

# SECONDARY SCHOOLS CODE

(REVISED EDITION, 1979)

*(Corrected up to 31st December 1978)*

NIEPA DC



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## INTRODUCTORY NOTE

The Grant-in-aid system was first introduced in 1859 and one of its basic objects which still holds good, was to promote voluntary effort and reliance on local resources in the field of education apart from such contributions as may be available from the funds of the State. As a matter of fact the Code laid down the cardinal principle that it is an important element in the Grant-in-aid system that part of the expenses of an aided institution should be provided by the management from the resources of its own.

A few days prior to the application of the revised Grant-in-aid Code (1956) by the then Government of Bombay, States' reorganisation took place and the Vidarbha and Marathwada areas of the ex-Madhya Pradesh and ex-Hyderabad States, respectively and the former States of Saurashtra and Kutch were added to the former State of Bombay. These incoming areas had their own rules governing recognition and grant-in-aid to non-Government secondary schools. The practices and conventions followed in this connection in these different areas were not uniform. In order, therefore, to bring an uniformity in the matter, an Integration Committee for Secondary Education was appointed by the then Government of Bombay in 1958. This Committee, *inter-alia*, was asked to examine the different Education Codes and administrative practices then in force at the secondary stage and to make proposals for the introduction of a unified system of secondary education and pattern of assistance to non-Government secondary schools. The Committee submitted its report in 1959. Even though it did not make any specific recommendations with regard to the Grant-in-aid Code, it did make certain suggestions in this respect. Therefore, in December 1960, the Government of Maharashtra appointed a Committee consisting of officials and non-officials. It was entrusted with the work of suggesting a unified code for the consideration of Government. The Committee, after due deliberations, prepared a revised Draft Code and submitted the same to Government in August 1961. The present Code is mainly based on the draft prepared by that Committee and is being herewith introduced as a common Code for the recognition of and Grant-in-aid to non-Government Secondary Schools throughout the State. The Code comes into force with effect from the year 1963-64.



## **NOTE ON THE REPRINT**

Secondary Schools Code was printed in 1963. Government have issued thereafter orders from time to time modifying certain rules in the Code. It was, therefore, necessary to bring the Code up-to-date by incorporating all these modifications. This has been done while bringing out this reprint.

Certain important orders of Government and of the Director issued from time to time since 1963 relating to school practices and administration have been summarised and given in annexures for ready reference of the schools.

## **NOTE ON REVISED EDITION OF THE SECONDARY SCHOOLS CODE**

Secondary Schools Code was reprinted in 1971. Government have issued thereafter orders from time to time modifying certain rules in the Code. It was, therefore, necessary to bring the Code up-to-date by incorporating all such modifications. This has been done while bringing out this revised edition.

Certain important Government orders issued from time to time since 1971, relating to school practices and administration have been summarised and given in annexures for ready reference.

Consequent upon introduction of the uniform Education pattern i.e. 10+2+3, and opening of Higher Secondary (i.e. Junior College) classes in Secondary Schools as well as Colleges, Government have issued certain orders relating to the Junior College Classes from time to time. These orders have also been summarised and given in a separate annexure.



## CONTENTS

|             |  | Rules   | Page    |
|-------------|--|---------|---------|
| Chapter I   | <i>Definitions</i> .. .. .                                     |         | 1       |
| Chapter II  | <i>Recognition, Organisation and Management of Schools</i>     | 1—56    |         |
|             | Section I Recognition .. .. .                                  | 1—7     | 3       |
|             | Section II Aspects of School Management                        | 8—12    | 7       |
|             | Section III Admissions and Withdrawals                         | 13—34   | 10      |
|             | Section IV Examinations, Curriculum and Text-books             | 35—46   | 18      |
|             | Section V Health of School Children                            | 47—48   | 22      |
|             | Section VI Fees and Free-studentships                          | 49—51   | 23      |
|             | Section VII School Terms, Holidays, School Hours               | 52—55   | 26      |
|             | Section VIII Principles of Discipline for Pupils               | 56      | 28      |
| Chapter III | <i>Staff—Service Conditions, Records and Inspection</i>        | 57—85   |         |
|             | Section I Maintenance of Adequate Staff etc.                   | 57—66   | 29      |
|             | Section II Conditions of Service ..                            | 67—70   | 35      |
|             | Section III Rules of Discipline and Leave                      | 71—82   | 39      |
|             | Section IV Records, Registers and Inspection                   | 83—85   | 55      |
| Chapter IV  | <i>Grants-in-Aid</i> .. .. .                                   | 86—106  |         |
|             | Section I Salary and non-salary Grant                          | 86—100  | 57      |
|             | Section II Building Grants ..                                  | 101—104 | 68      |
|             | Section III Other Grants ..                                    | 105—106 | 72      |
|             | Schedule A List of items of expenditure admissible for grant   |         | 74      |
|             | Schedule B List of items of expenditure inadmissible for grant |         | 83      |
|             | Schedule C List of items for Technical and Vocational Schools  |         | 86      |
|             | Appendices ONE TO TWENTY-FIVE                                  |         | 93-149  |
|             | Annexures (1) to (70)  |         | 150-258 |





## A LIST OF APPENDICES

| Number       | Subject   | Rule No.       | Page |
|--------------|---|----------------|------|
| (1)          | (2)   | (3)            | (4)  |
| ONE          | .. Form of Application for Permission to Open New Schools .. ..   | 2.1 }<br>2.2 } | 93   |
| TWO          | .. Form of Application for Recognition of Schools   | 3.1            | 97   |
| THREE        | .. The Composition and Functions of (a) School Committee and (b) Academic Council   | 10-B           | 98   |
| FOUR         | .. Form of School Leaving Certificate ..  | 17             | 101  |
| FIVE         | .. Form of Report Regarding Admission of Pupils from Unrecognised Schools   | 24.4           | 102  |
| SIX          | .. Rules and Procedure for changes of names, surnames and dates of birth, caste or sub-caste of Pupils reading in Schools | 26.4           | 103  |
| SEVEN        | .. Model Rules of Promotion .. ..   | 37.4           | 110  |
| EIGHT        | .. Form of Parent's or Guardian's Letter Regarding Religious Instruction Imparted in Schools                              | 45.3           | 111  |
| NINE         | .. Record of Medical Examinations of Students studying in Schools   | 48.6           | 112  |
| TEN          | .. Pay-Scales of Clerical Staff .. ..   | 57.7           | 123  |
| ELEVEN       | .. Pay-Scales of Lower Grade Staff ..   | 57.9           | 123  |
| TWELVE       | .. Duties of Head Master, Assistant Head Master, Supervisor and Teacher of the School                                     | 62             | 124  |
| THIRTEEN     | .. Form of the Letter giving Order of Appointment   | 67.2(b)        | 126  |
| FOURTEEN     | .. Form of Service Book .. ..   | 67.5           | 128  |
| FIFTEEN      | .. Pay-Scales of all Categories of Teachers Working in Schools  | 68.5           | 130  |
| SIXTEEN      | .. Form for Maintenance of Leave Account ..   | 75.11          | 137  |
| SEVENTEEN    | .. Form of Discharge Certificate .. ..  | 79.1           | 138  |
| EIGHTEEN     | .. Form of General Register .. ..   | 83-(A).1       | 139  |
| NINETEEN     | .. Form of Attendance Register .. ..  | 83-A.2         | 139  |
| TWENTY       | .. Form of Confidential Report on Teachers' Work, etc.  | 83-B.5         | 140  |
| TWENTY-ONE   | .. Form of Application for Grant-in-aid ..  | 93.1           | 142  |
| TWENTY-TWO   | .. Rules for Condonation of Average Attendance  | 98.3           | 144  |
| TWENTY-THREE | .. Form of Application for Building Grant ..  | 101.3          | 147  |
| TWENTY-FOUR  | .. A list of Officers designated as Competent/ Appropriate Authority  | —              | 148  |
| TWENTY-FIVE  | .. Special Rules Applicable to Anglo-Indian Schools   | —              | 149  |

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million (1990-2000).

There is a growing awareness of the need to improve the health and well-being of older people. The Department of Health (2000) has set out a strategy for the health care of older people, and the Health Service Research Foundation (2000) has set out a research agenda for the health care of older people.

The aim of this paper is to review the current state of research on the health and well-being of older people, and to identify areas for further research.

The paper is organized as follows. First, we discuss the current state of research on the health and well-being of older people. Second, we identify areas for further research. Third, we discuss the implications of our findings for practice.

The current state of research on the health and well-being of older people is reviewed in this section. The review is organized into three main areas: physical health, mental health, and social well-being.

**Physical health**

Physical health is the most commonly studied aspect of the health and well-being of older people. The majority of research in this area has focused on the prevalence of chronic diseases, such as heart disease, stroke, and cancer. The prevalence of these diseases increases with age, and is a major cause of disability and death in older people.

Research has also focused on the impact of physical health on quality of life. Physical health is a strong predictor of quality of life, and poor physical health is associated with lower quality of life.

There is a need for further research on the health and well-being of older people. The following areas are identified as areas for further research:

**Mental health**

Mental health is an important aspect of the health and well-being of older people. The majority of research in this area has focused on the prevalence of mental health problems, such as depression and dementia.

