and ventilated and contain sufficient accommodation, furniture and appliances for the instruction and recreation of the pupils attending them ;
3. The arrangement for registering the admission attendance and age of pupils, for management, and for keeping accounts of income and expenditure are effective ;
4. The teaching staff is adequate and well qualified.
5. The education given is sufficient in range and quality.
6. The discipline and behaviour of the pupils especially their manners, regularity of attendance and honesty under examination are satisfactory.
7. The school records are properly maintained and all statistical returns and formal certificates

given by the masters or school managers are trustworthy.

Article 487. *Withdrawal of aid*:—The Director may, after giving due notice, withdraw aid from an institution, should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance, but any aid sanctioned by Government irrespective of these rules and for special reasons will not be withdrawn without their sanction.

Article 488. The maintenance grant shall not generally exceed the lesser of the two following amounts *viz.* :—

- (1) One half the annual tuitional expenditure.
- (2) the difference between the annual tuitional expenditure and the income of the school from fees and other sources than the grant-in-aid.

The tuitional expenditure shall be held to include salaries of staff and menial establishment, expenditure on stationery, ordinary repairs and upkeep of rent, rates and taxes, and petty contingencies, and in the case of purdah schools, the cost of maintaining bundies, one bundy being allowed to 20 pupils in regular attendance. The Director shall decide for the purpose of calculating the grant whether this expenditure is reasonable and if in any case it appears excessive, he will adopt such a scale as may seem to him reasonable for calculating the grant. The tuitional expenditure may also include contributions to a Reserve Fund provided that such reserve is regarded as ear-marked for school purposes and is not raised beyond the following limits by contributions from the school income.

	Rs.
High School	10,000
Middle „	5,000
Primary „	2,000

Any contribution from the school fund beyond these limits will be treated as part of the ordinary income of the school.

Note to Rule 18.

(a) Ordinarily the teaching grant of a school should be calculated with reference to the actual income and expenditure of the preceding year and in special circumstances *e.g.*, where there are reasonable grounds for hope that an increase in expenditure may result in better efficiency, the Director may take into consideration the estimated expenditure and income as well as the actuals of the preceding year.

(b) Expenditure on salaries shall include the estimated value of the services of teachers who render gratuitous service. The value shall be estimated by the Director. Expenditure on rent shall include the estimated rent of school buildings, held rent free, provided that no aid has been given from the public funds for the purchase, construction or enlargement of such buildings. The value shall be estimated by the Director.

Article 489. Allotments to be Triennial. The allotment of grants will ordinarily take place every three years and will be made for the ensuing triennium. In the case of an institution admitted to aid in the course of a triennium, allotment will be made for the remaining portion thereof.

Article 490. *Amount of grant payable* :—The amount of grant payable in any year will ordinarily be the amount allotted.

The amount may be increased if any additional standard has been opened with the approval of the Department or on account of any other approved increase in expenditure.

The amount may be decreased should it be found to exceed the amount permissible in accordance with the principle laid down in Rule 487 or on account of deterioration in efficiency, or on account of failure to remedy defects in organization, discipline, instruction and accommodation pointed out in writing after a previous inspection.

Penalties.—The Director may, on the report of the inspecting officer after enquiry, withhold, reduce or suspend the grant on account of deceit or contrary action on the part of the management or of any teacher or employee of the institution.

N. B.—This article will not apply to institutions in respect of aid under Rule 472 for special reasons, irrespective of these rules.

Article 491. If the Director shall decide to reduce or suspend the allotment at the close of a triennium, at least six months notice of such reduction or suspension shall be given.

Article 492. The Divisional Inspector will be competent to sanction the maintenance grant to any school in his jurisdiction upto Rs. 144 per annum.

Article 493. *Financial statement*.—The management shall submit to the Director through the Inspector not later than 1st Bahmon of each year a statement in the prescribed Form II given at the end of this chapter. This statement shall be

certified as correct by an auditor who shall be in no way connected with the school and who shall be accepted by the Department as competent.

Article 494. *Payment of grants* :—Grants shall be drawn monthly on bills prepared in the prescribed form and countersigned by the Inspector. The monthly grant shall be $\frac{1}{12}$ th of the annual grant.

Any adjustment which for any reason it may be necessary to carry out in a grant once paid may be made in the grant for the following month or months.

Grant for school buildings and hostels.

Article 495. *Application for aid* :—Application for these grants which shall be in the prescribed form III given at the end of this chapter and which shall be submitted through the Inspector, shall furnish satisfactory evidence of the necessity for the erection or enlargement or purchase of the building, and shall be accompanied by a plan and estimate prepared by a professional or other competent person of the cost of the work proposed.

Article 496. *Object and proportion of aid* :—(i) Grants not exceeding one-half of the total cost may be given towards the erection, or enlargement or purchase of school buildings or hostels or boarding houses for students attached to educational institutions or towards the purchase of sites for school buildings, hostels or play-grounds.

The term 'Building' as used below shall be held to include sites.

(ii) Grants shall not be given for a building regarding which the Director has not been consulted and for which aid has not been promised and the plans and estimates approved previously to its erection, enlargement or purchase.

(iii) The amount of grant to be actually disbursed shall be regulated by the actual cost of the work as finally completed. The grant promised with reference to the approved plans and estimates will be the maximum that will be paid ; but the amount to be disbursed shall in no case exceed one-half of the actual cost of the work as finally executed. Before making payment the Director will require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work.

(iv) Grants shall not ordinarily be given for a building which has not been completed by the time fixed in the order sanctioning the grant. Before sanction of grant satisfactory assurance must be given that the funds at the manager's disposal if added to the grant will be sufficient to enable the building to be constructed without undue delay.

Article 497. *Notice of commencement of work*:—(i) When a grant-in-aid has been promised in respect of any building 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 it is proposed to construct the building.

(ii) 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.

Article 498. *Payment of grants*:—(i) Before the grant is paid it shall be verified in the prescribed form IV given at the end of this chapter by the Engineer or other responsible officer deputed to examine the building and that the work has been completed in accordance with the approved plan and estimate, or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) In all cases where the building grant exceeds Rs. 1,000 before the grant is paid, the owner (or in cases in which the permission of the Director has been obtained) the management of the property shall (unless specially exempted) execute a mortgage of the property or a deed of acceptance in respect of the grant as may be required. Until further orders the forms of the various deeds shall be in the prescribed forms.

(iii) During the progress of the work such sums may be advanced by the sanctioning authority, within the limit of the grant sanctioned, as may be certified by the Engineer or other responsible officer to have been spent on the portion or portions of the work completed provided that the portion completed has been satisfactorily accomplished in accordance with approved plans and estimates.

(iv) The grant shall be drawn on a bill prepared in the prescribed form.

Article 499. *Claims of the Government.*—If a building for which a grant has been drawn, has prior to the lapse of 20 years from the date of payment of the grant, been diverted to other than educational purposes approved by the Government, the manager shall refund such portion of the grant as may be determined by 3 arbitrators one to be nominated by the Director, another by the management and the third by the two arbitrators so appointed. If the manager fails to make such refund he shall be bound, should the Government desire to purchase it, to sell the building to the Government at a valuation to be determined by the arbitrators who in making their award shall deduct from the price such portion of the grant as may seem equitable. If neither of the above courses is followed, the Government may recover the amount by such other means as they may deem fit to take.

Article 500. *Grants by whom sanctioned:*—Grants exceeding, Rs. 500 or more are sanctioned by the Government grants of Rs. 500 and under by the Director and grants of Rs. 144 and under by the Divisional Inspector.

Grants for furniture, books and appliances.

Article 501. *Application for aid:*—Application for grants under this chapter which shall be in the prescribed form V given at the end of this chapter and which shall be submitted through the Inspector so as to reach the Director not later than 1st Bahmon, shall be accompanied by details showing the number, description and price of each article which it is proposed to provide.

Article 502. *Object and proportion of aid:*—(i) Grants not exceeding one-half of the total cost may be given for furniture and for apparatus, chemicals, maps, diagrams and models, for books and periodicals, for school libraries and for prize books.

Note:—These grants should be given as far as possible to schools with slender financial resources. If given to larger schools in receipt of reasonable grant-in-aid the grant for equipment should if possible be gradually deducted from the grant-in-aid.

(ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the Department or for desks of the value of eight annas and under.

(iii) Aid shall not as a rule be granted for the purchase of articles to be used by the pupils as distinguished

from those required by the teacher in giving instruction, but in special cases grants may be given for books and slates for the use of needy pupils.

(iv) Grants shall not ordinarily be given for articles for which aid has not been promised prior to manufacture or purchase and in no case shall grant be given for articles purchased or manufactured more than three months prior to the date of application for grant.

Article 503. *Payment of grants*:—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 prescribed form.

Article 504. *Claims of the Government*:—In the event of an institution which has received aid under this chapter being closed within five years from the date on which a grant under this Chapter has been drawn, the Government shall be at liberty to purchase the article towards the supply of which the grant was given at the valuation to be determined as in the case of school buildings by arbitrators.

Article 505. *Grants by whom sanctioned*:—Grants exceeding Rs. 500 are sanctioned by the Government, grants of Rs. 500 and under by the Director and grants of Rs. 144 and under by the Divisional Inspector.

Note:—Special conditions for girls' schools and schools for backward castes and classes. In the case of schools of the kind mentioned above in article 479 for "25" read "15" and in Article 488 for half the annual expenditure "read" two-thirds of the annual expenditure.

In the case of these schools the Director has also power to relax other conditions where the circumstances seem to him to require it.

SECTION III.

SCHOOLS FOR GENERAL EDUCATION IN RURAL TRACTS.

Maintenance Grants.

Article 506. *Average daily attendance of pupils*:—A school shall not ordinarily be included in the list of aided schools which had not for the three months, preceding the date of application of aid, an average daily attendance of 15 pupils. Nor shall it receive grant for the first time unless it has had an average daily attendance of 15 pupils during the period between the date of application for aid and the first annual inspection. Nor shall grant be paid in

succeeding years, unless it has an average daily attendance of 15 pupils for the year preceding the annual inspection on the results of which its grant is calculated.

Article 507. *Number of School meetings* :—(i) An average daily attendance for the year shall ordinarily be calculated in respect of at least 150 school days.

(ii) The full school day, shall as a rule, consist of at least four hours of secular instruction, but two meetings each of not less than 2 hours, whether on the same or on different days may be counted as one school day. In respect of any schools but particularly those intended mainly for the sons of those who earn their living by agricultural or pastoral work of any kind, or for girls or backward castes and classes the Inspector may direct that any course of less than four hours shall be treated as a full school day. Similarly pupils of the classes named above may with the Inspectors' sanction be exempted from full time attendance at school not maintained expressly for them.

Article 508. The constitution of the staff shall be approved by the Divisional Inspector. After a school is admitted to aid, all appointments to the staff and all changes in the staff shall be reported to the Divisional Inspector.

Article 509. The curriculum, courses of instruction and time-table of the school shall be subject to the approval of the Divisional Inspector. The Divisional Inspector shall consider them with reference to their suitability to the circumstances of the school. The standard required in the first language instruction and arithmetic shall be the same as that prescribed for schools of a similar nature under public management. The standard may be lowered with the sanction of the Director if the special circumstances of the school seem to him to justify it.

Article 510. *Scale of grants* :—The amount of grant paid subject to special conditions noted below for each teacher whose appointment is approved by the Divisional Inspector will be Rs. 84 per year for each teacher who is able to teach reading, writing and arithmetic at least upto the 3rd standard.

Article 511. *Special conditions attaching to staff grant* :—(i) In calculating the staff grant the Inspector shall allow one teacher for each 30 pupils in regular attendance studying the same language.

(ii) If a teacher is employed in a school for less than one year since the date of preceding inspection the grant to be paid for him shall be calculated with reference to the number of months that he has served.

(iii) No teachers shall be included in the calculation of staff grant who does not devote at least three quarters of the school day to secular instruction or to secular instruction and general supervision thereof. If any teacher is employed simultaneously in two or more aided schools under the same management, one unit of grant may be paid for him provided that the total time devoted to secular instruction is not less than three quarters of a school day.

Article 512. The maintenance grant earned under article 510 of this code may be increased by not more than 25 per cent. at the Inspector's discretion with the Director's sanction with reference to particular merit as manifested *e.g.*, in organisation, discipline, accommodation or equipment or in the successful teaching of the additional subjects suited to the circumstances of the school, or in the introduction of the methods of teaching calculated to train the pupils' faculties and powers of expression and observation or in successful arrangements for physical training. Similarly the grant may be reduced by not more than 25 per cent. for violation after a written warning, of any of the rules of the Department or general conditions of aid and may be suspended entirely for any period of time on account of repeated violation of the rules, falsification of the registers, misrepresentation regarding attendance and other matters or any proved fraud.

Article 513. *Other grounds for reduction of grant :—*(i) The payment of all grants is subject to provision of sufficient funds. If funds are in any year insufficient for the payment of all grants in full, a *pro-rata* reduction of all grants, except those for girls' schools and schools for backward classes will be made.

(ii) If through any misadventure for which the management cannot be held responsible the maintenance grant of a school is liable to excessive reduction in any one year the grant may be raised so that it may equal the average grant of the preceding three years or the grant of the preceding year whichever is less.

(iii) No pupil shall receive instruction in a religion different from his own unless permission to do so has been

communicated to the Headmaster in writing by the pupils' parents or lawful guardians.

Article 514. *Application for aid and admission to aid* :— Application for admission to aid in any year on behalf of any school not previously in receipt of aid shall be made to the District Inspector in the prescribed form VI given at the end of this chapter not later than the 1st Khurdad of the preceding official year. The District Inspector shall submit to the Divisional Inspector not later than the 1st Thir a list of schools in the form VII given at the end of this chapter recommended by him for submission to aid in the following official year and a list of schools already in receipt of aid which are to continue to receive aid in the following year. A statement of the probable amount payable to those schools as maintenance grants shall accompany these lists. The Divisional Inspector shall determine with reference to the funds at his disposal and the needs of the localities what schools are to be newly admitted to aid in the following year and shall publish a list of these schools for communication to the manager concerned. In the case of schools receiving a maintenance grant of over Rs. 144 per annum the Divisional Inspector shall receive the previous sanction of the Director before the publication of the list. In the allocation of funds preference shall be given to schools for girls and backward classes.

Article 515. (i) The Inspector may at his discretion recommend for admission to aid in the following year schools which do not fulfil the conditions laid down in Article 506 and schools which have not been opened at the time when the list of schools is submitted to the Director, if, in his opinion, there are special circumstances which justify the delay in the starting of the schools and if there are reasonable grounds for believing that the schools not yet opened will be opened not later than the beginning of the year in which they are to be admitted to aid and will be maintained in compliance with the rules. In such cases the grant for the first year of aid shall be calculated with reference to the period between the date on which the school is opened and the date of the annual inspection but the grant shall not be paid or if paid, shall be refunded if the school does not continue in existence for a calendar year.

(ii) If a school which is included in the list of aided schools is closed in any year before the date of the annual

inspection a grant may, with the Director's sanction be paid to its manager for the opening of a new school in any rural tract of the district and for its maintenance during the year provided that the grant so paid does not exceed the grant paid in the preceding year to the school that has been closed or the expenditure incurred during the current year on the school that is opened. Schools opened and aided in these circumstances shall if eligible for aid, be included in the aided list of the following year and shall receive grants under Rule 508 of this code,

(iii) To any manager of one or more aided schools an advance grant not exceeding Rs. 100 may be paid towards the initial expenses of opening a new school on condition that the amount advanced is recovered from the grant earned in the following year by the newly opened school or, if it is not admitted to aid, from the grant earned by one more of the aided schools under the same management. If the amount advanced cannot be recovered in either of these two ways the manager shall be called upon to refund the amount before the close of the year following that in which the advance was made.