Research has also focused on the impact of mental health on quality of life. Mental health is a strong predictor of quality of life, and poor mental health is associated with lower quality of life.

There is a need for further research on the health and well-being of older people. The following areas are identified as areas for further research:

**Social well-being**

Social well-being is an important aspect of the health and well-being of older people. The majority of research in this area has focused on the prevalence of social isolation and loneliness.

Research has also focused on the impact of social well-being on quality of life. Social well-being is a strong predictor of quality of life, and poor social well-being is associated with lower quality of life.

There is a need for further research on the health and well-being of older people. The following areas are identified as areas for further research:

**Conclusion**

The health and well-being of older people is a complex issue, and there is a need for further research. The following areas are identified as areas for further research:

**References**

Department of Health (2000) *Strategy for the Health Care of Older People*. London: Department of Health.

Health Service Research Foundation (2000) *Research Agenda for the Health Care of Older People*. London: Health Service Research Foundation.

Roberts, J. A., et al. (2000) *The Health and Well-being of Older People*. London: Routledge.

## CHAPTER I

### DEFINITIONS

In these Rules, unless the context otherwise requires :—

(1) A School means a Secondary School or a Higher Secondary School (Junior College) or a Higher Secondary Multipurpose School (Junior College) or a Vocational High School or any other institution imparting through approved graded courses general education, which may be either wholly academic or partly academic and partly vocational, suitable for pupils in the age of adolescence.

(2) A Boys' School is a school in which ordinarily boys are admitted.

(3) A Girls' School is a school in which only girls are admitted.

(4) A High School is a Secondary School, which provides a course in general education leading to the Secondary School Certificate Examination (S. S. C. Examination) or an equivalent examination recognised by Government at the end of Standard X. Such a school may provide instruction from Std. V or above but not beyond Standard X.

(5) A Higher Secondary School (Junior College) is an institution which provides instruction leading to Higher Secondary School Certificate Examination (H. S. S. C. Examination) or Indian School Certificate Examination or other Examinations recognised by Government as equivalent thereto, at the end of Std. XII (Second Year Junior College).

(6) A Higher Secondary Multipurpose School is an institution which provides instruction in two or more diversified courses leading to the Higher Secondary School Certificate Examination (H.S.S.C. Examination) or Indian School Certificate Examination or other Examinations recognised by Government as equivalent thereto at the end of Standard XII (Second Year Junior College).

(7) A Vocational High School is a Secondary School which provides instruction mainly in Vocational Courses leading to the Secondary School Certificate Examination or a similar public examination at the end of Std. X.

(8) A Night High School is a Secondary School which admits pupils of twelve years of age (eleven plus) and above, and which teaches the Secondary School Course for half the daily working hours of a day school, to pupils who are unable by their daily avocations, to attend day schools.

(9) The Directorate means the Directorate of Education or the Directorate of Technical Education, Maharashtra State, as the case may be.

(10) Department means the Department dealing with Education in the Mantralaya or the Directorate, as the case may be.

(11) The Director means the Director of Education or the Director of Technical Education, Maharashtra State, as the case may be.

(12) The Deputy Director means the Deputy Director of Education or the Deputy Director of Technical Education, as the case may be, of the region concerned.

(13) The Education Officer means the Education Officer of a Zilla Parishad or the Educational Inspector, Greater Bombay, as the case may be.

(14) The Inspectress of Girls' Schools means an officer-in-charge of general supervision and inspection only of girls' schools, under the control of the Department, in the region allotted to her.

(15) Appropriate/Competent Authority means the Officer(s) designated as such in Appendix Twenty-Four.

(16) The Inspecting Officer means any Officer of the Department to whom the duty of inspection, supervision or visit of schools has been entrusted by a competent authority.

(17) The Management means an Association, Body or a person having a general and financial control over a school. In the case of a Government Institution, it means the Government Department concerned and in the case of schools managed by local bodies, a Zilla Parishad, a Municipal Council, a Municipal Corporation or a Cantonment Board having general and financial control over a school.

(18) The Head of a school means the person who is appointed as Head Master or Head Mistress of a school by a management to be in charge of and be responsible for the proper running of the school.

(19) A trained teacher is a teacher who has secured a professional certificate, diploma or degree recognised by the Department, qualifying him for a teaching post in a school.

*N.B.* : All Anglo-Indian secondary schools will now be governed by the rules in this Code except when otherwise indicated in Appendix Twenty-Five.

## CHAPTER II

### RECOGNITION, ORGANISATION AND MANAGEMENT OF SCHOOLS

#### SECTION I

##### CONDITIONS, GRANT, REFUSAL AND WITHDRAWAL OF RECOGNITION

###### Conformity to Rules

1. Schools may be recognised by the Department provided they conform to the rules set forth in this Code.

###### Starting a New School

2.1. Application for permission to start a school shall be made in the form given in appendix ONE to the Education Officer concerned by registered post, so as to reach him before the 15th of October or such date as may be specified by Government from time to time, in the year, preceding the year in which the school is proposed to be started. The management desirous of submitting an application for permission to start a school or to start a Technical High School as mentioned in sub-rule 2 below, shall pay a fee of Rs. 25 for each such application into Government Treasury and attach the original challan to the application.

(G.R.E. and S.W.D. No. GAC. 1072/4242/E dated 15th February 1972).

2.2. Application for permission to start a Technical High School or technical classes in a school imparting general education shall be made in the form given in appendix ONE to the Regional Deputy Director of Technical Education concerned by registered post, before the date prescribed in rule 2.1 above.

2.3. All such applications will be scrutinised by the District Committee, if any, constituted as per Government orders (Annexure 29) according to the instructions issued by Government or Director in this behalf. These applications with the remarks of the District Committee, if any, shall be sent to the Deputy Director concerned before the 15th of November of the year in which they are received, or such date as may be prescribed by Government from time to time.

2.4. The Deputy Director shall communicate to each management, ordinarily before the end of March of the year in which the school is proposed to be opened, his decision on the application about each school, proposed to be opened by it. One copy of his decision shall be sent to the Education Officer concerned.

2.5. In no case should the school be started, unless the written previous permission of the Department is obtained. Schools started without such a permission shall not ordinarily be considered for recognition.

2.6. If permission has been granted by the Deputy Director, the management shall open schools within a week from the beginning of the ensuing school year and inform *the appropriate authority*, within two weeks from the date of opening thereof.

2.7. In the case of managements which have not been permitted to open a school at a place applied for, the managements, if they desire to appeal against the order of the Deputy Director, should do so, by addressing their appeal to the Secretary, Government of Maharashtra in the Department dealing with Education. The appeal shall be sent by registered post. A copy of the appeal should be sent by registered post to the Deputy Director and to the Education Officer concerned.

2.8. The appeal shall be made within thirty days from the date of receipt of the decision of the Deputy Director.

(Please also see Annexures 16 and 29).

### Conditions of Recognition

3.1. The managements which have been permitted by the Deputy Director or by Government to open a new school shall apply in duplicate for recognition of that school, to the Deputy Director through the Education Officer concerned within thirty days from the date of opening of the school. The application shall be made in the form given in appendix TWO.

3.2. A school seeking recognition of the Department shall satisfy it as regards the following conditions:—

(1) The school is actually needed in the locality and it does not involve any unhealthy competition with any existing institution of the same category in the neighbourhood;

(2) The management is competent and reliable and is in the hands of a properly constituted authority or managing committee ;

(3) The financial stability of the management is assured ;

(4) The premises of the school are sufficiently healthy, well-lighted and well-ventilated, with due provision for the safety of the pupils and contain sufficient accommodation, furniture and appliances for the instruction and recreation of the pupils attending it. Separate and satisfactory arrangements are provided for girls, in the case of boys' schools in which girls are admitted ;

(5) The education imparted in the school is considered by *the appropriate authority* to be satisfactory in all respects. All the members of the teaching staff are suitable and possess the prescribed qualifications and are sufficient in number and the school does not employ any member notified as unsuitable for employment by the Deputy Director or the Director, under Rule 77.9 and Rule 77.11 ;

(6) The school follows the curriculum approved by and uses text-books sanctioned or recommended by *the appropriate authority* ;

(7) Admissions in the various standards are according to the rules and instructions of the Department/State Board of Secondary and Higher Secondary Education, as the case may be;

(8) Promotions made from standard to standard are in accordance with the principles laid down by the Department/State Board of Secondary and Higher Secondary Education, as the case may be ;

(9) the rates of fees, the pay scales, allowances and conditions of service of the staff and amenities provided are according to the instructions issued by the Department, from time to time or the management undertakes to adopt the rates of fees and pay scales and allowances laid down and provide the necessary amenities within the time specified by the Department;

(10) The school has adopted for its staff the conditions of service as prescribed by rules in this Code or as may be laid down by Government, from time to time;

(11) The school maintains the necessary registers and records in a proper manner *(Please also see rule 83 and Annexure 15)*;

(12) The records, statistical returns and certificates given by the school or the management are trustworthy ;

(13) The school undertakes to make provisions, to the satisfaction of the Department, that the general rules of discipline as laid down by Government from time to time are duly observed by the school employees as well as by the pupils ;

(14) The school undertakes to abide by such orders relating to any of the above conditions or to the working of the school or its hostel, as may be, issued by the Department, either generally or in specific cases from time to time ;

(15) The management undertakes not to conduct or allow unrecognised schools or classes to be conducted in the premises of the school or elsewhere;

(16) The management shall adopt within the time specified by the Department : (i) in the case of aided schools Government Provident Fund Scheme for the members of teaching and non-teaching staff who were appointed prior to 1st April 1966 and have opted for such a scheme ; and (ii) in the case of un-aided schools Provident Fund Scheme based on the Government Provident Fund Scheme for its teaching and non-teaching staff.