Article 516. *Annual inspection of schools* :—In addition to any other visit which may be paid by an Inspecting officer to an aided school there shall be an annual inspection conducted either by the Inspector of schools of the district or by the Inspecting schoolmaster (Nazir) of the district if the Inspector is unable to include the school in his programme. The difference between the dates of annual inspection in two successive years shall not exceed one month. The approximate date fixed for the annual inspection shall be communicated to the management at the beginning of the official year, and a month before the date fixed for the inspection the management shall again be informed of the exact date of inspection and shall be furnished with a form (VIII given at the end of this chapter to be filled up and submitted to the Inspector at the annual inspection. Every aided school shall be inspected at least once in two years by the Inspector of schools of the district.

Article 517. (i) *Payment of grants* :—The grant paid in any official year shall be with reference to the period extending from the annual inspection of the preceding official year to the annual inspection of the year in which the grant is paid.

(ii) The grant for each year shall be paid by monthly instalment.

(iii) All grants shall be drawn at the Treasury selected by the manager on bills in the prescribed form passed by the Inspector and signed by the manager. The bills shall then be despatched to the managers in time for them to be cashed monthly. One bill shall be made out for all schools under the same management in the same division.

Article 518. Regular monthly accounts shall be maintained for each aided school or group of aided schools and shall be open to inspection at any time by the Department.

NOTE:—Special conditions attaching to schools for girls and backward classes.

In the case of these schools the staff grant shall be increased by Rs. 2 in respect of each teacher in the staff.

(i) The grants admissible in respect of girls schools and schools for backward classes may be increased by 25 per cent. if there are no recognised schools specially intended for them in the neighbourhood and if their admission does not involve the exclusion of those for whom the schools are primarily intended.

(ii) In Article 505 for " 15 " read " 10 " see also proviso in Article 509 and 546.

Grants for school buildings.

Article 519. *Application for aid* :—Application for these grants which shall be in the prescribed form (III given at the end of this chapter) and which shall be submitted to the Inspector shall furnish satisfactory evidence of the necessity for the erection or enlargement or purchase of the building and shall be accompanied by a plan and estimate showing clearly the nature of the work proposed.

Article 520. *Object and proportion and conditions of aid* :—Grants at the rate of Rs. 100 for schools with an average daily attendance of 15–50 pupils, Rs. 150 for schools with average daily attendance of 50–75 pupils, and corresponding increase for every additional 25 pupils may be given towards the erection, enlargement or purchase of school buildings, provided that the total grant thus paid does not exceed Rs. 300 or two-thirds of the total expenditure by

the manager. Applications for grants exceeding Rs. 300 shall be under Article 495-500 of this Chapter.

(ii) Not more than one such grant shall be paid to any school within a period of 5 years.

(iii) Grants shall not be given for a building regarding which the Divisional Inspector has not been consulted and the plans and estimates approved by the Divisional Inspector prior to its erection, enlargement or purchase.

(iv) Before making payments the Divisional Inspector shall require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work and shall satisfy himself that the building is in accordance with the approved plan and estimate or is worth the amount claimed.

(v) Grants shall not ordinarily be given for buildings not completed within the time fixed in the order sanctioning the grant.

(vi) If a building for which a grant has been drawn prior to the lapse of five years from the date of payment of the grant has been diverted to other than educational purposes approved by the Divisional Inspector the management may be required to refund all or a portion of the grant paid for the building.

Article 521. These grants shall be sanctioned by the Director and paid on bills prepared in the prescribed form and countersigned by the Inspector.

Article 522. A list of building grants sanctioned by the Director shall be submitted to him by the Divisional Inspector for information in the month of Aban.

Grants for Furniture, Books and Appliances.

Article 523. *Application for aid.*— Applications for grants under this chapter shall be in the prescribed form (V given at the end of this chapter and shall be submitted to the Inspector

Article 524. *Object, proportion and conditions of aid* :— Grants towards the purchase of books of reference, library books, prize books, furniture and apparatus may be given by the Divisional Inspector not exceeding the scale sanctioned by Government for Shahi schools at the rate of Re. 1 for every pupil in average daily attendance during the year preceding the date of application.

(ii) In the case of school for backward classes grants may also be given for the purchase of class books and slates for pupils.

(iii) Such grants shall be given annually to any school and shall in no case exceed two-thirds of the total expenditure incurred by the manager on the objects.

(iv) The objects for which a grant is paid shall ordinarily be approved by the Divisional Inspector prior to manufacture or purchase and in no case shall grant be given for articles purchased or manufactured more than three months prior to the application for grant.

Article 525. The grant shall be drawn on a bill prepared in the prescribed form and countersigned by the Inspector.

SECTION IV.

Article 526. *Special schools* :—The amounts of grants-in-aid of these schools shall be fixed by the Government after a consideration of all the circumstances of the case. All applications for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions.

SECTION V.

Article 527. Grant-in-aid may be given to Managers of aided schools to meet the expenses of the deputation of their teachers to undergo a special course of training in any institution approved for the purpose by the Director. The amount paid as grant shall in no case exceed the total amount contributed by the management. Teachers on whose behalf such grants are sanctioned shall sign an agreement binding themselves to serve for at least three years in recognised schools after the special course of instruction is completed.

FORM I.

APPLICATION FOR AID.

Article 484.

Application for maintenance grants on behalf of Schools in Towns.

1. Name and Address of the School.
2. Society, Association or person owning the school.

3. Correspondent.
4. Forms and classes under instruction with strength of each.
5. Fees levied in each Form or Class.
6. Names of teachers with qualifications and monthly salary of each.
7. Amount of Tuitional expenditure during the official year preceding that in which the application for grant is made.
8. Amount of fee-income during the same period.
9. Amount contributed by management during the same period.
10. Amount which the management proposes to spend on the school yearly from its own funds exclusive of fee-income and grants-in-aid.

NOTE :—Amounts required for payment of scholarships or the board and lodging of pupils should not be included in the amounts entered under (9) and (10). The fee-income entered under (8) should not include fees for board and lodging of pupils.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of aid laid down in the grant-in-aid Code are being and will continue to be fully observed and that all rules prescribed by the Department which are applicable to the school are being and will continue to be fully observed ; 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 prescribed by the Department.

Station

Correspondent.

Date

FORM II.

FINANCIAL STATEMENT FOR USE IN SCHOOLS IN TOWNS.

ARTICLE 493.

Expenditure Side.

1. Item 1 should be supported by a separate statement showing the names of the teachers employed, their monthly salaries and the total salary paid to each.

2. Item 2 should be supported by a separate statement showing the designation of the servants, etc., their monthly salaries and the total salary paid to each.

3. Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs. 10.

School

.....
College.

Financial Statement for the year 19 .

Receipts	Expenditure
1. Income from endowments . .	1. Teaching staff.
2. Subscriptions and Donations .	2. Servants including writer.
3. Annual Receipt by fees	3. Rents.
(a) Ordinary.	4. Taxes.
(b) Special.	5. Ordinary repairs and upkeep.
4. Grants-in-aid received.	6. Contingencies.
(a) Maintenance.	7. Contribution to Reserve Fund.
(b) Building.	8. Scholarships.
(c) Furniture.	9. Prizes.
(d) Other Special Grants	10. New Buildings.
5. Miscellaneous Receipts.	11. Furniture.
	12. Science apparatus and materials.
	13. Other appliances for teaching.
	14. Library.
	15. Gymnasium and Games.
	16. Outlay not falling under the above heads.

Declaration :—On behalf of the management I hereby certify that the expenditure shown in the above statement under items 1-7 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 Rules.

Station

Correspondent.

Date

I hereby certify that the receipts and expenditure shown in the above statement have been verified by me and have been found correct.

Auditor.

FORM III.

Application for grant for school buildings. (Article 495)

1. Name of Institution
2. Society, Association or person owning the Institution
3. Correspondent
4. No. and Date of proceedings of memorandum recognising the school ..
5. (a) Number of forms or classes with average strength of each
- (b) Average daily attendance for year preceding date of application ..
6. Existing accommodation
 No. of rooms and size of each ..
7. Proposed additions ; No. of rooms and size of each
8. Estimated cost Rs. A. P.
9. Amount of grant applied for .. Rs. A. P.
10. Inspecting officer's remarks regarding accommodation in the last report of the school
11. Amount of building grants drawn by the school in previous years with No. and date of the order sanctioning the same.
12. Remarks (Necessity for the proposed accommodation).. ..

Declaration :—On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within twenty years ; that the conditions of aid laid down in the Grant-in-aid Rules are being and will continue to be fully observed and that all rules prescribed by the Department which are applicable to this school are being and will continue to be fully observed ; 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 provision of Rule 499 of the Grant-in-aid Rules in the event of the building being diverted prior to the lapse of twenty years after the date of payment of grant, to other than educational purposes approved by Government.

Station

Correspondent.

Date

NOTE :—The forms and classes for which the proposed accommodation is intended should be named in column 12.

FORM IV.

Form of completion certificate under Article 498.

(Name and Nature of work).

Certified that the above work which has been inspected by me personally, 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 affect the suitability of the building, and that, in my opinion, the deviations would have resulted in a saving an excess cost of Rs. ———— the sanctioned estimate.
under
above

Station

Signature.

Date

Designation of officer.

Countersigned.

Date

Director of Public Instruction.

FORM V.

Application for Grants for Furniture, Books, etc.

Name of Institution	Society Association or person owning the Institution	No. and date of the order recognising the school rules	Average daily attendance for year preceding the date of application	No. of books articles etc. required	Description of articles, books, etc. required	Total cost	Amount of grant applied for	IN THE CASE OF FURNITURE			Inspecting officers remarks regarding the supply of furniture in the last report on the school	Amount of furniture and other special grants drawn by the school in previous years with No. and date of the order sanctioning them	Remarks (necessity for the proposed supply)
								Forms or Classes for which the new furniture is required with average strength of each	Dimensions of each article	Total cost of one article			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Declaration :—On behalf of the management of the school, I hereby declare that the conditions of aid laid down in the Grant-in-aid Rules are being and will continue to be fully observed and that all rules prescribed by the Department which are applicable to this school are being and will continue to be fully observed ; 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 504 of the Grant-in-aid Rules in the event of the school being closed within five years from the date on which grant has been given.

Station

Date

Correspondent.

FORM VI.

*Application for admission to aid on behalf of a
Rural Tract School (Article 514).*

1. Division
2. District
3. Taluq
4. School and Locality
5. Society, Association or person owning the school
6. Correspondent
7. Names of teachers permanently employed on the staff, and their general and professional qualifications.
8. No. on rolls on the date of application

	Backward classes
	Boys Girls Boys Girls
	Infant Class
	First Class
	Second class
	Third class
	Fourth class
	Fifth class
	Sixth class
	Seventh class
9. Average daily attendance for the three months immediately preceding the date of application
10. Actual monthly salary of each member of the staff or if fixed salaries are not paid, approximate monthly cost of staff
11. Average monthly expenditure on servants, rent and contingencies

Servants	Rs.
Rent	
Contingencies	
12. Average monthly income from

(i) Fees	Rs.
(ii) Endowments and Miscellaneous sources	Rs.
	Endowments.
13. Remarks

Declaration :—On behalf of the management of the school, I hereby declare that the conditions of aid laid down in the Grant-in-aid Rules are being and will continue to be fully observed and that all rules prescribed by the Department which are applicable to this school are being and will continue to be fully observed 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

Manager or Correspondent.

FORM VII.

ARTICLE 514.

Maintenance Grants on behalf of Rural Tract Schools.
List of Rural Tract Schools in the Division admitted
to aid during Fasli.

Serial No.	Name and description of the school and locality	Society Association or person owning the school	Correspondent	Grant paid in previous years	Date fixed for annual inspection	Classes and total number of pupils
1	2	3	4	5	6	7

NOTE :—Schools should be arranged according to Taluqa. In each Taluq the names of schools already in receipt of aid should precede those to be admitted to aid for the first time.

Station

INSPECTOR OF SCHOOLS,

Date

Division.

Director of Public Instruction.

FORM VIII.

Rural Tract Schools. (Article 516)

Statement showing the teachers employed and the average attendance of pupils for the year ending.

1. Name and address of the school.
2. Serial Number in the list of aided schools.
3. Society, Association or person owning the school.
4. Correspondent.

5. Names of teachers, with qualifications and period of service during the year.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

6. Standards with average attendance in each.

Backward Class				No. presented for Examination			No. of Classes		
Boys	Girls	Boys	Girls	Boys	Girls	Backward Classes	Boys	Girls	Backward Classes
Infant Standard									
1st	„								
2nd	„								
3rd	„								
4th	„								
5th	„								
6th	„								
7th	„								

Declaration :—I declare that the above entries correctly represent the employment of teachers and the average attendance of pupils during the year ending.

Station

Date

Correspondent.

If any of the pupils belong to the backward classes or castes the following form should be filled up.

Name of the Class or Caste	No. of pupils on the rolls.

“ These entries are to be filled in on the day of inspection. Here enter the date of the annual inspection.

CHAPTER X.

Rules for the Text-book Committee.

Article 528. The Text-book Committee shall be an advisory body appointed for the following purposes :—

(a) To take into consideration such books as may be submitted to it by the Director and to advise it in regard to their suitability for the several classes and forms in schools of all grades in the Dominions, in accordance with the curricula from time to time prescribed for such standards and forms.

(b) To report on books other than text-books referred to it for opinion.

(c) To advise the Director as to the steps to be taken for the preparation and publication of new books when necessary.

(d) To help in forming, under the control of the Director—

1. an educational library containing copies of all books likely to suit the requirements of the schools in His Exalted Highness the Nizam's Dominions, and copies of works on the theory, the practice, and the history of Education ; and
2. an educational museum containing plans and models of school buildings and specimens of maps, diagrams, apparatus and appliances suitable for schools.

Article 529. The Text-book Committee in preparing its list of books shall endeavour to afford the school authorities as wide a choice of books as possible ; but the choice of the school authorities shall be limited to the lists prepared by the Committee and sanctioned by Government.

Article 530. The Committee shall consist of not more than 35 members in addition to the President and Secretary.

Article 531. The Director of Public Instruction shall be *ex-officio* President of the Committee and the Assistant in charge of the work of selection of books shall be *ex-officio* Secretary of the Committee.

Article 532. The members of the Committee shall on the recommendation of the Director be appointed by Government and shall ordinarily hold office for three years. A member leaving the Dominions for a period exceeding four months shall be considered to have permanently vacated his seat.

Article 533. The Committee shall, subject to these rules, have power to settle its own procedure. It shall also have power to consult specialists who are not members of the Committee.

Article 534. The Committee shall ordinarily exercise its functions through standing sub-committees as detailed below :—

1. English language and Literature.
2. Urdu do do
3. Persian and Arabic.
4. Marathi and Sanskrit.
5. Telugu and Canarese.
6. French and Latin.
7. History and Geography.
8. Mathematics.
9. Science including Natural History and Sanitation.
10. Domestic Economy.
11. Pedagogics and Kindergarten.
12. Drawing.

Article 535. Each sub-committee shall consist of 4 members (including the Chairman) who shall be selected by the Director, subject to the sanction of Government, from amongst the members of the Committee.

Article 536. Meetings of the Committee shall be convened by the President and of the sub-committees by their respective Chairman when he or they deem it necessary.

Article 537. Nine members of the Committee shall form a quorum. The quorum for a sub-committee shall not be less than two members of such sub-committee,

Article 538. The meetings of the Committee and of Sub-committees shall ordinarily be held at the office of the Director of Public Instruction.

Article 539. At all meetings of the Committee or of Sub-committees the President or the Chairman as the case may be, shall take the chair but in case of his absence the members present shall appoint a Chairman. All questions that may arise at meetings of the Committee or of Sub-committees shall be decided by a majority of the votes of those present. In the event of the votes, including that of the President or the Chairman, being equal, the President or the Chairman shall have a second or casting vote. Opinions of absent members may be submitted in writing but shall not count as votes except in the case of purdah-nasheen ladies.

Article 540. The Secretary shall give notice of the meetings of the Committee and of Sub-committees. He shall attend the meetings of the Committee, and whenever possible, the meetings of the Sub-committees.

Article 541. When referring the matter to the Books Committee the Director shall specify the Sub-committee by which it should be considered. The Secretary shall forthwith submit all such references to not less than two members of the Sub-committee.

Article 542. All such questions, as have been considered under Rule 541 shall be presented at meetings of the Sub-committees, for their collective opinion.

Article 543. The Secretary shall present the proceedings of the various Sub-committees to the Committee.

If the Committee accepts the report of the Sub-committee it shall forward it to the Director.

If the Committee does not accept the report of the Sub-committee, it shall return it for reconsideration.

The reconsidered report of the Sub-committee after it is approved by Government shall be binding on the general committee.

Article 544. Nothing in these rules shall prevent the Director from referring any matter direct to a Standing Sub-committee for report.

Article 545. When books are recommended for inclusion in the sanctioned list, those which are suitable as Text-books

shall be distinguished from those which may serve as prize books or which deserve a place in the School library or in the teachers' room. For this purpose the following tabular form shall be used :—

Whether suitable as a Text-book or Library book for Boys' Schools or Girls' Schools	The type of school for which the book is suitable as a Text-book ; whether High school, Middle school, Primary school, Training school for Ele. teachers, Training school for advanced teachers	The type of school for the library of which the book is suitable do	The type of school for the pupils of which the book is suitable as a Prize book do	Remarks
	Eng. High School Osmania ,, Middle School Primary ,, Training School			

Article 546. In the case of books rejected as unsuitable, some brief indication of the grounds on which the judgment has been formed shall be given under one or more of the following heads :—

- (1) Open to objection because inculcating disloyalty to His Exalted Highness the Nizam or disaffection towards the British Government or likely to create ill-will between the various Communities resident in His Exalted Highness' Dominions.
- (2) Subject matter undesirable from the point of view of good citizenship.
- (3) Subject matter badly arranged.
- (4) Method of treatment faulty.
- (5) Composition defective.
- (6) Language unsuitable.
- (7) In the case of Text-books.
 - a. Not adapted to local requirements.
 - b. Irrelevant to the prescribed school courses.
 - c. Too advanced for school courses.

- (8) Publisher's work defective in respect to
- a.* Composer's work.
 - b.* Quality of type.
 - c.* The quality of illustrations.
 - d.* Quality of paper.
 - e.* Quality of binding.

Article 547. Two copies of the Proceedings of every Committee Meeting shall be submitted to the Director of Public Instruction within two weeks after the meeting. One of these copies shall be forwarded by the Director to Government for information as soon as possible.

Article 548. The Director shall include an account of the work of the Committee in his Annual Report.

CHAPTER XI.

RULES RELATING TO EDUCATIONAL OFFICERS.

A.—Appointments.

Article 549. Appointments or promotions to posts the pay or maximum pay of which exceeds Rs. 200 per mensem are made by Government on the recommendation of the Director, while appointments to posts carrying salaries exceeding Rs. 90 but not exceeding Rs. 200 are made by the Director. The power of appointment or promotions to posts on lesser salaries has been delegated to officers immediately subordinate to the Director (*vide* Chapter II).

Article 550. Applications for appointments in the gift of Government and of the Director should be made to the Director. Applications for other appointments should be made to the officers having authority to make the appointments.

Article 551. Candidates already in Government service should submit their applications through their official superior.

Article 552. All applications should be submitted in the prescribed form (Appendix XXIX) and should be accompanied by copies of the candidates' diplomas and testimonials.

Article 553. Candidates for appointment in the Department should be "Mulki" and not more than 30 years of age. The sanction of Government is required for the appointment of a person who is not a "Mulki" as also for the appointment of one whose age exceeds the limit mentioned above. The Director has however as a temporary measure been authorised to exempt from the age limit rule those trained and certificated teachers in Local Funds Service who are in receipt of a salary of Rs. 15 or upwards and whom it is proposed to provide with posts in Government service in the re-organisation of Shahi Primary Schools.

Article 554. No dismissed employee of any Department in the State shall be re-employed in the Educational

Department without the sanction of the officer of the Department concerned who dismissed him.

Article 555. No European can be appointed to any post in the State until the sanction of the Hon'ble the Resident is obtained for the appointment. And whenever sanction to the entertainment of a European is applied for, the following particulars should be furnished :—

1. Name
2. Age
3. Nationality
4. Nature of proposed employment.
5. Qualifications.
6. Proposed salary, and pension if any.
7. Previous employment and salary.
8. Pension if any received from the British Government.
9. Reference if any.
10. Remarks

Article 556. (a) Officers exercising the power of appointment to posts in the Department should pay as much attention to the moral character of the candidates selected in each case as to his educational and other qualifications.

(b.) They are prohibited from appointing or promoting any relation or personal dependent of theirs without the sanction of the Director.

Article 557. In giving promotions, the following guiding principles should be kept in view :—

- (1) Promotions should as a rule be based on seniority in grade and efficiency in work.
- (2) No one is entitled to promotion to a vacant post unless he is qualified to fill the same, having regard to the requirements of the school or office in which the vacancy occurs.
- (3) Promotions involving a transfer to another school should as a rule not be given effect to in the middle of a term.
- (4) Vacancies in posts carrying a salary of Rs. 30 or less should ordinarily be filled up by persons residing in the same District, while posts carrying a higher salary should be open to all persons in the Dominions.

- (5) Trained teachers in Local Fund Schools should have preference over other candidates for appointments in Shahi Schools for which they are qualified.

Article 558. Officers appointed to administrative posts or to posts the duties of which include inspection should pass the language test required in each case under the rules contained in Section H of this Chapter.

Article 559. Nazirs should in addition to the language test prescribed for Inspecting Officers pass within two years of their appointment an examination in the following subjects :—

- (a) The Educational Code of His Exalted Highness the Nizam's Dominions (portions relating to Primary schools and duties and powers of Inspecting officers).
- (b) Principles of teaching.
- (c) Method of Inspection of schools.
- (d) H. C. S. Rules.

NOTE.—Such Nazirs as are already trained may be exempted from the subject mentioned in (b) Section 559.

Article 560. Officers appointed to posts the duties of which include teaching or inspection should have undergone a course of training in the science and art of teaching and if untrained, they should be sent for training as early as practicable.

Article 561. The Head Clerk (Serishtadar) of a District Inspector's office must furnish security of Rs. 1,000 and the Accountant (Mahasib) of the Divisional Inspector's Office a security of Rs. 1,000. He will also be required to execute a security bond in the prescribed form (Appendix XXX). If he fails to comply with the Rule, within six months of the date of his appointment, he should be removed from the post.

Article 562. Success in the undermentioned examinations should ordinarily be the minimum qualification required for posts and salaries specified below :—

Male Teachers.

- 150–200 M.A., M.Sc., or B.A. Trained or Moulvi Kamil.
- 110–150 B.A., or B.Sc., or Moulvi Fazil.

- 110-135 F.A. Trained.
 90-120 F.A. or F.Sc., or Munshi Fazil.
 55-80 Matric. Trained or Alim or Dabeer.
 40-65 Matric. or Munshi or Moulvi.

Female Teachers.

- 205-250 M.A., M.Sc., or B.A., Trained or Moulvi Kamil.
 150-200 B.A., or B.Sc. or Moulvi Fazil.
 110-150 F.A. or F.Sc. Trained.
 110-135 F.A. or F.Sc., or Munshi Fazil.
 90-120 Matric. Trained, or Munshi Alim or Dabeer.
 55-80 Matric. or H.S.L.C., or Munshi or Moulvi.

Drawing Masters.

- 40—60 Lower Group Certificate, Madras
 with T. T. Certificate, Madras.
 or Trained Teachers' Examination.
 Bombay.
- 60—90 Diploma Certificate, Madras, with
 Training Certificate, Madras, or
 Trained Masters' Certificate, Bom-
 bay.

Drill Masters.

- 30—40
 25—35

Article 563. Officers in the teaching line called upon to assist in Inspection work and Inspecting officers who teach, as also officers called upon to help in games to work on Committees or to conduct school examination, etc., are not entitled to any additional remuneration, such work being incidental to the ordinary duties of the members of the Educational Department.

Article 564. An officer who wishes to resign his post should submit his application to his immediate official, superior at least a month prior to the date from which he proposes to resign and should not be allowed to leave his post until he has received permission to do so.

B.—*Personal files of Officers.*

Article 565. Officers immediately subordinate to the Director should maintain personal files of all officers holding permanent appointments in their jurisdiction. The History sheet (in Form No. XXXI), should form the starting point in each file which should be sewn up in book form with blank pages for subsequent entries. All transfers, promotions, reductions or other punishments and orders containing censure or praise should be recorded therein from time to time, reference being given to the original proceedings.

Article 566. Inspectors will find it useful when touring to keep a rough confidential note-book, in which to record notes to be subsequently transcribed into their subordinate's personal files.

Article 567. Entries in these files should be made with care and consideration as they will remain a permanent record affecting the whole career of the officers concerned. The entries should ordinarily refer to the moral character and fitness of the officer for the work entrusted to him, his tact and temperament, organizing and administrative capacity, general and professional knowledge, linguistic attainments, and in the case of a touring officer his physical endurance and capacity for out door work.

C.—*Confidential Report.*

Article 568. All officers immediately subordinate to the Director are required to submit to him not later than the 15th Azur each year, a brief confidential report on the work and personal conduct of those of their subordinates whose appointment, promotion or punishment rests with the Director or the Government.

Article 569. The report should be drawn up under the headings given below, the remarks being entered by the reporting officer himself and in his own handwriting. The report should when complete be submitted to the Director by registered post :—

Name of Officer	Post held	Pay	Remarks regarding work and conduct
(1)	(2)	(3)	(4)

Article 570. The opinion recorded in these reports should be based on entries made from time to time in the personal files of the officers concerned and the reporting officer should be prepared if necessary to adduce sufficient evidence in support of his statements.

Article 571. The reporting officer should avoid all vague language and the favourable or unfavourable characteristics noted should be specified. In the case of a seriously adverse report it is desirable to illustrate briefly the traits unfavourably reported on.

Article 572. Capability for the higher work of the Department, combined with diligence, thoroughness and honesty are the guiding principles on which alone an officer should be recommended for special promotion.

Article 573. A subordinate officer is not entitled to see the confidential report on his work made by his superior. But if the report is unfavourable, the Director may exercise his judgment as regards the communication to the officer concerned of such part of the report as deals with remediable defects. Ordinarily this should be done wherever benefit may result from, or where fairness demands its communication.

D.—*Departmental punishment.*

Article 574. No orders shall be passed inflicting upon any servant of Government the punishment of dismissal or removal or, reduction to a lower grade of pay without a preliminary departmental enquiry which will include :—

- (1) The framing of specific charges in writing against the Government servant concerned, of which he should be furnished with a copy and which he should be called on to explain.
- (2) The recording of the evidence of witnesses examined, if any, (such examination should, if there be no special reason to the contrary be conducted in the presence of the accused, who, should be given an opportunity of questioning the witnesses. Except under very special circumstances, no pleader or agent should be allowed to appear, either on behalf of Government or the accused, before the officer who conducts the enquiry or before whom the appeal is submitted.)

- (3) A reasonable opportunity to the accused of adducing his defence, which should be reduced to writing, and a memorandum of the evidence of any witnesses adduced by the accused insofar as their evidence may be relevant to the charge against him.
- (4) A recital of the accused's previous character as recorded in his service book or office records.
- (5) A clear and definite finding upon each of the charges framed against the accused, and
- (6) a clear and definite finding as to the punishment to be inflicted.

Article 575. The record should be prepared as the case proceeds ; it is not to be written by a clerk after the case has been heard.

Article 576. When any orders of punishment have been passed the officer punished shall be entitled to receive a copy of the order of punishment free of cost, and may also be allowed to take a copy of the recorded evidence on which the decision was based.

Article 577. Findings and orders of punishment should be based upon facts and inferences appearing or deduced from records and the judgment should not contain confidential matters or deal with persons or topics not directly concerned with or at issue in the proceedings.

Article 578. The above instructions will not apply in the case of public servants :—

- (a) Who are judicially convicted of a criminal offence and are dismissed or otherwise punished solely with regard to the finding of the court, or
- (b) Who abscond with an accusation pending against them.

Article 579. The word " dismissal " is to be restricted to the case of an officer removed with disgrace. A dismissed officer may not be re-employed in the public service. In other cases, the word *removal* is to be used and it should be the penalty in all cases where it is thought not necessary to bar further employment under Government.

Article 580. The dismissal of public servants should be notified in the Gazette in the following cases :—*viz.*

- (i) When it is necessary to notify the public of the removal from service of an officer because

his appointment was previously gazetted or for any other cause, and

- (ii) When it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence such as fraud or falsification of accounts.

E.—Rules for appeals.

Article 581. With the exception of such employees as have been transferred or suspended in connection with an enquiry, all other employees who are departmentally punished shall have a right of presenting one appeal to the immediate superior officer subject to the following regulations.

- (a) An appeal shall be made within 60 days from the date of hearing or the date on which the order appealed against has been communicated or published.

- (b) The above period shall be calculated according to the Law of Limitation.

EXCEPTION.—1. These rules will not be applicable to the servants of the Police and Judicial Departments, as there are separate regulations framed for these Departments.

EXCEPTION :—2. No candidate, unless he be a paid probationer or a registered one by the order of Government shall have a right to appeal against another candidate in case the latter is appointed.

EXCEPTION :—3. No Government servant shall have a right to appeal except on special reasons against a candidate who has been appointed.

EXCEPTION :—4. Government employees, in inferior service will not be allowed to submit appeals under any circumstances to Government.

Article 582. An appeal shall neither be taken nor dealt with unless

- (a) it is submitted within the fixed period.
 (b) It is brief, clear, well-worded and neatly written, and
 (c) a copy of the order and papers concerned duly verified is attached.

Article 583. A joint appeal on behalf of many persons will not be accepted unless the facts mentioned therein are applicable to the case of each of the applicants individually.

Article 584. In cases of orders of punishments for which an appeal is not allowed, the Department may revise it

if it has reason to believe either by a petition or otherwise, that hardship or injustice has been done and may send for the file or the papers concerned. But when revision (Nigrani) is preferred by the party injured then it must be preferred within twenty days from the date on which the order has been communicated or published.

NOTE :—Government servants must bear in mind that if the facts mentioned in the appeal be false or based on some personal grudge, or be vindictive and the language be impertinent or against official etiquette, not only will such appeal be rejected, but some punishment will be imposed on them.

Article 585. Stamps worth annas three must be sent with the appeal so that the appellant may be informed in case the appeal is not accepted.

Article 586. In the cases of appeals submitted to Government or the Department concerned or in which Departmental enquiry is being made no pleaders as a general rule will be allowed to appear. But if the officer who hears the appeal or is making enquiries in the matter thinks that the presence of a pleader would help in deciding the case, he may allow him to appear and argue the case.

Article 587. In cases of suspensions and dismissals of the employees no permanent or temporary arrangements of these posts on full salary shall be made until the expiry of the period allowed for appeals or until the final decision if the appeal has been submitted.

Article 588. If the appeals be submitted according to rules 581, 582 and 583 a copy of it will be forwarded to the subordinate offices for submitting detailed report regarding the case. Service book and the files referred to in the appeal will also be called for.

Article 589. After receiving the report, files, etc., from the subordinate offices, if it appears that the appeal is *prima facie* worth consideration a date will be fixed and the appellant will be asked to present himself and submit his case. But if the appeal be against some other person, then the parties would be given full chance to appear in person and represent their cases except where the appellant or any of the parties might have explicitly stated to decide the case on the merits of the case.

Article 590. An officer before whom the appeal has been submitted will have a right to uphold, cancel or change the order against which the appeal has been made, but he

cannot enhance the punishment except in the case where the revision has been preferred.