**3.3. (i)** The management of a school not in receipt of any grant-in-aid, which fails to abide by the rules or orders of the Department already laid down or issued by it or that may be issued or laid down from time to time or to set right any irregularity committed by them, within the stipulated period, in spite of a specific warning to do so, shall deposit with Government such amount as may be prescribed by the Director with due regard to the merits of the case.

**3.3. (ii)** The deposit shall be liable to be forfeited in full or in part, if the action taken in abiding by the rules or in setting right irregularities is, in the opinion of the Director, inadequate or unsatisfactory or if similar breach of rules or irregularities is committed thereafter.

3.3. (iii) A fresh deposit to make up the forfeited amount or a larger amount will have to be given after the forfeiture of the previous deposits within fifteen days from the date of the Director's order to that effect.

3.3. (iv) In case, the management is found to persist in its defaults, in spite of these steps, the Department may proceed to withdraw the recognition of the school partially or fully as may be considered necessary. The condition of the school shall be tested by due inspection.

(Please also see Annexure 5).

### **Provisional and Permanent Recognition**

4.1. Schools shall, for a period of five years from their first year of recognition, be recognised by *the appropriate authority* provisionally from year to year, provided they continue to fulfil the conditions of recognition, laid down in Rule 3.

*N. B.* : Attention of the schools is invited to the Maharashtra State Board of Secondary and Higher Secondary Education Regulations ; and they should take the necessary steps to obtain the recognition from the Divisional Board concerned, before the prescribed date, in order to enable themselves to present their students at the S. S. C./H. S. S. C. Exams.

4.2. After the period of five years, they may be considered for permanent recognition by the Deputy Director, provided they continue to fulfil the conditions laid down in Rule 3.

### **Power to Grant Recognition**

5.1. Schools will be recognised for the first time by the Deputy Director.

5.2. Subject to the fulfilment of the conditions laid down and those that may be laid down, from time to time and subject to satisfactory working, *the appropriate authority*, may continue the recognition of the school for the next year(s) after inspection.

### **Refusal of Recognition**

6.1. When recognition to a school is refused for the first time by the Deputy Director or its further continuance is refused by *the appropriate authority*, the officer concerned shall send a copy of the order to the correspondent showing the reasons for which the recognition or its further continuance is refused. The Deputy Director shall endorse a copy of his order to the Education Officer.

6.2. Such an order of refusal will be communicated to the correspondent before the end of January of the year concerned provided application for recognition was sent in time as per rules.

6.3. The management of the school, recognition to which is refused, may submit an appeal to the Secretary to the Government of Maharashtra in the Department dealing with Education within thirty days from the date of receipt of the order of refusal of recognition. The appeal shall be sent by registered post. Appeals received after the prescribed time-limit shall not be entertained.



### **Withdrawal of Recognition**

7.1. When a school, including a permanently recognised school, has ceased in the opinion of the Department, to fulfil any of the conditions of recognition, recognition of that school may be withdrawn.

7.2. When recognition is to be withdrawn, the management will be allowed a full opportunity for its explanation. In such a case, the management will be informed of the specific defects and called upon to explain within a time-limit to be specified by the Deputy Director, why recognition of the school should not be withdrawn.

7.3. If the management is prepared to remove the defects communicated to it, a reasonable time to be fixed by the Deputy Director may be allowed to the management to do so. If the response of the management is, in the opinion of the Deputy Director, satisfactory, recognition may be continued, subject to such further conditions and instructions as may be deemed necessary. But if the response is not satisfactory, the recognition may be withdrawn.

7.4. The power of withdrawal of partial or total recognition, including permanent recognition shall rest with the Deputy Director.

7.5. The management of the school, the partial or the total recognition to which has been withdrawn by the Deputy Director, may submit an appeal to the Director within thirty days from the date of receipt of the said order. The appeal shall be sent by registered post. Appeals received after the prescribed time-limit will not be entertained.

*(Please also see Annexures 5 and 14).*

## **SECTION II**

### **ASPECTS OF SCHOOL MANAGEMENT**

#### **Opening of Higher Standards**

8.1. New schools shall not open standards for which permission has not been granted. No recognised school shall teach a standard or standards higher than those for which it has been recognised, without the previous permission of the appropriate authority.

*(Please also see Annexure 6).*

8.2. Application for the recognition of a higher standard or standards shall be opened to the appropriate authority not less than six months before the beginning of the school year in which it is proposed to open the higher standard or standards.

8.3. (i) No new additional division of a standard already recognised shall be opened unless the school makes adequate provision for additional accommodation, staff and equipment. The appropriate authority shall be informed about the arrangements made for opening the new division, ordinarily

at least two months before opening of a new division of a standard. *The said authority* may ask the management to close down such a division, if the conditions for opening the additional new division are not satisfactorily fulfilled.

*(Please also see Annexure 4).*

8.3. (ii) The above provisions shall also apply in cases where the sole object of dividing a class is better internal organisation, except when such division does not increase the total number of divisions in the school, already sanctioned.

*N. B.* : Attention of aided schools is, however, invited to the provisions in *N.B. (4) (ii)* under Rule 90-1 when acting under Rule 8.3 sub-rules (i) and (ii) above.

8.3. (iii) In respect of opening of lower standards, i.e., standards V to VII the school should obtain the previous sanction of the Deputy Director concerned. For opening these classes, application should be made through the proper channel, at least three months prior to the opening of these standards. He should decide these cases on merits.

### **Channel of Correspondence**

9.1. The Head of each recognised school shall act as correspondent with the Department so far as academic and administrative matters are concerned; and it shall be the duty of the Head to keep the managing body of the school informed about the correspondence.

9.2. The name and address of the Head of the school shall be registered within fifteen days from the date of his appointment, in the office of *the appropriate authority*.

9.3. Where the management desires to appoint a person other than the Head of the school, but who is a member of the School Committee, as the correspondent for attending to financial matters of the school, it shall obtain the written permission of the Deputy Director. The Deputy Director may grant such permission, if in his opinion, there is adequate justification for such appointment and on such conditions as he deems fit. The name and address of such correspondent shall also be registered with the office of *the appropriate authority*, within fifteen days from the date a resolution to that effect is passed by the management. In case of a change in the correspondent for financial matters, the name and address of the new incumbent shall be registered as prescribed above.

9.4. If the Head of the school and the correspondent for financial matters have to address the Director or the Deputy Director, they should do so through *the appropriate authority* in duplicate. If they so desire, they may send an advance copy of their letter/application to the above officers for information in order to avoid delay. They should, in no circumstances, correspond directly with the above officers.

### **Supplying Information, Reports to the Department and Boards**

**10-A.1.** Recognised schools shall punctually supply to the Department and the State/Divisional Boards of Secondary and Higher Secondary Education concerned, returns and information required by them from time to time. Failure to do so, may entail such action as the above authorities may deem necessary with due regard to the circumstances of the case.

**10-A.2.** Schools shall also produce such material, documents, papers, etc. and furnish or cause to be furnished such other information, either oral or documentary, as may be required at the time of an enquiry by the Department. The Department may retain such of the material produced, as it may consider necessary.

### **Formation of School Committee and Academic Council**

**10-B.** Every recognised school shall have a School Committee and an Academic Council. The composition and functions of the Committee and the Council are laid down in appendix THREE (A) and (B).

### **Contribution of funds (G.R.E.D. No. GAC. 1073/E of 17th February 1973)**

**11.1.** A school or its management shall not make it obligatory on its pupils, parents or guardians to contribute to any fund such as a Building Fund, a School Day or Jubilee Celebration Fund or any other fund to be raised on the occasion of a farewell, birth-day, etc.

**11.2.** A school or its management shall not receive any contribution, donation or payment of any kind, in cash or in kind, from parents or guardians of pupils as a condition for granting any special benefit from the school such as admission, promotion etc.

**11.3.** A school or its management may collect funds from and through pupils, purely on a voluntary basis, for any specific cause only after obtaining the prior approval of *the appropriate authority* to do so. However, such funds or donations or payment of any kind, in cash or in kind, should not be collected/received during the period (i) one month before and one month after the date of starting of the academic year, (ii) one month before and one month after the date of declaration of results of annual examination. The school or its management shall maintain and produce when demanded detailed accounts and other records of such collections for inspection, if so required by the said authority. It should, however, be seen that pupils are not put to any unnecessary strain or loss of studies in making such collections.