Article 591. Applications for review (نظر ثانی) should be submitted within 30 days from the date on which the order has been communicated or published.

F.—Transfers.

The powers of transfer exercised by the several administrative officers of the Department are contained in Chapter II.

Article 592. Inferior servants should not be transferred save in exceptional cases and when there may be special reasons for the transfer.

Article 593. In the absence of any definite instructions to the contrary, an officer under orders of transfer should be relieved of his duties by his immediate superior within a week of the date of intimation. If in any case it is necessary to exceed the above limit a report of the fact should be made to the controlling officer and the probable date on which the officer under orders of transfer will be relieved should be stated.

Article 594. In all cases of transfer of charge, the relieving officer must carefully examine the registers and records and ascertain that they are complete and up-to-date. He should compare the furniture, appliances, books, registers, etc., of which he received charge with the lists kept in the office or institution. He should also see that all cash balances correspond with the entries in the cash book. The permanent advance if allowed should also be taken charge of. If he finds anything amiss he should state it in the report of his assumption of charge which should be signed both by the person giving and the person receiving charge.

Article 595. The act of transfer of charge should not however be unnecessarily prolonged as both the outgoing and incoming officers cannot simultaneously be considered to be on duty in the same office.

NOTE.—Reports of transfer of charge should be despatched immediately after the transfer is complete.

Article 596. If any member of the staff of a school or office be transferred to another in a different station the head of the school or offices should prepare his last pay certificate in

the prescribed form, and after getting it verified by the account office forward the same without delay to the Head of the school or office to which the transferee is proceeding. The officer's service book should also be written and verified up to the date of his quitting the last post and forwarded to his official superior in the new post.

Article 597. An officer transferred at his own request or as a punishment is not entitled to travelling allowance for the journey from one station to another.

Article 598. The following conditions should regulate the transfer of an officer in the Department to a different Government office or Department :—

- (1) An officer who wishes to get his services transferred to another office or Department should first obtain the consent of the authority who appointed him to his present post. If he takes up the new employment without such consent he commits a breach of discipline and is liable to be punished, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty.
- (2) In granting or withholding consent to the acceptance by a subordinate of other Government employment, the head of an office or department must consider whether the transfer will be consistent with the interests of the public service. Permission should not be refused, however, without strong reasons, which should be recorded in writing.
- (3) The Head of an office or Department should not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong, to another establishment without the previous consent of the Head of the office or Department in which he is employed. In rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on

consent being obtained at the earliest opportunity.

NOTE :—The foregoing rules equally apply to officers on leave, whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment other than work of a purely casual nature.

G.—Leave.

Article 599. Officers of the Department are required to submit their applications for leave, other than casual leave or leave on account of sudden illness in the prescribed form to their controlling officer at least two months before the date on which the leave is required. If the sanction of the Director or of Government is necessary the controlling officer must transmit the application to the Director with his recommendation without any unnecessary delay. Unless specified otherwise ordered leave must begin within a month from the date on which it is granted. In case it is not so taken, fresh sanction will have to be obtained.

NOTE :—An officer under orders of transfer must apply for leave (other than casual leave) to the authority ordering the transfer.

Article 600. An officer on long leave will not, without the sanction of the authority that grants the leave, be permitted to return to duty before the expiry thereof.

Article 601. Applications for extensions of leave should be made at least fifteen days before the expiry of the leave granted already.

Article 602. Applications for casual leave or for leaving headquarters during the authorized holidays or vacations should ordinarily be made at least a fortnight in advance and should specify the date on which the officer wishes to leave his station and the date on which he proposes, to return.

Article 603. The Director is the authority competent to grant casual leave or leave to quit headquarters during holidays to all officers immediately subordinate to him, *viz.*, the Deputy Director, Assistant Directors, Divisional Inspectors, Inspectress of Girls' schools, Principals of the Chaderghat and City High Schools, Principals of the Osmania University College for Women, Nampally and the Mahubia Girls' School, Warangal, Aurangabad, Gulburgah and the Training Colleges. The officers mentioned above are competent to grant casual leave or leave to quit head quarters during holidays to all officers subject to their control.

Article 604. No officer should absent himself from his duties without having first obtained permission from Government or the officer authorised by Government in this behalf.

Article 605. No officer is entitled to any pay or allowance for the time spent by him without proper authority beyond the limits of his jurisdiction.

Article 606. The time spent by an officer in attending a compulsory Departmental examination and in travelling to and from the examination centre should be considered as time spent on duty.

Article 607. In all cases where the period of absence on leave will exceed one week the applicant should report to the officer immediately superior to him his address during such absence.

Article 608. Casual leave is not recognised by the leave rules. Government will therefore make no arrangements to supply the place of officers absent on such leave, and will accept no responsibility for any inconvenience which may occur owing to such absence. The officer granting the leave and the officer taking it will be held responsible if the public service suffers in any way from the absence of an officer on casual leave.

Article 609. Not more than fifteen days' casual leave can be given to any officer in any one calendar year.

Article 610. Every officer who grants casual leave shall cause a register of such leave to be maintained in the prescribed form.

Article 611. (a) As per C. S. R. no right whatsoever for leave to a Head of an Institution, teacher or clerk shall arise in lieu of the work voluntarily performed by him during the vacation, until and unless he is detained from enjoying of the vacation under special orders, or sanction of the competent authority. Also no claim for privilege leave is admissible in the following cases :—

1. For remaining at the headquarters and doing ordinary administrative or office work during vacation.
2. For arranging the Library of a school or library register, or Scientific instruments, during vacation as this forms a part of the teachers' duty, which they should perform during the ordinary course of their service,

(b) In view of the above, the rules hereunder mentioned should be adhered to in future.

1. Only one teacher in a school may be detained from availing himself of the vacation for emergent work and his name should be communicated to the competent authority every year at least two months prior to the beginning of the vacation in order that his privilege leave may be reserved.
2. In schools where clerks are employed it is not necessary to detain a teacher from availing himself of the vacation ; only one clerk may be so detained and his name should be communicated to the competent authority every year at least two months prior to the beginning of the vacation in order that his privilege leave may be reserved.

NOTE :—In case all the clerks wish to take advantage of the vacation the Headmaster at his discretion can detain a teacher whose name should be communicated to the competent authority every year at least 2 months prior to the beginning of the vacation in order that his privilege leave may be reserved.

3. It is not desirable to detain a Headmaster, as a matter of course, from availing himself of the vacation for ordinary administrative work, but if for special reasons, the Headmaster concerned considers his presence as essential, he should state reasons and obtain permission of the competent authority two months prior to the beginning of the vacation to work during that period.

NOTE :—In case the Headmaster is allowed to work during the vacation, it is not desirable to detain any other teacher or clerk from taking advantage of the vacation.

H. Linguistic test for Departmental Officers.

SECTION I.

Article 612. The Commissioner for Government Examinations shall hold a Linguistic Test twice every year in Urdu, Telugu, Marathi and Canarese at a suitable time and place to be notified by him, two months before the date of Examination.

Article 613. Application for admission to the test should be made in the prescribed form (Appendix XXXII).

Article 614. The examination shall be of the same standard of difficulty as the second language test in the Departmental Examination but shall include an oral examination, in order to test the ability of the candidates as to whether they would be able to converse intelligibly with the parents or guardians of school children on ordinary school topics through the medium of the language of the examination whether they would be able to teach the 4th standard in that language.

Article 615. 40 per cent. of the total number of marks in each subject shall be required for a pass and 75 per cent. or an Honours certificate.

Article 616. Application for admission to the examination should be submitted to the office of the Commissioner of Government Examinations at least a month before the date of examination.

Article 617. No one shall ordinarily be appointed as a teacher or Headmaster in a High or Middle school who has not passed an examination in Urdu equivalent to the one prescribed in Article 614. Every person in whose case this restriction is or has been waived for any special reason at the time of appointment shall pass the Departmental examination in Urdu within two years of his first appointment to the Department. The appointment shall in every case be held to be conditional on his passing this test.

Article 618. No one shall be appointed as a Headmaster of a Primary school who does not possess a knowledge of Urdu equal to the second language test in the Upper Primary examination or of the local language of the place where he is appointed.

Article 619. No one shall be appointed an Inspecting Officer or to any clerical post in the Department who does not possess a knowledge of Urdu of the standard prescribed in Article 614, and, in addition, is not able to read Urdu office records with perfect ease and fluency.

Article 620. Rules 617, 618, and 619 shall not apply to persons whose mother-tongue is Urdu except where the Director thinks that their knowledge of Urdu is not equal to the standard prescribed in Article 614.

Article 621. In considering the question of promotion other things being equal, preference shall be given to the

officer who knows more languages useful to the post in question.

Article 622. The following fees will be charged for admission to the examination from officers of the Educational Department whose salary is :—

	Rs.
Upto Rs. 50	12
Exceeds	
Rs. 50 but not Rs. 100	15
Exceeds Rs. 100	20

From private candidates :—

	O.S. Rs.
Primary passed 5
Middle 14
Matriculates 14
Intermediates 20
Graduates 25

Article 623. Nazirs will be appointed with the condition that they should pass the Nizarat and Zabandani examinations within three years from the date of their appointments to such post. They will not be confirmed before they pass these examinations. Failure to pass the examinations within the fixed period (of 3 years) shall deprive them of their posts.

Article 624. The grade increments of Nazirs for the first time may be issued by the Director of Public Instruction, once only, irrespective of their passing the Nizarat and Zabandani examinations on the recommendations of the Inspectors and Divisional Inspectors concerned, in consideration of their efficient and good work, provided such increment falls due within three years of their appointment to this post.

NOTE :—The grade-increments of the Nazirs, who have already served in this capacity for a period of three years or more, shall not be issued unless they pass the Zabandani and Nizarat examinations.

Article 625. Nazirs who have served for twenty years, may be exempted, with the sanction of the D. P. I., from Nizarat and Zabandani examinations, if their work has been appreciable and satisfactory.

Article 626. No arrears on account of grade-increments, withheld prior to passing of the Nizarat and Zabandani examinations, will be paid after passing these examinations.

Article 627. Intermediates and Matriculates of the Osmania University will be exempted from the passing of the Zabandani examination.

SECTION II.

Article 628. All gazetted officers of the Department in the grade of Rs. 250-400 and 300-500. shall be required to qualify themselves in at least one of the following languages, as determined by the Director of Public Instruction within two years of their appointment *viz.*, Canarese, Telugu or Mahrati.

Article 629. Fees charged from Nazirs, irrespective of their grades would be Rs. 12.

Article 630. The standard of the examination shall be the same as that laid down for language examinations in Article 614 Part I of this chapter.

Article 631. The language selected for the examination shall generally be the vernacular of the district in which the officer is serving at the time.

Article 632. If a gazetted officer does not pass the language test by the end of 2 years from the date of his appointment, he shall not be given the grade increment for the 2nd year. Grade increments not issued owing to his failure to pass the examination shall neither be issued after his passing the examination nor be counted towards the fixing of his salary. Besides he will not be made permanent until he passes the examination.

Article 633. Government reserve to themselves the power to revert or dispense with the services of such gazetted officers of the Department who are in the grade of 250-400 or 300-500 and who do not qualify themselves by passing the test within 5 years of their appointment.

Article 634. Officers whose mother-tongue is Telugu-Mahrati, or Canarese may be declared qualified in those Vernaculars by the Director of Public Instruction provided they are posted to a circle in which that Vernacular is generally spoken.

Article 635. Officers who are over 45 years of age at the time of their appointment shall be exempted from the operation of these Rules.

I.—*Maintenance of Service Registers.*

Article 636. Heads of offices and institutions should see to the correct maintenance of the service books of themselves if they are not gazetted officers and of their staff. It should however be impressed on all subordinates that the primary responsibility for the maintenance of their service registers up-to-date devolves on the persons concerned

Article 637. If the service book of an officer holding a permanent appointment in the Department is not written up within three months of his confirmation in the post a fourth of his salary will be withheld until the service book is prepared.

Article 638. The officers mentioned below are authorised to attest entries in service Registers of the subordinates named against them:—

1. Deputy Director and Assistants to Director, Non-gazetted members of the Director's office establishment.
2. Divisional Inspectors. Headmasters, teachers in non-gazetted line and inferior servants of High and Middle schools in their jurisdiction and the members of their office establishment.
3. Inspectress of Teachers and others in non-gazetted Girls' schools. line employed in schools that are subject to her control and members of her office establishment.
4. District Inspectors of Headmasters, teachers and inferior servants of Primary schools in their schools and jurisdiction and members of their office Asst. Divisional establishment.
Inspector, Balda
5. Headmasters Their assistants and members of drawing sala- their office establishment.
ries of Rs. 250
and above.

Article 639. The service book of every officer should be in the custody of his immediate superior.

J.—Personal conduct of Officers of the Department.

Article. 640. Officers of the Department will in common with other officers in Government service be subject to the rules relating to the personal conduct of public servants which may from time to time be laid down by Government.

Article. 641. No Officer of the Department can engage in any trade or other private occupation or employment which will interfere with the discharge of his legitimate duties, neither can he without the sanction of Government in writing conduct a newspaper or periodical in the capacity of sole or part proprietor, nor become the editor or manager of a newspaper or periodical. The sanction referred to will be granted only if the object of the newspaper or periodical is the publication of subject matter which is not of a political nature but is of a scientific or literary character. Government reserves to itself the power to revoke such sanction whenever it thinks necessary to do so.

NOTE :—The above rule will not however apply to an officer undertaking occasional work of a literary or artistic character provided that in the opinion of Government his public duty does not suffer thereby.

Article. 642. Officers of the Department should not without obtaining the previous sanction of Government in writing publish any official papers or documents or other information which may come into their possession or knowledge in their official capacity.

Article 643. (1) A teacher may do private tuition for only two hours daily, provided that his school work is not affected thereby.

(2) No teacher shall coach a student or students, privately, in the subject or subjects which he teaches them at school.

(3) Private tuition must be done only after school hours. Private coaching in the morning should not be allowed in order that the teachers may be quite fresh when they come to school.

(4) Private coaching in the school or other building is objectionable except when it does not interfere with the usual school work.

(5) Headmasters of High Schools, desirous of doing private tuition, must obtain the Director of Public Instruction's permission beforehand.

(6) Headmasters of Middle Schools, and Assistants of High and Middle Schools should obtain permission of the Divisional Inspectors concerned.

(7) Assistants of High and Training Schools, *i. e.* City Chaderghat, Aurangabad, Warangal, Gulburgah and Training Colleges, Mahbubia Girls' School and Nampally Osmania University College for Women, should obtain permission from their respective Principals.

(8) Headmasters and Assistants of Primary schools will obtain permission from the Inspectors concerned.

(9) Inspecting officers will make special notes in their reports as to whether or not these rules are strictly followed.

Article 644. Inspecting officers and teachers should abstain from taking part in local dissensions or party politics. They should not draft or copy documents, for private persons nor affix their signatures to them as witness.

Article 645. Inspecting officers and members of their staff are prohibited from accepting the hospitality of schoolmasters.

CHAPTER XII.

DEPARTMENTAL PROCEDURE AND ROUTINE.

SECTION I.

FINANCE AND ACCOUNTS.

(A) *Budgets.*

Article 646. Officers immediately subordinate to the Director should submit to him not later than the third week of Farwardi every year, the budgets for offices and institutions of the several Ilakas under their control *viz.*,

- (a) Diwani Shahi budget (Receipts and charges of Shahi institutions and Shahi grants to Aided schools).
- (b) Sarf-i-Khas Mubarak Shahi.
- (c) Sarf-i-Khas Mubarak Shahi institutions under Diwani Management.

Article 647. With a view to the punctual preparation of the estimates, Divisional Inspectors should arrange to receive from the subordinate offices and institutions not later than 1st Isfandar the figures required for their budget statements.