**11.4.** All collections of funds so made should be credited to the Development Fund of the school constituted under G. R. E. D. No. GAC. 1071/24624/E dated 8th February 1973.

**11.5.** Any collections made contrary to the provision in Rule 11.3 above shall be regarded as unauthorised and the school doing so shall be liable to disciplinary action.

**11.6.** The term " contribution " wherever referred to above includes short or long term deposits and loans either with or without interest.

(G.R.E.D. No. GAC. 1073/35628 (III) B. dated 22nd May 1974).

### **Change of Managements**

**12.1.** When the management of a school is proposed to be changed, previous permission of the Deputy Director shall be obtained for effecting the change.

**12.2.** The transfer of a recognised school from one management to another shall be governed by the following sub-rules :

(i) The transfer shall not be effected without the previous approval of the Deputy Director ;

(ii) A previous notice of three months, for the intended transfer shall be given to the Deputy Director.

**12.3.** The Deputy Director may, at his discretion, dispense with the condition in sub-rule (ii) above.

**12.4.** If the condition laid down in Rule 12.2 (i) above is not complied with, the recognition of the school should be deemed to have been withdrawn automatically from the date of change of management. In very special cases, however, the Director may, at his discretion, waive the condition in Rule 12.2 (i) above.

**12.5.** The school may be held eligible for grant-in-aid under the new management when the transfer has been effected with the permission of the Deputy Director ; or when the condition in Rule 12.2 (i) above is waived by the Director, unless he directs otherwise.

## **SECTION III**

### **ADMISSIONS AND WITHDRAWALS**

#### **Number of Pupils to be Admitted**

**13.1.** The maximum number of pupils to be admitted in the first division of a class shall be 60 and each additional division shall be of 50 pupils.

(a) The Head of the School shall admit only 50 pupils in the first division of a class and the admissions over and above 50 pupils shall be made with the previous sanction of the competent authority (Education Officer of Zilla Parishad/Educational Inspector, Greater Bombay or Inspectress of Girls' Schools in the case of Girls' Schools). Similarly, the Head of the school shall admit only 45 pupils in the additional divisions of the class (excluding the first Division) and the admissions over and above 45 pupils shall be made with the previous sanction of the competent authority as stated above.

(b) The room in which a class is held shall provide accommodation for the number of pupils actually admitted at the rate of not less than 7 square feet per pupil.

(c) The school shall reserve 34% of the total number of seats in each class for the members of Backward Class Communities as under :

| Category  | Percentage to be reserved |
|---|---------------------------|
| (i) Scheduled Castes and Navabuddhas .. ..                          | 13%                       |
| (ii) Scheduled Tribes including those outside specified areas .. .. | 7%                        |
| (iii) Denotified Tribes and Nomadic Tribes .. ..                    | 4%                        |
| (iv) Other Backward Classes .. ..                                   | 10%                       |
| <b>Total .. ..</b>  | <b>34%</b>                |

(G.R.E. and Y.S.D. No. GAC, 1077/242-XXX, XXXVII, dated 3rd June 1977).

13.2. It will be obligatory on the school to admit children and/or wards of Government employees on transfer, if necessary, in excess of the prescribed limit at any time during the year, on the recommendations of *the appropriate authority* provided the students are otherwise eligible and there is necessary accommodation and equipment.

13.3. The Director may, however, relax any of the above clauses in very special circumstances and admit pupils in excess of the limits laid down.

#### Non-Refusal of Admission

14. No pupil shall be refused admission to any recognised school, merely on the ground that he/she belongs to a particular community, caste or religion.

#### Application for Admission

15. Application for admission shall be made to the Head of the school in writing by every parent or guardian if the candidate is a minor. If the candidate is a major he shall make the application himself/herself.

#### Supply of School Rules to Parents and Guardians

16. Before a pupil is admitted, the parent or guardian should be supplied with a copy of the rules of the school, which should include the rates of fees charged and the prescribed rules of discipline. A statement should be obtained from the parent or guardian agreeing to abide by the rules.

#### Production of School Leaving Certificate

17. No recognised school shall admit a pupil without a leaving certificate from the last recognised school which he had attended. The form of leaving certificate prescribed by Government is given in appendix FOUR. If no leaving certificate is produced on the ground that the pupil has not previously attended such a school, a declaration to that effect should be obtained from the parent or guardian.

### **Admission of Pupils without School Leaving Certificates**

18. If an applicant states that a leaving certificate from the last school attended has been refused to him, the Head of the new school will intimate to the Head of the former school that the pupil seeks admission to his school and that his leaving certificate may be sent to him. If within ten days he receives no satisfactory explanation of the omission to give a school leaving certificate, he will be entitled to admit the pupil provisionally and report the matter immediately to *the appropriate authority* and take further action in the light of the instructions received from *the said authority*.

### **Admission of Children Suffering from Contagious Diseases**

19. No child suffering from a contagious disease shall be permitted to attend a school until a medical certificate is produced by the parent/guardian that the child is free from infection.

### **Period of Admissions**

20.1. Admissions shall ordinarily be given within a period of 20 days of the opening of a school for the new year. The Head of the school, however, may admit pupils after this period in special circumstances such as sickness, bereavement, transfer of guardian, change of residence from the original school of the pupil. The reasons for such late admissions should be recorded in writing in each case. In all doubtful cases, the permission of *the appropriate authority* should be obtained.

20.2. (a) A school following the academic year from June to May may admit a pupil in the month of January or later from a school following the academic year from January to December. The pupil so admitted will not, however, be eligible to appear for the next annual examination of the school to which he has been admitted unless he has completed attendance to the extent of at least 75 per cent of the total number of working days of the academic year of the school or schools in the standard in which he is so admitted.

20.2. (b) A School following the academic year from January to December may admit a pupil in the month of June or later from a school following the academic year from June to May. The pupil so admitted will not, however, be eligible to appear for the next annual examination of the school to which he has been admitted unless he has completed attendance to the extent of at least 75 per cent of the total number of working days of the academic year of the school or schools in the standard in which he is so admitted.

20.3. In the case of late admission of pupils to a school, the fee from the beginning of the first term shall be paid by the pupils unless the fee, for the period before admission to the new school, has been paid to the previous school(s).

### Conditions for Admission of Girls to Boys' School

**21.1** Management of boys' schools admitting girls shall provide for separate sanitary arrangements and retiring rooms for girls. They shall fulfil all the conditions laid down by the Department in this behalf.

**21.2.** In boys' schools where girls are admitted, there should be at least one woman-teacher on the staff. Ordinarily in such cases there should be women-teachers in the ratio of one woman-teacher for forty girls in the school.

### Admission from Other States / Union Territories/Countries

**22.1.** Admission of a pupil from any other State or Union Territory shall be made only if the leaving certificate of the pupil is countersigned by the Education Officer or an equivalent authority in that State/Union Territory; but if the leaving certificate is not so countersigned, the Head of the school may admit the pupil provisionally pending such countersignature, reporting -at the same time, full particulars of the case to *the appropriate authority*.

**22.2.** For the purpose of admission of students from other States and Union Territories in schools in this State the following formula of equivalence of school classes should be followed viz. :

(i) A pupil, migrating from a ten-year high school to another ten-year high school or from an eleven-year higher secondary school to another eleven-year higher secondary school, should be admitted to the same class as he was studying.

(ii) In the case of a pupil, migrating from a school where the duration of the school course is different from that in the school to which he is migrating, the top class leading to the High School Examination in the school from which he has migrated and the top class leading to the High School Examination in the school to which he intends to migrate should be considered equal and the equivalence in lower classes should be worked out on the basis of number of years required to reach the top classes.

(iii) A pupil migrating from an eleven-year higher secondary school to an eleven-year high school should be admitted to one class higher. A pupil migrating from an eleven year high school to an eleven-year higher secondary school should be admitted to one class lower;

(iv) A pupil migrating from or to a twelve-year higher secondary school to or from an eleven-year high school should be admitted in the same class;

(v) A pupil migrating from a twelve-year higher secondary school to a ten-year high school or to an eleven-year higher secondary school should be admitted to one class lower. A pupil migrating from an eleven-year higher secondary school or from a ten-year high school to a twelve-year higher secondary school should be admitted to one class higher;

(vi) A pupil migrating from a thirteen-year higher secondary school to a twelve-year higher secondary school or to an eleven-year high school should be admitted to one class lower. A pupil migrating from a twelve-year higher secondary school or an eleven-year high school to a thirteen-year higher secondary school should be admitted to one class higher.

*Note (1) :* At the primary stage *i.e.*, so far as standards I to VII in Maharashtra State are concerned and which are outside the jurisdiction of the Maharashtra State Board of Secondary and Higher Secondary Education and which have been defined as "primary school standards", the admission should be given in the same class. So far as Marathwada is concerned this refers to primary school standards I to VI (Old) or I to VIII (New).

*Note (2) :* The Head of a school admitting a pupil on the basis of the above equivalence formula should inform the facts of the case, within eight days of the date of admission to the *appropriate authority*, who should verify as early as possible whether the admission given is proper and in accordance with the above formula and inform the Head of the school accordingly.