Article 648. No amount for which sanction has not been obtained should be included in the budget, and any variations between the new budget and that for the preceding year should be supported by reference to the order sanctioning the charge or by a note to the effect that an officer has been promoted or become entitled to an increment or such other brief explanations as may be required.

NOTE :—The salaries of officers should be entered in the budget at the rate which the officers will draw on the first day of the year for which the budget is framed.

Article 649. On receipt of the budget from subordinate officers the Director should cause a consolidated Depart-

mental budget to be prepared adding thereto his estimates under the head "Direction," "Government Examination" and the "School Leaving Certificate Board" and enter the totals of the different fluctuating charges and the amounts for which sanction has previously been obtained.

Article 650. When the budget has been thus prepared the estimates for all Ilakhas should be submitted to the Secretary to Government in the Department mentioned below and a copy sent at the same time to the Accountant-General concerned in the month of Khurdad.

- | | |
|---|---|
| a. Diwani Shahi Ilakhas. | Secretary, Education Dept. and Accountant-General (Civil). |
| b. Sarf-i-khas Mubarak Shahi. | Secretary, Sarf-i-khas Mubarak and Accountant-General, (Sarf-i Khas Mubarak.) |
| c. Sarf-i-khas Mubarak Shahi under Diwani management. | Secretary, Education Dept. and Accountant-General (Civil). |

Article 651. All variations from the budget of the preceding year should be explained as briefly as possible in each copy. The copy sent to the Accountant-General should at the same time be accompanied by statements showing the distribution, district by district, of the receipts and charges included in the budget.

Article 652. On receiving back from Government the Departmental budgets as sanctioned by Government the Director should distribute among the various districts the allotments sanctioned and communicate the detailed budget to the officers concerned as well as to the Accountant-General.

Article 653. Immediately on receipt of the sanctioned budget each controlling officer should compare it with the last year's figures and with the figures entered by him in the budget submitted to the Director of Public Instruction and take the necessary steps in connection with items that have increased or decreased. Steps should immediately be taken to ensure prompt appropriation of the funds set apart for specific purposes.

Article 654. If any controlling officer finds that any allotment under his charge is not likely to be spent in the

year he should immediately report the fact to the Director so that the amount may be allotted to another district or office.

Article 655. No money should be drawn from the treasury unless it is required for immediate disbursement.

Article 656. In special cases however when it is certain that the money drawn will be expended within a specified period and it is considered necessary in the public interests the money should be drawn in advance with the permission of the competent authority provided the officer who draws the sum certifies that accounts will be furnished by a specified date. The officer making this declaration is bound to see that the accounts are furnished by the date promised.

Article 657. Heads of offices and institutions are allowed to draw from the treasury upto the limit of the permanent advance sanctioned by Government in each case, such sums as they require for urgent payment. For sums so drawn they shall be personally responsible. When an officer holding a permanent advance hands over charge of his office to another, he should deliver to his successor the amount of the permanent advance in his possession or vouchers for such portion of it as has been expended.

B.—Accounts in Government Institutions.

Article 658. The Head of every Government institution is responsible for all Government or other money which may pass through his hands.

Article 659. All accounts, in Government institutions should be checked by inspecting officers during their visits to such institutions.

Article 660. All sums drawn on establishment bills for the payment of salaries should be disbursed if possible on the same day and the payee's signature taken in the acquittance roll.

Article 661. All undisbursed amounts should remain with the Head of the office until disbursed. If however, the payee does not present himself before the preparation of the pay bill for the month the amount drawn for him should ordinarily be refunded by short-drawal in the next bill. His salary can be drawn anew when he presents himself to receive it.

Article 662. The pay of an employee who is prevented by any cause from receiving it in person may be paid to anyone duly authorised to receive it. The written authority thereof must be filed and the signature of the recipient taken on the acquittance roll.

Article 663. All scholarships should be drawn on establishment bill forms or any other form that the Account Department may prescribe and the amount so drawn should be treated in the same way as salaries regarding disbursement.

Article 664. All fees, fines, etc., collected in any institution should wherever possible be remitted into the Treasury *once every week* but in the case of institutions situated at a considerable distance from the treasury remissions should be made at least *once every month*.

Article 665. Subscriptions for games' funds or students clubs should be entered in a separate book, which should also contain a record of all expenditure out of these collections. The receipts and expenditure should also be entered in the general cash book of the institution. The account should be scrutinized by Inspecting officers at their visits.

Article 666. For the proper maintenance of accounts the general cash book and ledger should be very carefully written up and the receipts and disbursements under each head daily recorded. Entries in it should be checked on every day of transaction by reference to the following registers and other vouchers.

- | | |
|-------------------------------------|---|
| (1) Admission register | As to fees of newly admitted pupils. |
| (2) Attendance and fee register. | In regard to ordinary and arrears of fees and fines paid by students. |
| (3) Acquittance roll. | For salaries and scholarships disbursed. |
| (4) Contingent and other registers. | |

SECTION II.

CORRESPONDENCE. REPORTS AND RETURNS.

A. CORRESPONDENCE.

(1) *General rules.*

Article 667. All official papers are confidential. For the sake of convenience, however, only papers in respect of

which, special precautions are necessary are marked "Raz" (confidential) and ordinarily referred to as such.

Article 668. Official papers are privileged documents to copies of which no person has any claim whatever. Should it be desirable to grant a copy of a letter or of an extract from a letter forming part of correspondence with a superior officer reference should in every case be made to the superior officer for permission.

Article 669. Only the substance of a decision affecting an individual personally may be communicated to him with such a statement of reasons as may be necessary for his information and expedient in the circumstances of the cases.

Article 670. When concessions inadmissible under the rules are recommended, no information as regards such recommendation may be given to the party concerned until final orders are passed.

Article 671. When any correspondence contains recommendations for the grant of rewards, aid to schools, etc., and the grant has been sanctioned only in part, a copy of only the final order and of that only so much as relates to the sanction should be given. It may, however, in some cases be necessary to give also an extract from the letter requesting sanction.

Article 672. All official communications from a subordinate officer of the Department to his controlling officer or to the Director must be addressed through his immediate superior.

Article 673. All reports should be self-contained *i.e.*, a report should not merely consist of an enclosure and comments thereon but should give in itself a complete account of the matter on which a report has been called for.

Article 674. All references from superior officers and from other departments must as a rule be answered within a fortnight from the date of receipt. If the reply is delayed longer than a fortnight the cause of delay should be intimated to the office which made the reference stating at the same time the probable date about which the reply will be sent.

Article 675. No officer of the Department is permitted to send any application or hold correspondence with another department, except through the Director. This however

does not preclude the Inspecting officer or the Headmaster of a school writing to other Local, District officers Accountant-General on matters of official routine.

(ii) *Detailed rules.*

Article 676. The language to be used in ordinary official correspondence shall be Urdu, but when the writer is a European officer, the letter may be written in English on one-half of the page and an Urdu translation thereof furnished on the other half.

Article 677. An official letter should deal with only one subject matter. If more than one case is dealt with in a single letter embarrassment is caused to the receiving office in the matter of filing.

Article 678. It should be as brief as is consistent with clearness and completeness and its style should be simple but free from slang and colloquialisms. Pedantic Arabic and Persian phrases and unfamiliar English expressions should be avoided as they obscure the meaning of the writer.

Article 679. When sanction to any proposal or expenditure is asked for the rule or special order requiring such sanction should be quoted.

Article 680. Every case requiring action reported to a superior officer should be accompanied by a definite recommendation from the forwarding officer.

Article 681. When a proposal which is contrary to the existing rules or orders is made, this fact should be specially mentioned in the letter, together with the reasons for deviating from the existing rules.

Article 682. It is unnecessary to send any covering letter with bills and returns.

Article 683. Any communications received from any student or pupil of an educational institution in the State which has not been sent through the Head of that Institution should at once be returned through the Principal or the Headmaster. Communications received from parents or guardians must invariably receive consideration.

Article 684. An official letter even when addressed by a superior to a subordinate officer should be courteous in tone.

Article 685. A brief but accurate indication of the subject (mukaddama) dealt with should be given on the left half margin immediately above the text of the letter.

Article 686. The letter should be divided into paragraphs where necessary and each paragraph should be clearly numbered on the margin.

Article 687. The first paragraph should refer to the number and date of the last communication on the subject.

Article 688. The number of enclosures attached to a letter should be noted on the left hand corner.

Article 689. Official letters should be written or typed in a neat and legible hand on paper 13×8 " in size; but reminders may however be written or typed on paper $8 \times 6\frac{1}{2}$ " in size. A margin of $\frac{3}{4}$ an inch should be left on the right and left side and of an inch at the top and at the bottom.

Article 690. Printed forms of letters should be used as far as possible.

Article 691. Reminders from a superior to a subordinate office should as a rule be sent at intervals of two weeks and from a subordinate to superior office at intervals of four weeks.

(iii) *Demi-official correspondence.*

Article 692. The commonest use of demi-official correspondence is to supplement or explain matter to which reference has been made officially. Demi-official correspondence may also be used in case of extreme secrecy, and in certain classes of personal questions and occasionally in cases of great urgency to save time.

Article 693. When instructions which should be preserved on record have been given in the first instance demi-officially, they should be supplemented by an official letter. Similarly when a demi-official letter has been used instead of an official letter because of the urgency of the case, a supplementary official communication (which may be very brief) should invariably be sent.

Article 694. Personal discussion and Demi-official correspondence should not be quoted or directly referred to in official correspondence.

All demi-official correspondence should be treated as urgent.

B.—Reports and returns.

Article 695. The punctual submission of periodical reports and returns is a matter to which the attention of the Head of every office and institution should be especially directed. A list of the reports and returns which Educational officers have to deal with and of the dates when they are due is contained in Appendix III.

Article 696. Every report or return submitted after the due date should be accompanied by an explanation as to the cause of delay.

Article 697. The monthly returns and reports of schools received should be duly reviewed, the attendance of pupils and the account of receipts and expenditure checked and such instructions as may be necessary issued to the schools concerned.

Article 698. The Director's annual report on Public Instruction should reach Government not later than the end of Farwardi. For the compilation thereof, each of the officers mentioned below is required to submit a brief progress report on institutions which are subject to his control :—

1. Divisional Inspectors of Schools
2. Inspectress of Girls' schools.
3. District Inspectors of schools.
4. Chief Inspector of Physical Education and Organising Commissioner of Boy Scouts.
5. Principals of Colleges.
6. Lady Trainer, Girls' Guides.
7. Principals of institutions under the direct control of the Director.

Article 699. The reports should reach the Director not later than the end of Dai and may be written either in English or in Urdu. They should be divided into chapters similar to those into which the latest report on Public Instruction is divided.

Article 700. When any chapter deals with matters on which the reporting officer has nothing to say the heading should be entered and the word "Nil" placed below it.

Article 701. In connection with the several classes of grades of institutions specific information should be furnished

as to the nature of their organisation, their equipment and their requirements and the improvements if any effected during the period under report.

Article 702. In regard to the education of particular classes or communities it is desirable to notice the circumstances which advance or retard their progress.

Article 703. It would also be useful to remark generally on the work of teachers sent out from the training school from time to time.

Article 704. In commenting on any changes which may have occurred during the year, the circumstances which contributed to the change should also be clearly indicated.

Article 705. The undermentioned officers are required to submit to the Director not later than the dates given below the annual returns specified against each :—

- | | | | |
|--|---|---|---|
| | } | (1) One consolidated Statement (Table A) giving numerical and Financial Statistics of all schools under the officer's control. | |
| 1. Divisional Inspectors of schools. | | } | (2) Statement of work done by inspecting officers (Return No. IX). |
| 2. Inspectress of Girls' schools. | | | (3) Statement of actual cost of the inspecting officer and his establishment (Return No. X). End of Azur. |
| | | | (4) Annual Report 15th Bahman. |
| 3. District Inspectors of schools. | } | 1. Returns Nos. 1 to 19 for schools in each district. End of Azur. | |
| | | | 2. Annual Report. End of Dai. |
| 4. Principals of Colleges & institutions under the direct control of the Director. | } | 1. Table (A) giving Numerical and Financial statistics of the Institution. End of Azur. | |
| | | | 2. Annual Report. End of Dai. |
| 5. Heads of High, Middle and Training schools. | } | 1. Table (A) giving Numerical and Financial statistics of the Institution, one copy to the D. P. I. and a duplicate to the Inspecting officer concerned. End of Azur. | |
| | | | 2. Annual Reports. End of Dai. |

NOTE :—(1) Forms for preparing the above mentioned tables and annual returns will be supplied by the Director's office to the officers concerned not later than the 30th Meher each year.

Article 706. With a view to the early consolidation and punctual submission of the returns, the Inspecting officers mentioned above should issue instructions to the institutions under their control to furnish their statistics by a specified date.

Article 707. The following instructions should be noted for guidance in preparing the returns.

(1) The expenditure incurred by the P. W. D. on educational buildings is ascertained from that Department by the Director and incorporated in the returns concerned and need not be included in the returns submitted by subordinate officers.

(2) The cost of educating a pupil should be obtained by dividing the net cost on any institution or class of institutions by the average number of pupils on the rolls during the year.

(3) The population of school going-age in any local area is reckoned at 15 per cent. of the total population of that area.

(4) In filling up general table No. 1 if there are any entries under the head "Private indigenous Institutions" the number of such schools of each class for boys and girls should be shown separately, with the number of pupils attending them.

(5) In tables Nos. VI and IX detailed figures under the head "inspection" are not required, but only the total expenditure for each district including that on account of the Nazirs. These entries should agree with the totals in table No. X.

SECTION III.

Miscellaneous.

(A) Registers and records to be maintained in offices and institutions in the Educational Department.

Article 708. In Government schools the following registers should be kept in addition to the registers prescribed in the chapters relating to the different classes of institutions :—

1. Inward Register (Appendix XXXIII).
2. Outward Register (Appendix XXXIV).

3. Despatch Book (Appendix XXXV).
4. Service Stamps Book (Appendix XXIV).
5. File index Register in the prescribed form (Appendix XXXVI).
6. File and Index of circulars received.
7. Register of Service Books (Appendix XXXVII).
8. Register of menials' service (Appendix XXXVIII).
9. Register of new sanctions to be included in the budget (Appendix XXXIX).
10. Permanent advance account (Appendix XL) in case the institution has a permanent advance.
11. A register of expenditure of grants included in the budget XLI.
12. Stock registers (Appendix XXVI).

Article 709. The following registers should be kept in the offices of District and Divisional Inspectors.

1. Inward Register (Appendix XXXIII).
2. Outward Register (Appendix XXXIV).
3. Despatch Book (Appendix XXXV).
4. Service Stamps Account (Appendix XXIV).
5. File Index register in the prescribed form (Appendix XXXVI).
6. Record Room Register (Appendix XLII).
7. Office copy of pay-bill.
8. Acquittance roll (Appendix XIV).
9. Cash Book (Appendix XVII).
10. A ledger (Khata) (Appendix XVIII).
11. Permanent Advance Account (Appendix XL).
12. Register of printed forms (Appendix XLIII).
13. Stock Register (Appendix XXVI).
14. Register of school equipment for the District (Appendix XXI).
15. Attendance register of office staff. (Appendix XLIV).
16. Office Order Book.
17. Abstract of monthly returns.
18. File of circulars received with index.