**22.3.** A pupil from other countries shall not be admitted unless the Head of the school satisfies himself by referring to *the appropriate authority* that the pupil possesses the appropriate kind of *visa* covering the period he wants to study in the State. Such a pupil shall also be subjected to a test before he is admitted and should produce the leaving certificate or other similar documents showing the stage of his or her study there, duly countersigned by the Educational authorities of that country.

(Please also see Annexure 23).

### Admission of Pupils to Higher Standards

**23.** Except with the special sanction of *the appropriate authority*, no pupil shall be placed in a standard higher than that for which his leaving certificate shows him to be qualified. If a pupil has not previously attended any approved primary school or a recognised secondary school or he has previously attended such a school and left it for some time and seeks admission again to a secondary school, the Head of the school shall examine him in the studies of the standard, he would have normally completed on the basis of :—

(i) One year one standard from leaving the last recognised school in the case of pupils who had attended some recognised school (primary or secondary) previously; or

(ii) One year one standard, taking the age 5+ for admission to a primary school in respect of other pupils.

He should then be placed in the standard for which he is found fit, with the approval of *the said authority*.

### Admission from Unrecognised Schools

**24.1.** No admission shall be made on the strength of a leaving certificate from an unrecognised school. Admissions of students from such schools shall be regulated according to Rule 24.2 below.



**24.2.** An applicant for admission from an unrecognised school, who has not attended any recognised school or an approved primary school, should, on an affidavit being made by the parent or guardian before a stipendiary Magistrate, be subjected to a regular written test in all the subjects and admitted provisionally by the Head of the school to the standard for which he is found fit, subject to confirmation by *the appropriate authority*. The affidavit should clearly state (i) the reasons why the pupil did not join any recognised school or an approved primary school, (ii) the name of the unrecognised school, (iii) the standards attended and the subjects studied by him and (iv) the examinations passed, if any.

**24.3.** If an applicant from an unrecognised school has previously attended a recognised school, (secondary or primary) and seeks admission to a recognised school, he should produce a leaving certificate, or a duplicate thereof, if necessary, from the recognised school attended by him previously. His parent or guardian should be required to furnish an affidavit made before a stipendiary Magistrate, and then the pupil should be subjected to a written test in all the subjects of the standard which he would have normally completed on the basis of one year one standard from leaving the last recognised school and admitted provisionally to the standard for which he is found fit, subject to confirmation by *the appropriate authority*. The affidavit should clearly state (i) the reasons for joining the unrecognised school, (ii) the name of the unrecognised school joined, (iii) the standard attended and subjects studied by him and (iv) the examinations, passed, if any.

**24.4.** Cases falling under Rules 24.2 and 24.3 above should be referred to *the appropriate authority* by the Head of the school, immediately along with the affidavit, the result of the test, the question papers set and the answer-scripts. The affidavit and the letter of confirmation when received from *the said authority* should be preserved by the school with the leaving certificate, if any.

*Note* : The report of the Head of the school to *the appropriate authority* will be in the form prescribed in appendix FIVE to this Code. The standard in the studies of which a pupil has to be examined would be that which he would have normally completed on the basis of one year one standard taking the age of 5+ as the age of admission to a primary school.

**24.5.** Parents or guardians taking admissions for their wards in unrecognised school or schools which have not been permitted by the Department will do so at their own risk. They should, therefore, ascertain before taking admission for their wards that the school is recognised or has been permitted by the Department.

(Please also see Annexure 14).

#### **Admission to vocational Schools from Ordinary Schools or Vice-versa**

**25.** A pupil desiring to migrate from an ordinary school to a vocational school or *vice-versa* may be admitted up to Standard VIII by the Head of the school concerned. In special cases, migration from an ordinary school to a Vocational School or *vice-versa* up to Standard IX may be allowed with the permission of *the appropriate authority* provided he is satisfied that the

necessary additional coaching in the studies and/or practicals of the subjects, of the course concerned not studied by the pupil is received by him, to bring him, to the level of the class.

### Entries in the General Register

26.1. A pupil's name should not be entered in the General Register until he/she is formally admitted.

26.2. (i) The date of birth of the pupils shall be entered in the General Register in words and figures from the date given in the school leaving certificate. (ii) In the case of a pupil joining a recognised school for the first time, the parent or guardian shall produce satisfactory evidence of the date of birth of the pupil such as an extract from the birth register from municipal or village records or a vaccination certificate or baptismal certificate. In such cases, while entering the date of birth, entry should also be made in the remarks column of the General Register regarding the nature of evidence produced. (iii) In the case of a pupil born on or after 1st April 1957 the date of birth may also be entered according to the new National Calendar. (iv) In the case of a pupil who had previously attended a recognised school and has left it for some time, the leaving certificate of the last recognised school attended by him should be obtained and the date of birth given in such leaving certificate should be entered in the General Register.

26.3. No alteration in the date of birth or other entries in the General Register shall be permitted without the previous permission of *the appropriate authority*. When such an alteration is made on the strength of the written order of *the said authority*, an entry to that effect should be made in the remarks column of the General Register by writing the number and date of the order of *the said authority*. The written order should be preserved as permanent record.

26.4. Applications for change of date of birth, caste, etc., in the General Register will be entertained only on behalf of a pupil, who is attending the school. The procedure to be followed in this respect is indicated in appendix six.

(Please also see Annexures 25 and 36).

### Scrutiny of Leaving Certificate

27. If the Head of a school suspects any unauthorised addition or alteration in a school leaving certificate, before or after a pupil is admitted, the fact should immediately be reported to *the appropriate authority*. If the pupil has not already been admitted he should not be given admission until a reply from *the said authority* is received. If such a pupil has already been admitted and the case has been reported to *the said authority* but no decision has been received from him, the pupil should be provisionally allowed to appear for the annual examination. His result should not be declared without getting the specific orders from *the said authority*.

### **Application for Leaving Certificate**

28. Every application for a leaving certificate shall be made in writing by the parent or guardian. A candidate who is a major, however, can apply himself/herself. School should issue leaving certificates without unnecessary delay.

### **Refusal to Issue Leaving Certificate**

29.1. Refusal to issue a leaving certificate without adequate justification or delay of over one week in issuing it or in giving a reply explaining why it cannot be issued may entail action against the school. The only grounds on which a leaving certificate may be refused are :

- (i) Non-payment of fee and/or other dues; and
- (ii) Rustication by the Director under Rule 34.

29.2. In the case of rustication under Rule 34 no leaving certificate shall be issued until the expiry of the period for which the pupil has been debarred from admission to a recognised school.

### **Request for a Duplicate Leaving Certificate**

30. In the case of a request for a duplicate copy of the leaving certificate once issued, the parent or the guardian should be asked to state in writing what happened to the original certificate already issued and why a duplicate is required. If the Head of the school is not satisfied with the adequacy of the reason, he may ask the parent or guardian to make an affidavit before a stipendiary Magistrate. Every duplicate copy of a leaving certificate shall be marked with the word " Duplicate " in red ink at the top.

### **Fees to be Charged for Leaving and other Certificates**

31. No fee shall, in any circumstances, be charged for a leaving certificate, if asked for, within a year from the date of leaving a school or from the date of the result of the public examination at which the pupil appeared from the school. After this period, a fee of Re. 1 may be charged for every subsequent year, subject to a maximum of Rs. 5. A fee of Rs. 3 may be charged for a duplicate copy of the leaving certificate or the date of birth or any other extract from the General Register.

### **Validity of Leaving Certificate**

32.1. No leaving certificate is valid unless it is in the form prescribed in this Code (*vide* appendix FOUR) and is signed personally by the Head of the school.

32.2. If, in the absence of the Head of the school, there is an urgent demand for the issue of a leaving certificate, a person authorised by the management will sign the leaving certificate as in-charge Head of the school.

### **Entry of Examination Result in the Leaving Certificate**

33. A note to the effect that a pupil has been promoted or detained shall be entered in the remarks column of the leaving certificate in the case of pupils whose names are withdrawn at the end of the school year or before the opening of the school or at the beginning of the school year.

### **Rustication of Pupils**

34. A pupil shall be liable to be rusticated for such period as the Director may direct, or otherwise punished in the following and other similar cases :—

- (1) When a pupil has been found to have secured admission or attempted to secure admission by means of false or forged leaving certificate or by false representations of any kind ;
- (2) When in the case of a pupil, it has been found that the entries in the leaving certificate have been tampered with ;
- (3) When a pupil has been found to be guilty of fraud or malpractices in connection with any public examination ; and
- (4) When a pupil has been found guilty of serious misconduct.

## **SECTION IV**

### **EXAMINATIONS, CURRICULUM AND TEXT-BOOKS**

#### **Provision for Testing Pupils**

35. Every school shall make proper and satisfactory provision for testing the attainments of pupils from time to time in the various school subjects. It shall keep a proper record of the results of these tests in respect of all pupils. The record and the answer-scripts of the annual examinations as also of other examinations/tests held in the course of the year should be available for inspection by the Inspecting Officers till the next inspection.

#### **Annual Examination of Private Candidates**

36.1. Any adult who has completed 18 and 19 years of age may be permitted on application, subject to such other conditions as may be laid down in this respect, to appear as an external candidate at the annual promotion examination of Standards VIII and IX respectively, of any school.

*Note* : The age of 18 and 19 years in the above rule may be reduced by two years in the case of a pupil who is physically disabled and unable to attend the school regularly.

(G.R.E. and S.W.D. No. SSN/3469/824/E dated 31st December 1971).

36.2. A candidate appearing for such an examination shall be required to pay to the Head of the school a fee equal to the tuition fee for one month of the standard, for the examination of which he desires to appear, in addition to the examination fee equal to term-fee for one term, prescribed under Rule 50.2.

36.3. The candidate's result should be declared on the basis of his performance at the examination.

### Promotions

37.1. Promotions from one standard to another should be made at the end of the school year. The record of year's work both curricular and co-curricular should be maintained properly and taken into account along with the results of the annual examination for the purpose of promotion of a pupil to a higher standard.

37.2. For those pupils, who cannot appear at the annual examination on genuine medical grounds and produce a medical certificate, the school may hold an independent annual examination later on, in June for such a student(s). Separate question papers should be set and assessed on the same lines as those set for the regular annual examination.

37.3. No re-examination should be held for students who have appeared at the annual examination at the end of the academic year and failed therein.

37.4. Schools should follow the model rules of promotion laid down by the Department given in appendix SEVEN.

#### 37.5 Deleted

(G.R.E.D. No. GAC/1074/4740/E Dated 7th May 1974)

### Accelerated Promotions

38.1. A pupil shall not be examined without the previous permission of *the appropriate authority* in the studies of a standard higher than the one in which he is entitled to be placed.

38.2. Accelerated promotions shall not ordinarily be given. Exceptional cases may, however, be considered by *the appropriate authority* on their own merits.

38.3. Accelerated promotions shall not be granted beyond the eighth class. No accelerated promotion shall be given to a pupil more than once in his school career. No such promotion shall be granted without the previous sanction of *the appropriate authority*.

### Progress Book

39.1. A progress book shall be maintained for each pupil. It will show his progress at the periodical examinations held by the school, his monthly attendance, receipts of fees from month to month and remarks about his progress and conduct. The progress book should be sent to the parent or guardian from month to month for his perusal and signature.

39.2. The reports of medical examination of the pupil and remarks regarding special interest shown by the pupil should be communicated to the parent or guardian at least once during an academic year.

### Special Instruction to be Given to Retarded Pupils

40.1. Schools may arrange for, in their own schools, special instruction for pupils who are backward in studies or who are unable to cope up with the day-to-day work in the class.

40.2. The school should inform *the appropriate authority* about such an arrangement, with necessary particulars about the number of pupils, rate of fees, the remuneration to be paid to each of the teachers and the expenditure, if any, for holding such an extra class.

40.3. The number of pupils in such special classes shall not ordinarily exceed *twenty-five* and the time devoted for such work shall not exceed one hour per day. However, the number of pupils in a special class for English may be raised up to *thirty*. No pressure shall be exerted on parents/guardians to send their wards to these classes. The desire of the parent/guardian shall, in each case, be ascertained before admitting a pupil to such a class.

40.4. Fees may be charged for such special instruction which shall not exceed the amount required to meet the necessary expenditure on additional remuneration to teachers teaching the class and to the clerk for the necessary clerical assistance required for the purpose.

40.5. A separate account of the receipts and expenditure of these classes shall be maintained which shall be open to inspection by the officers of the Department. Expenditure on such instruction will not be held admissible for grant-in-aid.

### Eligibility of Recognised Schools to Present Pupils for Public Examinations

41.1. Schools are eligible to present their pupils at examinations conducted or prescribed by the Department.

41.2. As regards S.S.C., H. S. C. Examinations or Indian School Certificate Examination the eligibility to present the pupils shall be according to the regulations of the authority conducting the said examinations.

41.3. Schools recognised by the Department and teaching the top standard are eligible to send up pupils for the examination conducted by the Divisional Board of Secondary and Higher Secondary Education concerned or to the Indian School Certificate Examination according to rules prescribed by the concerned bodies or to a similar public examination recognised by Government if any. In case, such schools teach through a language which is not accepted by the Divisional Boards of Secondary and Higher Secondary Education as a medium of examination they may be permitted by the Director to send up their pupils for similar examinations outside the State.

### Curriculum-Syllabus

42. Schools shall follow the syllabuses laid down or specifically permitted by the Department for use in classes V—VII and by the Maharashtra State Board of Secondary and Higher Secondary Education for classes VIII—X and F.Y.J.C.—S.Y.J.C. or by the Council for I.S.C. Examination as the case may be, from time to time.

### **Adoption of Variations or of Alternative Curricula**

43.1. The managements of schools may have the freedom, within the general framework of the curriculum, to adopt variations so far as the syllabus for classes V—VII is concerned, provided that such variations are brought to the notice of the Deputy Director and are duly approved by him. All such cases will be fully reported by the Deputy Director concerned to the Director

43.2. Managements of schools may adopt alternative curricula for standards V—VII with the previous sanction of the Director, provided the curricula conform generally to the main objectives underlying the curriculum prescribed by the Department.

### **Text-Books**

44.1. Schools shall not use text-books, copy-books\* or atlases other than those sanctioned by the Department, Maharashtra State Board of Secondary and Higher Secondary Education or the Council for Indian School Certificate Examination, as the case may be. Heads of schools are free to prescribe any suitable books for supplementary reading, subject to the general instructions, if any, of the Director. For subjects and standards for which there are no books on the sanctioned list, schools may use any suitable books with the previous approval of the *appropriate authority*.

44.2. No text-books once introduced shall be changed before the expiry of five years or before the expiry of period of their sanction, whichever is earlier, without the previous permission of the Deputy Director concerned.

44.3. No school shall use keys, notes, guides, cram books or such other books containing questions and answers on text-books or reprints of examination question papers with model answers which encourage cramming. Schools and teachers shall discourage the use of such books even out of schools.

### **Religious instruction**

45.1. No religious instruction shall be provided in any school wholly maintained out of State funds.

45.2. Nothing in Rule 45.1 above shall apply to a school which is administered by the State but has been established under any endowment or trust which requires that religious instruction shall be imparted in such school.

45.3. No person attending a school recognised by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in such school or to attend any religious worship that may be conducted in such school or in premises attached thereto, unless such person or, if such person is a minor, his parent or guardian has given his consent thereto in writing in either of the Forms 'A' or 'B', as the case may be (given in appendix EIGHT), at the time of first admission to the school.

**45.4.** No school shall use a school function or festival like a school gathering, a prize distribution function, a celebration in connection with a saint or a great man, School Day, etc., for preaching any religion or for other religious purposes.

**45.5.** The time spent by pupils on religious instructions or observance, in any school recognised by the State or receiving aid out of State funds, shall not be deducted from the prescribed period of the curriculum which shall be fixed on educational considerations alone.

**45.6.** The expenditure on religious instruction in any school recognised by the State or receiving aid out of the State funds shall not be admitted for purposes of grant.

**45.7.** The Inspecting Officers may, during the course of inspection, visit classes where religious instruction is given in school premises with a view to seeing that the above conditions are being fulfilled.

**45.8.** All schools shall impart education aimed at inculcating ethical, moral and social values and developing right attitudes among the pupils.

**45.9.** All schools shall begin the day's work with the community singing of the National Anthem (Jana Gana Mana).

### **Home Work**

**46.** Schools shall provide for suitable assignments in home-work with the object of encouraging self-reliance and reading habits. Home-work should be suited to the capacities of the pupils and the requirements of the standards and should not be of such a character as would impose physical or mental strain on the pupils.

## **SECTION V**

### **HEALTH OF SCHOOL CHILDREN**

#### **Health and Physical Well-being of Children**

**47.** The health of every child is of paramount importance. Schools shall, therefore, pay proper attention to all factors contributing to the health of school children and making them health-conscious. Schools shall pay particular attention to the following :

- (1) Personal and social hygiene of school children ;
- (2) Suitability of class-room furniture and proper postures of children ;
- (3) Provision, in the time-table, of necessary intervals of rest ;
- (4) Physical education including open-air games ;
- (5) Safety-first measures in respect of crossing roads, plying vehicles, etc. ;
- (6) Provision for pure drinking water ; and
- (7) Stopping of the sale of unhygienic or harmful food, drink or eatables in or near the school premises.



### Medical Examination

48.1. Medical examination of every pupil in a secondary school should be taken three times during his school career if the school has standards from V to X, i.e. in Std. V, Std. VIII and Std. X and two times if the school has standards from VIII to X, i.e. in Std. VIII and Std. X.

48.2. Those who are found to be defective during a particular medical examination should be examined every year, following this examination, until the defect is corrected.

48.3. Pupils should be examined during the year by the school doctor, if they are at any time, referred to by the school teachers, who may detect in them any defect for which a medical examination is necessary.

48.4. Every fresh entrant in any standard in the school should be examined unless he/she submits his/her previous medical report along with the leaving certificate when he/she seeks admission to the school.