19. File of circulars issued with index.
20. Register of accepted applications for employment (Appendix XLV).
21. Civil list in the prescribed form (Appendix XLVI) A. & B.
22. Detailed Schools List by Taluk (Appendix XLVII)
23. Catalogue of books, etc., received in the library (Appendix XXII).
24. Register of books, etc., issued from the library (Appendix XXIII).
25. Register of Service books (Appendix XXXVII).
26. Register of menials' service (Appendix XXXVIII).
27. Register of new sanctions to be included in the budget (Appendix XXXIX).
28. Register of budget grants and expenditure (Appendix XLI).
29. Register of school-buildings (Appendix XLVIII).
30. Register of sanctioned grants-in-aid (Appendix XLIX).
31. Register of extensions granted (Appendix L).
32. Register of indentments and bills received in or submitted by the Inspector's office (Appendix LI).
33. Register of distribution of stationery. (LII)

Article 710. The registers kept in the office of the Director of Public Instruction are the following :—

1. Inward Register (Appendix XXXIII).
2. Outward Register (Appendix XXXIV).
3. Despatch Book (Appendix XXXV).
4. Service Stamps Account (Appendix XXIV).
5. File Register (Appendix XXXVI).
6. Register of delivery and receipt of files (Appendix LIII).
7. Record Room Register (Appendix XLII).
8. Office copy of pay-bills.
9. Acquittance roll (Appendix XIV).
10. Cash Book (Appendix XVII).
11. A ledger (Khata) (Appendix XVIII).

12. Permanent advance account (Appendix XL).
13. Register of distribution of stationery (Appendix LI).
14. Account of receipts and expenditure of articles of stationery (Appendix XVI).
15. Register of printed forms (Appendix XLIII).
16. Stock Register of furniture and equipment (Appendix XXVI).
17. Attendance register of office staff (Appendix XLIV).
18. Office Order Book.
19. File of circulars received with index.
20. File of circulars issued with index.
21. Departmental Civil List (Appendix XLVI).
22. Catalogue of books, etc., in the library (Appendix XXII).
23. Register of books, etc., issued from the library (Appendix XXIII).
24. Register of service books (Appendix XXXVII).
25. Register of menials' service (Appendix XXXVIII).
26. Register of items to be newly included in the next year's budget (Appendix XXXIX).
27. Register of budget grants and expenditure (Appendix XLI).
28. Register of School-buildings (Appendix XLVIII).
29. Register of sanctioned grants-in-aid to schools (Appendix XLIX).
30. Register of extensions of service granted to departmental officers (Appendix L).
31. Register of pensions and gratuity sanctioned by Government (Appendix LIV).
32. Register of indents and bills received for sanction (Appendix LI).

B. Gazette Notifications and Press Notes.

Article 711. The following officers are authorised to publish departmental notifications in the Government Gazette :-

1. The Director of Public Instruction.
2. The Secretary to the Commissioner for Government Examinations.

3. District and Divisional Inspectors of schools and the Inspectress of Girls' schools
4. Principals of Government colleges.

Article 712. Press notes :—

Press notes may be furnished by the Director's office in regard to the following :—

1. Appointments on salaries exceeding Rs. 90 per mensem.
2. Sanctions for fresh grant-in-aid.
3. The offer of scholarships of an important or unusual character.

C. Rules relating to tents.

Article 713. When new tents are to be purchased for any office in a particular year an application should be made in the previous year so as to reach the Finance Office not later than the 15th Amerdad, for the inclusion of the cost thereof in the next year's budget, and with every such application a certificate must be submitted in the form prescribed in Finance Department, Circular No. 38, dated 31st Sherewar 1316 Fasli. This certificate should clearly state the condition in which the old tents are and must be countersigned by the 1st Talukdar of the District and two other Gazetted officers. As a rule tents should last for eight years. But if by some cause any tent becomes un-serviceable within this period, satisfactory reasons therefor should be given.

Article 714. Repairs to tents costing more than Rs. 50 should be done in a Government jail, but petty repairs costing not more than Rs. 50 may be carried out by Departmental officers under their own supervision (Finance Department Circular No. 3, dated 20th Farwardi 1321 Fasli).

D. Rules relating to the destruction of un-serviceable records.

Article 715. The work of the destruction of un-serviceable records should be taken up every year in the month of Farwardi.

Article 716. This work of destruction in the office of the Director should be carried out under the superintendence of an assistant to the Director of Public Instruction or the

office Superintendent, as the Director may choose. In case of Divisional Inspectors and District Inspectors' offices, the work of destruction should be done under the superintendence of the Serishtadar.

Article 717. Before the destruction of the records, the Superintending officer should satisfy himself that all used stamps have been mutilated and if not, he should see them mutilated in his presence.

Article 718. All papers other than used stamps should be torn to pieces and used stamps should be burnt.

Article 719. After destruction in this manner the records of the offices situated at Hyderabad should be sent to the office of the Sadarat-ul-Alia and of those situated in the Districts to the 1st Talukdars.

Article 720. All unserviceable papers as shown below should be removed from the files and destroyed.

1. Reminders.
2. Letters calling for files, etc.,

Article 721. Period of preservation of records.—The following records should be preserved permanently :—

1. Kirdis or cash books of receipts and expenditures and pay-bills.
2. Files in which administrative powers have been delegated to officers of the Department.
3. Files containing circulars, resolutions and general orders issued by this office and by Governmnet ; also file books of such circulars.
4. Files relating to departmental Administration Reports.
5. Files relating to Budgets.
6. Files containing sanction for the preparation of office seals and peons' badges.
7. Files relating to the construction and repairs of Government buildings.
8. Files dealing with the award of Asiatic and Foreign Scholarships.
9. Register of appointments.
10. All registers of the record branch and the inward and outward diaries.

11. Civil list of teachers and other official of the Department.
12. Register of furniture and other articles.
13. Register of new schools and of new items of expenditure sanctioned by Government.
14. Files containing sanction for grants-in-aid.
15. Bound files of the Government Gazette.
16. Files containing Firman-i-Mubarak.
- 17 Do sanction of house rent.

Article 722. The following papers should be preserved for 50 years :—

1. Files containing correspondence regarding the verification of service Books.
2. Files relating to all kinds of leave sanctioned other than casual.
3. Files relating to Government and Departmental Examinations.
4. Files in which amounts for the purchase of furniture and educational apparatus, etc., have been distributed.

Article 723. The following papers should be preserved for 12 years :—

1. Files relating to sanction of expenditure, not within the powers of the subordinate officers.
2. Files containing sanction for pensions and gratuity.
3. Files relating to the inspection of subordinate offices.

Article 724. The following papers should be preserved for 6 years :—

1. Contingency and extra contingency accounts and register of distribution of stationery.
2. Inspection reports of Secondary, Training and Special and Shahi Primary schools.

Article 725. The following papers should be preserved for 3 years :—

1. Travelling allowance bills.
2. Tour programmes of inspecting officers.
3. Diaries of Inspecting officers.
4. Register of applicants.

5. All such files for the destruction of which no period has been fixed and which do not relate to the rights and liability of any person and which are not likely to be required for any administrative purpose.
6. Register of records transferred from one branch to another.
7. Register of attendance of staff.
8. Holidays for epidemics.
9. Reports on L. F. and Aided Primary schools.
10. Files of newspapers.
11. Monthly and annual statements received from schools and annual statistics received from Inspectors.

Article 726. The following papers should be preserved for 2 years :—

1. Casual leave files.
2. Rejected applications for employment.
3. Office calendars.

Article 727. The periods mentioned above for the destruction of records should be reckoned from the date on which such files and papers have been completed and transferred to the record branch.

Article 728. When any file, register or statement is destroyed in accordance with these rules, the fact should be recorded in the register of the record branch concerned under the signature of the officer who superintends the operation.

Article 729. A list of papers contained in every file which is to be destroyed should be prepared, if not already on the file, and signed by the superintending officer. This list should be permanently preserved and on it a note should be made to the effect that the paper or papers on the file has or have been destroyed on.....in accordance with section.....of these rules.

Article 730. Papers or files transferred from other office, should be destroyed according to the rules, if any, of those offices. If not they should be dealt with under the foregoing rules.

Article 731. Records and registers for the destruction of which there is no specific provision in the above rules should be preserved permanently.

Article 732. The above rules shall apply to subordinate offices also, with the modification that the destruction of records in such offices will be carried out by the chief ministerial officer, or if it is a school or college, by a senior assistant under the general supervision of the Head of the office or institution.

Appendices

APPENDIX I.—ABSTRACT OF PROGRAMME.

Serial No.	Particulars regarding schools	Total No. of schools in the district	No. of schools inspected	No. of schools mentioned in the programme	No. of schools to be inspected	Days spent on inspection	Days spent in travelling	Remarks
1	2	3	4	5	6	7	8	9

**APPENDIX II.—INSPECTOR'S DIARY FOR THE MONTH OF _____ 134 FASLI.
DISTRICT OR CIRCLE.**

Fasli Date	Day	PLACES VISITED		DISTANCE TRAVELLED		Nature of work done (such as inspection of schools, selection of sites, Local Fund Committee meetings and the like)	Remarks
		From	To	By rail	By road		
1	2	3	4	5	6	7	8

No. of days spent in inspection.
 „ office work exclusively.
 „ selection of sites.
 „ other work (to be specified).
 „ on leave.

No. of miles travelled by rail
 „ road

APPENDIX III.

List of periodical reports and returns dealt with in the Educational Department.

No.	Name of report or return	By whom submitted	To whom submitted	Date of submission	Remarks
1	Return of schools closed on account of plague	D. P. I.	Government	15th of the succeeding month.	
2	Divisional Inspector's diary ..	Divisional Inspector	D. P. I.	10th do	
3	Report on school & District Inspector's office.	do	do	Soon after the school & office are inspected & before the submission of the T. A. bill.	
4	Travelling allowance bills ..	do	do	As per rules of the Account Code.	
5	District Inspector's diary ..	Inspector	Divisional Inspector	10th of the succeeding months ..	A copy of this should be sent through the Divisional Inspector to D.P.I.
6	Report on school	do	do	Soon after the inspection but before the submission of the T. A. bill.	
7	Travelling allowance bills ..	do	do	As per rules of the account Code 3 copies should be sent through the Divisional Inspector to D. P. I.	
8	Inspection Report Sheet of the Nazir with Inspector's Review.	Inspector	Divisional Inspector	15th of the succeeding month.	

9	Inspection Report Sheet of the Nazir	Nazir	Inspector	5th of the succeeding month.
10	Monthly Returns of Scholars' attendance, receipts and expenditure ..	Head-masters	Controlling authority	10th do
		<u>Half-yearly</u>		
1	Civil List of Gazetted & Non-gazetted officers 1st half	Divisional Inspector	D. P. I.	15th of Ardibehisht.
2	Civil List of Gazetted & Non-gazetted officers 2nd half	do	do	15th of Aban.
		<u>Yearly.</u>		
1	Statement of fee receipts and other income of schools.	Divisional & District Inspectors & Heads of Institutions excluding Primary schools.	D. P. I.	Dai.
2	Statement of extensions granted to institutions drawing more than Rs. 500 grant p. a.	D. P. I.	Government.	
3	Administration Report with statements	do	do	31st Farwardi.
4	Budgets	do	do & Act. Genl.	Khurdad.
5	Quarterly tour programme ..	Divisional Inspector.	D. P. I.	A fortnight before.
6	Inspection report of his office ..	Divisional Inspector	D. P. I.	1st of Meher.

APPENDIX III--*continued.*

List of periodical Report and returns dealt with in the Educational Department.

No.	Name of report or return	By whom submitted	To whom submitted	Date of submission	Remarks
7	Statements for the Report of the Educational Department	Divisional Inspector.	D.P.I.	End of Azur.	
8	Annual Reports	do	do	End of Dai.	
9	Budgets	do	do	Farwardi.	
10	Results of the Primary examination & accounts relating thereto ..	do	do	1st of Shehrewar.	
11	Budgets	Inspector	Divisional Inspector.	Isfandar.	
12	Scholarship statements from Amerdad to Mehir. ..	Head of Institutions	Sanctioning authority	10th of Shehrewar.	
13	Scholarship statements from Aban to Theer	do	do	10th of Azur.	
14	Statements for the annual returns ..	Head-master.	Controlling authority.	1st of Azur.	
15	Civil list of teachers	do	do	10th of Azur.	Corrected up to end of Aban.

APPENDIX IV.

Report on the Inspection of the Office of the Inspector of Schools,
District.

No.	Items	Remarks.
1.	Accommodation.—	
	(a) Whether the building is Government or rented ?	
	(b) Whether sufficient and suitable.	
	(c) If rented, what steps have been taken to provide a Government building ?	
2.	Furniture.—	
	(a) Its condition and sufficiency ?	
	(b) Whether the stock book is kept up to date and the supply agrees with the entries therein ?	
3.	Whether the maps and reference books prescribed in the Code are kept in the office and whether they are entered in the stock book ?	
4.	Library.—	
	(a) Sufficiency and suitability of the library.	
	(b) Whether the books in the library are entered in the library register and classified ?	
5.	Office Staff.—	
	(a) Names, qualifications, service and present salary ?	
	(b) Whether work is fairly distributed among them ?	
	(c) Has the Sarishtadar furnished his security and whether it is renewed every year ? If he has not furnished his security what action is proposed to be taken ?	
6.	Whether the registers prescribed in the Code are kept and the entries therein are up to date ?	
7.	Cash Book.—	
	(a) Whether the cash book is daily signed by the Inspector during his presence at Headquarters and by the Sarishtadar when the former is on tour ?	
	(b) Whether the amounts drawn from the Treasury are disbursed without delay ?	
	(c) Whether the details of cash balances are noted in the register every day ?	
8.	Condition of the Treasury Chest.—	
	(a) Whether it is safe and its keys in proper custody ?	
	(b) Does the cash balance agree with that in the cash book ?	
	(c) Whether the cash balance is at any time allowed to exceed the amount of the Sarishtadar's security and if so under what circumstances ?	

9. Whether the permanent advance amount is correct and recoupments of expenditure made from time to time ?
10. Whether the tour programme is approved ?
11. Whether the entries in the inspector's diary are daily made ?
12. Whether an office calendar is kept ?
13. Whether the district schools list and the Civil list are kept up to date ?
14. Whether service books in the custody of the Inspector are filled up from time to time as required by the A.-G's. circular ?
15. Whether inspection reports are properly filed ?
16. Periodical reports and returns.—
 - (a) Whether a list is kept of such periodical reports and returns due with the Inspector and from him ?
 - (b) Whether the returns due to the Inspector are punctually received and reviewed ?
 - (c) Whether those due from him are despatched punctually.
17. Whether a register of new sanctions is maintained and entries made from time to time ?
18. Whether a file is kept for noting from time to time matters of interest to be included in the administration report ?
19. Whether the Circular of the D. P. I., the Accountant-General and the Inspector are filed in separate books and serially arranged ?
20. Destruction of records.—

Whether all unnecessary records are destroyed from time to time ?
21. General remarks.

10. Public Examination Results in the last two years.

Name of Examination	Year	Number sent up	Number passed

11. In the case of Aided Schools.

Income for the 12 months ending with last Tir.—

1. Balance of past year.
2. Tuition fees.
3. Other fees or fines.
4. Private subscription and donation.
5. Endowments.
6. Government grants.

12. Expenditure for the same period for schools of all kinds.

1. Salaries of teachers.
2. Menial establishment.
3. Equipment.
4. Scholarships.
5. Prizes.
6. House rent.
7. Petty construction and repairs.
8. Office contingencies.
9. Other charges (to be specified).

Total ..

PART II.

The Inspector's remarks and suggestions under all or any of the following headings will be entered below seriatim.—

- (a) State and sanitary condition of the school building and latrine and the adequacy of accommodation.
- (b) Sufficiency of equipment.—(furniture, apparatus and appliances and the Science laboratory).
- (c) School hostel, its management and general condition.
- (d) Adequacy and fitness of the teaching staff. Whether addition or reduction necessary.
- (e) Condition and use of the school library.
- (f) Provision made for Physical training.
- (g) Discipline and general tone of the school.
- (h) Attention paid to religious and moral education.
- (i) Registers and accounts.

- (j) Service-books.
- (k) Remarks regarding the managing committee and the financial condition of the school (for aided school).
- (l) Remarks on the work of individual classes and class-masters.
- (m) General efficiency of the school and suggestions of the inspecting officer.

APPENDIX VII.

Report of Inspection of a Primary School.
(Shahi or Aided).

1. Name of school _____
Taluk _____ District _____
2. Population of the locality.—
 - (a) Hindus,
 - (b) Mohammadans,
 - (c) Non-Mohammadans,
 - (d) Number of pupils fit to receive education.
3. Whether the school is Shahi or Aided. If Aided, name of Society Association or person conducting the school.
4. Date of present inspection.
Date of previous inspection.
5. No. on rolls and attendance.—

Class	ON THE DATE OF PRESENT INSPECTION		ON THE DATE OF PREVIOUS INSPECTION		AVERAGE DAILY ATTENDANCE	
	On rolls	Present	On rolls	Present	Current year	Previous year
IV ..						
III ..						
II ..						
I ..						
Infant .						
Total ..						

6. Nationality of Pupils.—
 - (a) Mohammadans.
 - (b) Hindus.
 - (c) Depressed classes.
 - (d) Other Nationalities.
7. Number of pupils studying Urdu or other vernaculars as their first language.
 - Urdu.
 - Marathi.
 - Telugu.
 - Canarese.

8. Number of school days during the preceding year and average duration of school day.
9. Accommodation and Sanitary condition (Whether the building is Shahi or rented and whether accommodation is sufficient).
10. School garden and whether it is used for teaching purposes.
11. Furniture.—Its condition and sufficiency (what additional furniture, if any is needed.)
12. Whether the provision of teaching appliances such as maps, illustrations, class and reference books is adequate.
13. Whether the registers as required by the Code are properly maintained.
14. In the case of Aided schools.—
Income during the past 12 months.—

1. Fees.
2. Shahi grant.
3. Subscriptions and donations.

Total ..

15. Expenditure during the same period in case of all schools.
 1. Staff.
 2. Equipment.
 3. Conveyance charges in the case of Girls' Schools.
 4. Miscellaneous items (pay of menials, house rent, petty repairs etc.)

Total ..

16. (a) Teaching staff.—

Sl. No.	Name of Incumbent	Age	Grade & salary	Qualifications	Service	Remarks on the work of each teacher

(b) Whether the existing Staff is adequate ?
What additions are required ?

17. Whether the Departmental Curriculum is followed ?
18. Whether the books taught are approved by the Department.
19. Whether the time-table is satisfactory ?
20. What provision is made for physical training and out-door games ?
21. Whether the Religious and Moral training of pupils receives attention ?
22. Discipline and cleanliness of pupils ?
23. Number of pupils declared eligible for admission to standard V.
24. Dates of the last two visits of the Nazir.
25. Date of last visit of the Divisional Inspector.
26. General remarks as regards the efficiency of instruction in the several classes.

APPENDIX IX.

Application for recognition of the ^{Middle}/_{High} school.....Taluk
District.....Population.

1. Name of school																																					
2. Date of establishment and past reference in case the school was recognised previously.																																					
3. Name of the Members of the Society, Association, person, State or Jagir, conducting the school																																					
4. Manager or Secretary, who signs or will sign the school correspondence.																																					
5. Copy of the last inspection report of the District or Divisional Inspector of schools is enclosed.																																					
6. Classes or Forms previously recognised.																																					
7. Classes on behalf of which recognition is now sought. <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name of class</th> <th style="text-align: center;">Number of pupils on the rolls in each class when applying for recognition</th> <th style="text-align: center;">Average attendance during the previous three months or term</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">X</td><td></td><td></td></tr> <tr><td style="text-align: center;">IX</td><td></td><td></td></tr> <tr><td style="text-align: center;">VIII</td><td></td><td></td></tr> <tr><td style="text-align: center;">VII</td><td></td><td></td></tr> <tr><td style="text-align: center;">VI</td><td></td><td></td></tr> <tr><td style="text-align: center;">V</td><td></td><td></td></tr> <tr><td style="text-align: center;">IV</td><td></td><td></td></tr> <tr><td style="text-align: center;">III</td><td></td><td></td></tr> <tr><td style="text-align: center;">II</td><td></td><td></td></tr> <tr><td style="text-align: center;">I</td><td></td><td></td></tr> <tr><td>Kindergarten</td><td></td><td></td></tr> </tbody> </table>	Name of class	Number of pupils on the rolls in each class when applying for recognition	Average attendance during the previous three months or term	X			IX			VIII			VII			VI			V			IV			III			II			I			Kindergarten			
Name of class	Number of pupils on the rolls in each class when applying for recognition	Average attendance during the previous three months or term																																			
X																																					
IX																																					
VIII																																					
VII																																					
VI																																					
V																																					
IV																																					
III																																					
II																																					
I																																					
Kindergarten																																					

8. Whether the Departmental curriculum is followed or not.
9. Staff :—
 1. Name
 2. Designation
 3. Pay
 4. Age
 5. Classes and teaching subjects.
 6. Tenure of service in this school ()
other schools ()
 7. Academical qualifications stating University, optional subjects, and date of passing each examination.
 8. Professional qualifications with optional subjects and date of passing each examination.

10. Description or plan of the building and sanitation.
 1. Total dimension of
 - a. the school building.
 - b. the office.
 - c. Extent of play-ground
 2. Number and dimension of each room and the number of pupils that can sit in each room.

Sanitation, latrine and water supply.

11. Particulars of furniture, apparatus and appliances supplied.

12. If there is a Library whether a register is kept for issuing books or not.

13. Scale of fees in each class.

14. Description of registers, in the prescribed form.

15. Time table.

16. What arrangements are made for physical and manual training ?

17. Whether there is any Government school at this locality, if so of what grade and at what distance?

Declaration.

On behalf of the managers of the school, I hereby declare that the school fulfils the conditions prescribed by the Educational Department and I promise that it shall continue to do so and that such returns as may be required by the Department will be duly furnished and I also promise that no pupil shall be compelled to receive religious instruction in this school which the pupil's parents or lawful guardians signify their unwillingness in writing for him to receive.

STATION

Date

}

Manager or Secretary.

APPENDIX X—A & B.

Term Report relating to the progress and conduct of pupils studying in the Middle and High School Department.

.....Term
 Name of school.....
 Name of pupil.....
 Class and section.....

	English	Vernacular	Mathematics	History	Geography	Science	Drawing	
								Additional subjects

School work ..
 Percentage of marks ..
 Form average ..

Physical training and games

Manual training

Number of school days

Number of attendances

Percentage of attendances.

Headmaster's remarks regarding progress and conduct

No.

Date



Headmaster.

NOTE :—One page should be reserved for each student.

Register of admission and withdrawals (for use in Secondary schools).

No.	Name of pupil	Family name	Name of parent or guardian	Mother-tongue	Occupation of parent or guardian	Religion	Date of birth in Faslî	SCHOOL FROM WHICH PUPIL HAS COME		Date of admission in this school	CLASS OR FORM		Date of leaving	Reason for leaving	Vernacular in which the parent or guardian has agreed to give instructions to the pupil	Remarks	
								Name of school	Class or form up to which he has studied		On admission in this school	On leaving this school					

APPENDIX XII.

Register of attendance and fees for the month of.....18 Fasli.

FORM
STANDARD

Serial No.	Admission No.	Name of pupil	Fathers or guardian's name	Nationality	Small-pox or vaccinated	Medium of instruction	Day	Date	No. of days present	School fees				Games fees	Class teacher's signatures	Remarks
								For the current month		Arrears	Total	Collected	Outstanding			
Present in the morning																
Present in the Afternoon																
Present for the day																
<u>Total No. of attendance.</u>																

APPENDIX XIII.

Register of attendance of masters for the month of 13 F.

Serial No.	Name of teacher and his father	Designation	Date of 1st appointment	Date of joining this school	Grade and salary	Days		Total attendance during the month	Late attendance during the month	Casual leave taken during the month	Total days of casual leave from 1st Azur last to and of the current month	Remarks
						Morning	Afternoon					
				 13 F.	Morning						
						Afternoon						
						Morning						
						Afternoon						
						Morning						
						Afternoon						

Headmaster's Signature.

APPENDIX XIV.

Acquittance Roll.

13*

No.	Date of disbursement	Name	Designation	Amount sanctioned	Dues of the co-operative	Amount paid in cash	Signature or seal of the receiver	Remarks
1	2	3	4	5	6	7	8	9

.....school.

Serial number	Name of pupil	Class or Form in which the pupil is studying	Amount of scholarship sanctioned	Amount of scholarship paid	Date of disbursement	Signature of the recipient	Remarks (including reasons for deductions if any)

APPENDIX XVI.

Account of receipts and expenditure of articles of stationery.

Date of receipt of the article	Date on which the articles were spent	Quantity received	Quantity spent	Balance	Remarks

APPENDIX XVII.

Cash Book (kirdi).....for the 13 Fash.

Date, Month and year	Particulars	Amount received	Amount spent	Balance	Ledger No.	Remarks

Ledger (Khata).

Date	Items	Amount received	Amount spent	Balance	Page No. of the each book	Remarks

APPENDIX XIX.

Form of Transfer Certificate.

School.....

To be filled up by the Class Teacher
Please fill in the items in this column only.

No. Dated 13 F.

Name of pupil and his father

Name of pupil and his father

Name of pupil and his father

Class or form in which the pupil was reading at the time of leaving

Class or form in which the pupil was reading at the time of leaving

Class or form in which the pupil was reading at the time of leaving

No. and date of admission to this school

No. and date of admission to this school

No. and date of admission to this school.

Date of admission to the present class

Date of admission to the present class

Date of admission to the present class

Date of discharge

Date of discharge

Date of discharge

Scale of fees paying full fees paying half fees Free scholar

Scale of fees paying full fees paying half fees Free scholar

Scale of fees Paying full fees paying half fees Free Scholar

Whether the total fees has been recovered or not.

The total amount of fees ending the month of.....13 ..F. with arrears has been received. Nothing is is due from him.

Whether the total fees has been recovered or not.

The total amount of fees ending the month of.....13 F. arrears has been received.

Whether the total fees has been recovered or not.

The total amount of fees ending the month of.....13 F. has been received.

Whether qualified for promotion to a higher class or form

Whether qualified for promotion to a higher class or form

Whether qualified for promotion to a higher class or form

Conduct

Conduct

Conduct

Remarks

Date of birth

Date of birth

Signature of class Teacher.

No book or school property is to be recovered from the student.

Date of application for transfer certificate

Date of application for transfer certificate

School Clerk.

*Headmaster.
or Principal.*

School Clerk.

*Headmaster.
or Principal.*

Games teacher Teacher in charge Teacher in charge Teacher in charge

APPENDIX XX.

ORIGINAL.

DUPLICATE.

H.E.H. THE NIZAM'S EDUCATIONAL DEPARTMENT.

H.E.H. THE NIZAM'S EDUCATIONAL DEPARTMENT.

No.

No.

Government.....school.

Government.....school.

FEE-RECEIPT.

FEE-RECEIPT

Month.....18 F.

Month.....18 F.

Name of pupil in full.....	Name of pupil in full.....
Standard or form.....	Standard or form.....
Fees for the month.....	Fees for the month.....
Admission fees (if any).....	Admission fees (if any).....
Arrears.....	Arrears.....
Total amount received.....	Total amount received.....
Date of receipt.....	Date of receipt.....

Signature of Headmaster or
Teacher-in-charge.

Signature of Headmaster or
Teacher-in-charge.

APPENDIX XXI.

Register of school equipment for the district.....

Serial No.	Name and description of school	Chairs	Benches	Black-boards	Tables	Duel desks	Remarks
1	Middle Schools Stock on Supplied by No. Auctioned or transferred on Balance on hand						
2	Primary Schools						

NOTE :—This register shall be kept in office of the Inspector, and should, as need arises, be revised from time to time.

Catalogue of books, etc. in the library.

Serial No.	Title of book	Name of author	Price	File No. containing the sanction for the purchase of books	No. of copies received	Almirah No.	Shelf No.	Remarks
1	2	3	4	5	6	7	8	9

APPENDIX XXIII.

Register of Library books issued.

Serial No.	Title of the book	Name of author	No. it bears in the catalogue	Almirah No.	Shelf No.	Name and designation of the person to whom it is issued	Date of issue	Initials of the receiver	Date of return	Initials of the librarian	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX XXIV.

Service Stamps Register.

Date	No. of the letter despatched	Whether the letter is ordinary or registered or a parcel	Name of addressee	Weight	Stamps in stock	Stamps spent	Balance	Remarks

APPENDIX XXV.

*Application for admission to the Middle School
High*

At.....

I (family name) Nationality
Caste

age.....of.....(Religion).....a native of
.....at present living at.....declare

that my father is..... His income is..... p.a. and
guardian p.m.
he is.....by occupation. My date of birth is.....

13 F. I have studied up to.....form.
classin.....
school. Leaving Certificate No.....dated.....is herewith
attached. I promise to abide by the Rules and Regulations of the
school.

Dated 13 F. *Signature of the pupil.*

The above statement is correct.

Dated *Signature of father or guardian.*

Vernacular } I certify that the applicant's mother-tongue is.....
Certificate } and I like to give him instructions through the medium
of.....language.

Dated *Signature of father or guardian.*
Signature of the pupil.

Age } I certify that the date of birth of the applicant
Certificate }son of.....
and myas given above is correct and
that his present age is yrs. months.

Dated *Signature of the pupil.* *Signature of father or guardian.*

Certificate of fitness } I have tested this boy in.....(first language) and.....(2nd language) and found him fit for admission in.....

form
class

Dated

Signature of teacher.

Principal's endorsement.

Please admit this student in.....form as.....paid
class free
scholar. His admission No. is.....

Dated

Signature of the Headmaster or principal.

No. of admission	Date of admission in the school	month	13	F.
Admitted in <u>form</u> <u>class</u>	in the month of		13	F.
Promoted to <u>form</u> <u>class</u>	in the month of		13	F.
Promoted to <u>form</u> <u>class</u>	in the month of		13	F.
Promoted to <u>form</u> <u>class</u>	in the month of		13	F.
Promoted to <u>form</u> <u>class</u>	in the month of		13	F.
Promoted to <u>form</u> <u>class</u>	in the month of		13	F.

His name was discharged from the school.....on account of.....13 F.

Signature of the principal.

Leaving certificate No.....dated.....13 F., was issued as required by the student.

*Signature of the Headmaster.
Principal.*

APPENDIX XXVII.

Form of Application of Teachers, in Aided schools for admission to the Training school.

1. Name of candidate
2. Nationality and caste
3. Date and place of birth
4. Examinations passed with class and year.
5. Vernacular or other languages offered at examinations passed by the candidate.
6. Name of school or schools in which the candidate has served and length of service.

*Station**Date**Signature of Applicant.*

I certify that.....son of.....has entered into an agreement with the managers of this school as required by rules.

*Station**Date**Signature.....**Designation.....*

APPENDIX XXVIII-A.

Agreement.

I.....son of.....working in.....school
in the grade of.....and drawing a salary of O.S.
 Rs.....p.m., who has been selected to undergo training at the
Os. Training College
Normal School.....for the year commencing from.....

13 F. and ending with.....13 F., have read and understood
 thoroughly articles of the Hyderabad Educational Code and hereby
 bound myself to comply with the provisions in the rules as required
 by Article.....of the said Rules. I further bound myself to submit
 to the regulations that are in force in the Os. Training College and
Normal School and
 to all and any regulation that may hereafter be framed by the Depart-
 ment and the aforesaid Training Institute. I further agree :—

1. that I shall prosecute the prescribed course of studies, at the
 said Training Institute with diligence, zeal and regularity of attendance
 in order to pass the prescribed examination and qualify for a profes-
 sional certificate.

2. that while under training, I shall not prepare, without the per-
 mission of the D. P. I. for any other examination or prosecute any other
 course of studies.

3. that after the completion of the training course, I shall serve
 without any plea or excuse, for a term of 5 years on any post in the
 Educational Department, to which I am appointed or on a post in any
 school recognised by the Department which the Director may permit
 me to accept.