48.5. Physical measurements of all pupils in the school (height, weight, etc.) should be taken every year, *preferably by the physical education teachers.*

48.6. Record of medical examination of every pupil shall be maintained as per forms given in appendix NINE (ii), (iii), (iv) and (v) ; a specimen form of letter to the guardian is given in appendix NINE (i) ; chart of average height and weight for boys and girls is given in appendix NINE (vi) ; instructions to examiners in regard to the medical examination are given in appendix NINE (vii) ; a list of material and equipment for medical examination is given in appendix NINE (viii).

48.7. Physical measurements and the result of the medical examination should be intimated to the parent/guardian through the progress book of the pupil. Provision should be made in the progress book for such reports [see appendix NINE (ii) and NINE (iii)]. The parent/guardian should see the reports and sign them when the progress book is normally signed and returned. A parent/guardian shall be advised to give the child proper medical treatment.

48.8. The same forms should be used in rural and urban areas.

48.9. Whenever a student leaves the school, the form given in appendix NINE (iii) pertaining to him should always accompany his school leaving certificate and for this purpose the schools should maintain up-to-date records.

## SECTION VI

### FEES AND FREE-STUDENTSHIPS

#### Tuition Fees

49.1. Schools shall charge only standard rates of "tuition fees".

**49.2.** The following standard rates of tuition fees are prescribed for different cities/areas of the State :

| City/Area   | Standard |      |      |      |      |       |
|---|----------|------|------|------|------|-------|
|   | V        | VI   | VII  | VIII | IX   | X     |
|   | 2        | 3    | 4    | 5    | 6    | 7     |
|   | Rs.      | Rs.  | Rs.  | Rs.  | Rs.  | Rs.   |
| (a) Greater Bombay .. .. .  | 5.00     | 6.00 | 7.00 | 8.00 | 9.00 | 10.00 |
| (b) Municipal Corporation areas of Pune/Nagpur/Solapur and Kolhapur Cities. . . . . | 4.00     | 5.00 | 6.00 | 7.00 | 8.00 | 9.00  |
| (c) Areas other than in (a) and (b) above. . . . .                                  | 3.00     | 4.00 | 5.00 | 6.00 | 7.00 | 8.00  |

(G.R. E. and Y.S.D. No. GAC. 1078/231/XXX. XXXVII, dated 24th May 1978.)

[The existing rules 49.4, 49.5 and 49.6 to be renumbered as 49.3, 49.4, 49.5, respectively.

(G.R. E. & Y.S.D. No. GAC. 1078/231/XXX. XXXVII, dated 24th May 1978.)]

**49.3.** Unaided schools may be allowed to charge tuition fees at rates higher than the standard rates, with the previous approval of the Director.

**49.4.** In the case of Night High Schools the rates of tuition fees shall be fixed at half of the standard rates prescribed for the day schools in that area. (vide Rule 49.2 above.)

#### Admission Fees

**49.5.** Schools are allowed to charge admission fees equal to an amount which is not more than one month's tuition fee of the standard to which the pupil is admitted.

#### Term Fees

**50.1.** Schools shall not charge separate fees for drawing, physical education, supply of water, library, etc., which are normal items of school expenditure.

**50.2.** They may, however, charge a consolidated term fee to meet the expenses on incidental and extra items mentioned in Rule 50.6, on the conditions prescribed in Rule 50.4, at the following rates.

| City/Area   | Term fee for students in Stds. V-VII | Term fee for students in Stds. VIII-X |
|---|--------------------------------------|---------------------------------------|
|   | Rs.                                  | Rs.                                   |
| (a) Greater Bombay .. .. .  | 5.00                                 | 8.00                                  |
| (b) Municipal Corporation areas of Pune/Nagpur/Solapur and Kolhapur Cities. . . . . | 4.00                                 | 7.00                                  |
| (c) Areas other than those in (a) and (b) above. . . . .                            | 3.00                                 | 6.00                                  |

(G.R. E. & Y.S.D. No. GAC. 1078/231/XXX. XXXVII, dated 24th May 1978).

*N.B.*—These rates of term fees will be applicable to all schools irrespective of the actual tuition fees charged by them.

**50.3.** The rates of term fees in Night High Schools shall be half of the aforesaid rates of term fees prescribed for day schools in Rule 50.2 above.

**50.4.** The consolidated term fees are to be charged on the following conditions :

(i) The term fee shall be charged only twice a year. It may, however, be collected in suitable instalments.

(ii) Schools shall on no account derive more income from this source than they propose to spend during the year.

(iii) The amount of this term fee shall be at the disposal of the Head of the school. A separate account of receipts and expenditure shall be maintained and surpluses carried over to the next year.

(iv) This account shall be inspected by Inspecting Officer to ensure that provisions made under this rule are rigidly followed.

(v) Schools that have surpluses exceeding 10 per cent of the actual collection of term fees shall be required to reduce their term fee rates during the subsequent year.

**50.5.** Schools may charge extra fees up to Rs. 3 per annum from the pupils keeping bicycles in separate sheds provided by the schools for the purpose.

**50.6.** The following are the items on which term fees can be expended :

- (1) Medical inspection of pupils;
- (2) School magazine, manuscript and/or printed;
- (3) Examination expenses, i.e., printing including cyclostyling of question papers and supply of answer books, if there is sufficient balance;
- (4) Contribution to athletic and cultural associations connected with school activities;
- (5) School functions and festivals;
- (6) Inter-class and inter-school tournaments;
- (7) Sports and games-major and minor;
- (8) Newspapers and magazines;
- (9) Curricular and co-curricular excursions and visits;
- (10) School competitions, such as elocution competition, etc.
- (11) School band-equipment and accessories;
- (12) Social and cultural activities and equipment required for the same;
- (13) Vocational guidance in general;
- (14) Prizes for co-curricular activities;
- (15) Maintenance of play-ground;
- (16) Purchase of books for pupils' library;
- (17) Drawing and craft material;
- (18) Audio-visual education;
- (19) Equipment for physical education;
- (20) A. C. C., N. C. C., N. D. S., N. F. C., etc.;
- (21) Any other curricular or co-curricular activities.

*(Please also see Annexure 18).*

**Free-studentships**

**51.1.** Schools may award at their own cost free-studentships to poor and deserving pupils. Government, however, will not compensate the schools for loss of fee income thus incurred.

**51.2.** In addition to the provision made in Rule 51.1 above, free-studentships shall be granted to the sons and daughters of full-time teaching and non-teaching staff studying in any of the schools conducted by the managements employing this staff.

**51.3.** The award of free-studentships under this rule shall be on one year basis and subject to regular attendance, good conduct and satisfactory progress of the pupils concerned.

**SECTION VII****SCHOOL TERMS, HOLIDAYS, SCHOOL HOURS****School Terms**

**52.1.** The school year will be divided into two terms. First term shall be from June to October and second term shall be from November to April. There shall be a short vacation generally in October/November to fit in with the Diwali Festival. The summer vacation shall ordinarily be from May to June. In order to secure uniformity in the date of opening of schools *the appropriate authority* concerned will fix uniform dates for all schools in the district and issue orders in good time before a school year begins. Changes, if any, may however, be allowed with the previous permission of *the said authority*.

*N.B.*—For School Terms of Anglo-Indian Schools see Appendix TWENTY-FIVE(5).

**52.2.** The maximum number of holidays including all vacations in schools shall, in no case, exceed 80 days excluding Sundays and half holidays subject to the condition that the school must work for not less than 250 days and do actual full instructional work for not less than 195 days in an academic year.

*N.B.*—For the number of holidays for Anglo-Indian Schools see Appendix TWENTY-FIVE(6).

**52.3. (a)** In the case of Night High Schools working for 2½ hours a day, the total working days shall not be less than 280 days in an academic year out of which not less than 260 days shall be instructional days.

**(b)** In the case of Night High Schools working for 3 hours a day, the total working days shall not be less than 240 days out of which not less than 220 days shall be instructional days.

### Holidays

53.1. Every school shall send to *the appropriate authority*, at the beginning of the school year, a list of holidays and vacations to be observed in the school.

53.2. All schools shall observe the public holidays declared by the State Government.

53.3. The schools may observe other holidays at their discretion subject to the conditions laid down in Rule 52.2.

### School Hours

54.1. Schools shall ordinarily meet for six hours and impart education for about five hours every day for five days in the week with due provision for a long and a short recess. On one day in the week, schools shall meet for two to three hours with due provision for recess. Schools shall, however, have 26 to 27 clock hours in a week for imparting education.

*N.B.—(i)* If schools so desire, they may spread these teaching hours over six days or restrict them to five days in a week.

*(ii)* For Anglo-Indian Schools see Appendix TWENTY-FIVE(7).

54.2. During hot summer months schools may meet in the morning for less than six hours but shall provide instruction for not less than four hours a day.

54.3. The Night High Schools should meet for  $2\frac{1}{2}$  hours or for 3 hours per day, as the individual school decides, for six days in a week. Provision for a short recess may be made beyond this time.

### Shift System

55.1. To meet the difficulty of accommodation, schools may be allowed by *the appropriate authority*, as an emergency measure to work in two shifts, provided that there is no other school of the same type in that locality which can conveniently accommodate pupils seeking admission in the former.

55.2. Permission to adopt the shift system will be given for one year in the first instance and may, thereafter, be continued with the specific sanction of *the appropriate authority*.

55.3. Schools allowed to work in shifts shall fulfil the following conditions :—

(a) Arrangements shall be made in both the shifts for proper administration and supervision. If there are more than 20 classes in each shift, there shall be a separate Head for each shift; or, if this is not possible, there should be a separate Assistant Head for one of the shifts.

(b) There shall be an independent and full-time staff for each shift except in the case of teachers of special subjects who may not be working full-time. Teachers who work for the full period of 17 to 19 hours per week in one shift may be permitted, for sufficient reasons, to work part-time in the second shift, up to two hours per day.

(c) Hours of instruction per week to be put in by those schools will be the same as in the case of schools not working in shifts, i.e. 26 to 27 hours per week. However, if one of the shifts consists of lower Standards V to VII, the hours of instruction may be reduced suitably with the permission of *the appropriate authority*.

## SECTION VIII

### PRINCIPLES OF DISCIPLINE FOR PUPILS

#### Principles of Discipline

**56.1.** Heads of schools shall see that the principles of discipline are properly observed. Regularity and implicit obedience should be insisted upon. Politeness and courtesy of speech and conduct as well as cleanliness of dress and person should be inculcated.

**56.2.** Pupils should realise that they are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or observed objectionable conduct out of the school, on the part of the pupils should make them liable for disciplinary action.

**56.3.** A pupil who fails consecutively twice in the same standard is liable to be asked to leave the school.

**56.4.** Parents or guardians are given to understand that they cannot dictate to the managements and that the managements have a right to say on what conditions they will admit or retain pupils in their schools provided such conditions are in conformity with the provisions in the Code and the instructions issued by *the appropriate authority* from time to time. Pupils shall not take part in any political activities.

**56.5.** Any pupil who is persistently insubordinate or is repeatedly or wilfully mischievous or is guilty of malpractices in connection with examinations or has committed an act of serious indiscipline and/or misbehaviour, or who, in the opinion of the Head of the school, has an unwholesome influence on his fellow-pupils, may be expelled permanently or removed from the school for a specified period by the Head of the school. The reasons thereof should be recorded in writing. The matter should be reported immediately by the Head to *the appropriate authority* and in no case later than 7 days of expulsion, with the name of the pupil expelled, together with full details of the reasons for the action taken.

## CHAPTER III

## STAFF-SERVICE CONDITIONS, RECORDS AND INSPECTION

## SECTION I

## MAINTENANCE OF ADEQUATE STAFF

**Admissibility, Qualifications and Appointment of Staff :**

57.1. The teaching staff of the school shall be adequate and well-qualified having regard to the size of the school, the alternative courses provided and the optional subjects taught therein. Too many and/or too frequent changes in the staff militate against the efficiency of the school and shall, therefore, be avoided.

*(Please also see Annexure 63).*

57.2. Schools shall maintain the necessary teaching staff on a permanent basis in accordance with the rules prescribed by Government, from time to time, and shall not appoint teachers continuously on temporary basis from year to year. Schools found ignoring this directive and persisting in appointing teachers on a temporary basis from year to year will be liable for action.

57.3. All posts substantively vacant or substantively created must be filled in by substantive appointments, if eligible persons are available.

57.4. The managements of aided secondary schools shall reserve 34 per cent of the total number of posts of teaching as well as non-teaching staff for the members of the Scheduled Castes, Scheduled Tribes, Nomadic Tribes and other Backward Communities as follows :

|  | Per cent |
|--|----------|
| (1) Scheduled Castes .. .. .           | 13       |
| (2) Scheduled Tribes .. .. .           | 7        |
| (3) Nomadic Tribes .. .. .             | 4        |
| (4) Other Backward Communities .. .. . | 10       |

(G.R., E. & Y.S.D., No. GAC. 1076/1118/IV of 19th January 1976).

*N.B.*—When any retrenchment is to be effected members of Backward Classes already in service should not be retrenched though liable to retrenchment according to their seniority, provided that their strength in the school does not exceed the prescribed percentage of reservation. In their place, an equal number of other non-Backward Class members of the staff shall be retrenched subject, however, to the proviso that, as between the permanent and temporary employees, the temporary employee should be retrenched irrespective of the fact that he belongs to the Backward Class.

(G.R., E. & Y.S.D., No. GAC. 1078/1118/XXX. XXXVII of 31st July 1973.)

**57.5.** The number of clerical staff admissible to a school shall be as under :

| Size of the School                                   | No. of clerks                           |
|--|---|
| (1) Schools having pupils up to 500                  | .. One Junior Clerk                     |
| (2) Schools having pupils over 500 and upto 1,000.   | One Junior Clerk and One Senior Clerk.  |
| (3) Schools having pupils over 1,000 and upto 1,500. | One Junior Clerk and Two Senior Clerks. |

*(Please also see Annexure 60).*

**57.6.** The needs in respect of clerical staff of schools having more than 1,500 pupils and their pay-scales will be considered by the Director on the merits of each case.

**57.7.** The pay-scales for clerical staff will be as prescribed by Government (Appendix Ten).

**57.8.** The number of full-time lower grade staff admissible to a school shall be as under :

- (i) Schools having upto 7 full-fledged classes. .. Upto 4
- (ii) Schools with more than 7 classes .. One for every set of 7 classes or a part thereof, excluding the first 7 classes.

*N.B.—(1)* The staffing pattern with regard to the non-teaching staff as on 1st June 1963, if already approved, may be continued.

*N.B.—(2)* If any school maintains a lift used exclusively for school purpose, the liftman appointed by it will be admissible provided the post of liftman is one of the lower grade staff admissible as per above Rule.

(G.R., E.D., No. SSN. 1074/35532/E, of 2nd January 1975.)

*(Please also see Annexure 60).*

**57.9.** The scales of pay for different categories of lower grade staff will be as prescribed by Government (Appendix ELEVEN).

### **Deputation of Teachers for Training**

**58.1.** Managements of schools shall depute untrained teachers who were in service of the school on or before 15-7-1969 with salary and allowances for training courses of various types in accordance with the requirements of the schools and strictly in order of seniority of teachers in the school; provided the teacher deputed for training undertakes to work as a secondary school teacher



in any recognised school in the State for a period of five years. Expenditure on all or any of the three items mentioned below, if incurred by the management on deputation for training of such a teacher, will be held admissible for grant as before, but only for a period of five years, i.e. up to 31st March 1974 :

- (a) payment of full salary and allowances;
- (b) expenditure incurred, if any, on payment of fees of the training course on behalf of such a teacher; and
- (c) expenditure incurred, if any, on payment of travelling allowance of such a teacher for undergoing training.

**58.2.** The provision in Rule 58.1 above is applicable to :

(i) untrained graduate or post-graduate teachers [i.e. purely graduate or post-graduate teachers or graduate or post-graduate teachers with S. T. C./T. D./Dip. Ed. (1 Year)/Dip. T. (1 year) qualification, which is considered lower than the B.Ed. or its equivalent qualification] deputed for training for B.Ed. or equivalent qualifications; and

(ii) untrained undergraduate teachers [i.e. purely S. S. C. or undergraduate teachers or S. S. C. or undergraduate teachers with S. T. C./T. D./Dip. Ed. (1 year) qualification which is considered as not equivalent to the D. Ed. qualification] deputed for training for D. Ed. qualification.

**58.3.** Managements may permit teachers to obtain higher or additional qualifications such as B.A., M.A. etc. provided the teacher applies in writing for such a permission well in advance and provided further that the normal work of the school does not suffer by such permission. The teacher so permitted cannot claim as a matter of right any kind of leave for the preparation of the examination. He will, however, be eligible to get the leave due and admissible for the purpose of appearing for the examination.

(G.R., E.D. No. GAC. 1075/13152/E of 14th February 1975).

### **Obtaining Training Qualifications by Untrained Teachers**

**59.** An untrained teacher shall acquire training qualifications within a period of five years from the date of his appointment.

### **Minimum age of employment**

**60.** No recognised school shall employ a person who is under 18 years of age.

### **Appointment and Duties of Heads of Schools**

**61.1.** (a) The person to be appointed as the Head of a school shall be a graduate possessing prescribed training qualifications (B. T./B.Ed. or its equivalent), with at least five years of total teaching experience, after graduation, in a recognised secondary school or schools, out of which, experience of at least two years should be post-training experience.

(b) If a Management desires to appoint a person who does not possess the prescribed teaching experience as mentioned in clause (a) above, it may approach the Deputy Director of the Region, for relaxing this requirement. The Deputy Director may, after recording his reasons in writing, grant the relaxation at his discretion. The appointment of such person as Head of the school may be made by the Management only if such relaxation is granted by the Deputy Director. When such relaxation is granted, the person so appointed will not be held eligible for the Head Master's scale till he satisfies the conditions laid down in clause (a) above. He will be eligible for the scale of a teacher only.

*