4. that I shall not claim as a right a post of a higher grade on the
 ground of my having been trained, and shall accept the higher post
 that may be offered to me on a suitable chance occurring.

5. that if during the course of training or after the completion
 of the course and within the period of 5 years mentioned above, I
 leave the Department of my own accord, or is required to leave it for
 misconduct, absence without leave, negligence or any other sufficient
 reasons, I shall, in all these cases refund to Government the amount of
and purchase of books that I may have received
 from the Training Institution.

6. that in the event of a failure on my part to carry out the obli-
 gations hereinbefore mentioned the Government of His Exalted High-
 ness the Nizam will be entitled to recover the amount due by me in
 accordance with the Public Demands Recovering Act No. 4 of 1308 F.
 and to refuse to entertain in any other Government service.

In witness whereof I set my hand and seal hereunto this.....
day of.....in the presence of.....

Witnesses :—

- 1.
2. ..

Signature.

The above was executed and signed in my presence.

*Signature of the
certifying authority.*

APPENDIX XXVIII-B.

Security.

I.....son of.....working in.....in the
 grade of.....drawing a salary of.....stand security
 for.....son of.....working.....school.....
 who has been selected to undergo training at the Os. Training College

Normal School

in the year 13 F. to 13 F. by the Education Department Hyderabad.
 If the said Mr. quits Government service within 5 years of the
 completion of his training or is required to leave the post in respect
 of any such breach of the rules or the covenants made by him with the
 Government of His Exalted Highness the Nizam's Government in the
 Education Department shall be at liberty to recover from me any
 amount that may be due from him in respect of stipends or purchase of
 books, under the provisions of the Public Demands Recovery Act No.
 4 of 1308 F.

In witness whereof I have set my hand and seal this.....
 day of.....13 F. in the presence of.....

Witnesses :—

- 1.
- 2.

Signature.

The above was executed and signed in my presence.

*Signature of the certifying
 authority.*

APPENDIX XXIX.

Form of application for employment in His Exalted Highness the Nizam's Educational Department.

SIR,

I have the honour to request that my name be registered as a candidate for employment in His Exalted Highness the Nizam's Educational Department, I furnish below particulars regarding my qualifications, etc., and attach herewith copies of my certificates and testimonials.

I have etc.

1. Name of applicant.
2. Father's name and designation.
3. Religion.
4. (a) Date (in Fasli year) and place of birth.
(b) Is $\frac{\text{he}}{\text{she}}$ a bonafide Mulki?
5. Examinations passed with subjects, classes obtained and dates of passing in each and the University from which passed.
 - (a) Matriculation.
 - (b) Intermediate.
 - (c) B.A. or B.Sc.
 - (d) M.A. or M.Sc.
 - (e) Other examinations.
6. In which school and colleges has the applicant received education.
7. Mother-tongue.
8. Other languages studied and upto what standard.
9. Previous appointments held with salaries together with the reasons of discharge.
10. Is $\frac{\text{he}}{\text{she}}$ proficient in field sports?
11. Can $\frac{\text{he}}{\text{she}}$ teach through the Urdu language?
12. Present address :—

NOTE :—The copies should be on one side of paper of this size.

APPENDIX XXX.

Form of Security Bond.

I son of inhabitant of do hereby willingly and of my free consent stand security for son of who is the Sarishtadar Accountant of the office of the Inspector of Schools.....District Divisional Inspector of schools.....Division and declare that the said Sarishtadar Accountant will discharge the duties connected with his office honestly and with proper care, and when required will produce the papers connected with accounts, cash and other articles in his custody ; and if the said Sarishtadar Accountant misappropriate the cash or other things that may be left in his charge, or allows others to misappropriate them, or if he neglects to produce or explain the accounts, thereby causing loss to Government in any way, I hold myself responsible for such loss to the extent of Rs. 1,000 (one thousand) only and on my death, my heirs, executors and administrators shall be responsible in the same way and to the same extent ; and I hereby charge my property as specified below, which is now in my possession and to which no other person has any claim whatsoever, with liabilities to the extent of the amount of the security.

I further declare that as long as this security is in force, I shall have no power, either express or implied, to dispose of the said property by sale, gift or mortgage, or transfer it in any other way ; nor shall my heirs or executors or administrators have any such power ; and if the said property be transferred either by me or by them the property so transferred and the transferee shall be liable for the claims and charges arising out of this security.

I further agree that in case of breach of trust and misappropriation by the said Sarishtadar Accountant causing loss to Government, I shall recoup the amount of the loss caused and in case of default the Government will have power to recover the loss, the maximum amount of which shall be Rs. 1,000 (one thousand) under the Public Demands Recovery Act No. IV 1308 Fasli, and if the hypothecated property be found insufficient to make good the loss, the Government will be entitled to recover the balance from my other movable or immovable property.

I further declare that no objection from me or my heirs, executors or administrators shall be admitted or heard and this document is accordingly executed as a safeguard against any eventuality.

APPENDIX No. XXXI.

Confidential report.

Serial No.	Name of the employee and the name of his father	Designation	Grade	Salary	Opinion of the officer concerned

APPENDIX XXXII.

H.E.H. the Nizam's Government Examinations application for admission to the Nazarat Zabandani Examination.

1. Name of the candidate
2. Father's name.
3. Date of birth.
4. Religion.
5. Age.
6. Native place.
7. Name of the examinations passed (copies of certificates to be attached).
8. Designation with salary.
9. Vernacular in which the candidate desires to be examined.
10. Other languages in which the candidate can read and write.
11. Address.
12. Subject in which he wants to be examined (for Nazirs only).
13. Subjects in which exemption has been obtained under Rules, through the proper channel (reference to be quoted).

Signature of the candidate.

The candidate forwards this application together with the entrance fee as per scale given below.

	O.S. Rs.
1. Employees getting a salary of Rs. 50 p.m...	12
2. do do Rs. 100 p.m.	15
3. do do above Rs. 100	20
4. Nazirs, irrespective of their salaries	12

Private candidates.

1. Middle passed	14
2. Matric. passed	15
3. Intermediate passed	20
4. Graduates	25

APPENDIX No. XXXIII.

Inward Diary.

Serial No.	No. of the communication	Date of the communication	Date of receipt	No. of enclosures	By whom written	Subject	File No.	Signature of the receiver	REPLY SENT		Remarks
									No.	Date	

APPENDIX XXXIV.

Outward Diary.

Serial No.	Date of issue	Enclosures	To whom sent	Subject	REPLY RECEIVED		File No.	Signature of the receiver	Remarks
					No.	Date			

APPENDIX XXXV.

Despatch Book.

No. of the letter	Date	Enclosures	Name of the addressee	Name of the person through whom sent	Initials of the receiver

APPENDIX XXXVI.

File Index Register.

Serial No.	Date on which the correspondence began	Name of office whence the correspondence originated	Subject	PARTICULARS REGARDING TRANSFER OF THE FILE TO THE RECORD ROOM			Remarks
				Date of transfer	No. in the record room register	Signature of the record keeper	

Note.—A certain number of pages in this register should be set apart for each of the heads and sub-heads in the list of subject heads for files contained in Appendix.

APPENDIX XXXVII.

Service Book.

	Name
	Nationality, Race and Religion
Opening page	Native place and present residence
	Father's name, native place & present residence
	Date of birth by the Fasli calendar as nearly as can be ascertained
	Height
	Identification marks
	Signature of (Non-gazetted) officer
	Signature and designation of the head of the office or other attesting officer
	Name of appointment
Remaining page	Substantive or acting and permanent or temporary
	If acting, state his substantive appointment
	Pay
	Acting allowance
	Date of appointment
	Signature of (Non-gazetted) officer
	Signature & designation of the head of office or other attesting officer
	Date of termination of appointment
	Reasons of termination
	Leave taken—Nature & duration of
	Signature of head of the office or other attesting officer
	Remarks

APPENDIX XXXVIII.

Service Register of Menial servants.

Serial No.	Name of the servant & his father's name	Nationality	Residence	Date of birth	Height	Identification marks	Thumb impression	Date of appointment & salary	Name of post	Promotion with reference	Degradation or punishment	Leave taken	Break of service due to absence etc.	Other reasons owing to which any period does not count for pension	Remarks.

APPENDIX No. XXXIX.

Register of items to be newly included in the next years budget.

Srl. No.	PROPOSALS				Initials of the clerk, Head-master or Head of the office	SANCTION		Initials of the clerk, Head-master or Head of the office	Remarks
	Items	Reference to proposals with file No. & Branch	Amount proposed	Increment		Reference of Govt. sanction with file No. & Branch	Amount sanctioned		

APPENDIX No. XL.

Permanent advance account book.

Date	Voucher No.	Particulars	Amount received	Amount spent	Balance	Remarks

APPENDIX XLI.

Register of budget grants and expenditure.

Major head	Minor head	Detailed head	Amount sanctioned in the budget	EXPENDITURE		Balance	Remarks
				Date	Amount		

APPENDIX XLII.

Record room register.

Serial No.	File No.	Date of entry of the file	Subject	Name of pages in the file	Remarks

APPENDIX XLIII.

Register of printed forms.

Stock on hand at the beginning of the year	Quantity received during the year	Total	FORMS DISTRIBUTED			Initials of of the receiver	Balance	Remarks
			Date	Quantity	Name of the receiver			

NOTE :—A separate page should be allotted to each form.

APPENDIX XLIV.

Register of attendance of office staff kept in the office of

for 13 F.

No.	Name of clerks	Day																														PARTICULARS OF LEAVE AND LATE ATTENDANCE					
		Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Casual leave (previous)	Casual leave (present)	Late attendance	

APPENDIX XLV.

Register of applicants accepted for employment in the Department.

Serial No.	Name and address of the applicant.	Date of birth-etc.	Mother tongue	Post and salary applied for	Qualifications (in the case of graduates or undergraduates optional subject taken for the Degree Examination)	Other languages known and degree of proficiency	Copy of remarks of the head of office on the application.	Date of appointment in the department with designation of post and pay.

APPENDIX XLVI-B.

Civil list of Non-gazetted officers.

Serial No.	Name of officer and his father's name	Name of appointment	Place of duty	Mother-tongue	Qualification, optional subjects taken in the Degree Examination, University and date of passing	If trained when and from what University	Vernacular test passed	Native place	Date of birth	In Govt. service	In Educational Department	Date of beginning of service	Date of appointment in the present post.	Date of appointment in the present grade	Salary in the present grade	Date of acting appointment	Date of confirmation	If present post is acting state substantive post here	Remarks

APPENDIX XLVII.

15

*List of Schools (Shahi—Sarf-i-Khas—Local Fund and Grant-in-aid) in the District
(to be revised at the beginning of each School Year).*

Serial No.	Name of school with grade	Name of taluq	No. of pupils	STAFF			Remarks
				Post and grade	Name of incumbent	Present pay	
1	2	3	4	5	6	7	8
				A	Shahi		
				B	Sarf-i-Khas ..		
				C	Local Fund ..		
				D	Grant-in-aid ..		

225

NOTE :—Entries from cols. 6 to 8 not necessary in the case of Aided Schools. In the remarks col. amount of the grant which these schools may be receiving from Government and the period for which it has been sanctioned should be noted.

APPENDIX XLIX.

Register of sanctioned Grants-in-Aid to schools.

Srl. No.	Name of school	Class & grade of school	Kind of grant and the amount sanctioned	Date of expiry of the grant	Continuation or increment	REFERENCE TO THE ORDER OF SANCTION		Date of beginning and expiry of the grant	Previous file No.	Current file No.	Remarks
						No.	Date				

APPENDIX L.

Register of extension in service.

Srl. No.	Name of office or school	Name of officer & father's name	Post held at present	Salary	Date of birth	Date of reaching the age of 55 years	REFERENCE OF PREVIOUS EXTENSION			Remarks
							No. & date	Period previously sanctioned	Date of termination	

APPENDIX L

Register of indents and bills received for sanction.

Serial No.	Date of receipt	No. & date of the bill	From whom received	Purpose	AMOUNT		Date of return to the office concerned after sanction	Date of return without sanction or under objection	Remarks
					Claimed in the bill	Sanctioned			

APPENDIX LII.

Register of distribution of stationery.

Date, month and year	Name of the receiver	ARTICLES DISTRIBUTED								Initials of the receiver
		Rubkari	Foolscap	Pen-holder	Pencil					

APPENDIX LIII.

Register of delivery and receipt of files.

Date month & year	No. of file & year	Subject	Signature of the receiver	Date of return	Remarks

APPENDIX LIV.

Register of pensions and gratuity.

Serial No.	File No.	Name	Post	Salary	Amount of pension or gratuity	REFERENCE OF PROPOSAL		REFERENCE OF GOVT. SANCTION		Particulars of Govt. orders
						No.	Date	No.	Date	

APPENDIX LV.

List of subject-heads for files in Departmental Offices.

No.	Major heads	Sub-heads if any	Subject-matter which will be brought under each head
1	Powers	Delegations of powers to officers of the Department.
2	Schemes ..	A	Schemes relating to direction and inspection.
		B	Schemes relating to Secondary Schools (High and Middle) and Normal Schools.
		C	Primary Schools.
		D	Industrial and Technical Education.
		E	Physical Education and Ambulance.
		F	Osmania University.
3	Teaching appliances	..	Pictures—maps—Science apparatus—Mathematical instruments—Drawing materials—Kindergarten appliances—Apparatus for games and gymnastics and garden implements.
4	Examination	..	Primary—Middle—High School Leaving Certificate Teachers test—Drawing and Linguistic test for Departmental Officers.
5	Grants ..	A	Teaching grant.
		B	Grants for buildings, furniture, libraries and games.
6	Epidemics .	..	Closure of schools on account of the outbreak of epidemics and the deputation of teachers elsewhere.
7	Buildings ..	A	Selection of sites.
		B	Construction, repairs and extensions.
		C	Rent, taxes, transfer of schools from one building to another.
		D	Purchases and sales.
8	Recognition	..	Recognition of schools.

APPENDIX LV—*contd.**List of subject-heads for files in Departmental offices.*

No.	Major head	Sub-heads if any	Subject-matter which will be brought under each head
9	Salary	..	Salary, allowances, periodical increment and contribution.
10	Training	All questions relating to the training of teachers.
11	Hostels	All questions relating to the hostels.
12	Tour	Programmes of tour, monthly diaries, T. A. bills—"Barbardari" charges, Railway fares.
13	Reports	Return from schools (monthly and annual) inspection reports on schools—inspection of officers—Annual departmental reports.
14	Leave	Casual—sick—privilege—private—extraordinary.
15	Contingen- cies.	..	Printing of forms—liveries of peons—permanent advances, etc.
16	Furniture	Purchase, repairs and auction of furniture—purchase and repairs to tents.
17	Fees	Rate of fees-free concessions—arrears of fees, etc.
18	Books	Purchase of books; libraries; prize books; newspapers; periodicals; Gazette; Honorarium to authors.
19	Miscella- neous.	..	Subjects which do not come under any of the other sub-heads.
20	Service ..	A	Application for employment.
		B	Appointments; transfers; promotions; resignation; punishments; appeals; Civil list; and exemptions of non-Mulkis.
		C	Service-books; extensions of service ordinary pensions; compassionate pensions and gratuities.

APPENDIX LV—concl'd.

List of subject-heads for files in Departmental offices.

No.	Major head	Sub-heads if any	Subject-matter which will be brought under each head
21	Budget	Budget of Shahi—Local Fund—Sarf-i-Khas.
22	Curriculum	..	Courses of studies ; text-books.
28	Scholarships.	..	Merit scholarships ; riyayati scholarships—Asiatic and Foreign scholarships.

NOTE :—When a new file is started the appropriate subject-head should be selected from the above list having regard to the matter dealt with. The head "Miscellaneous" will be chosen only in case the file has no relation whatever to any other subject-head.

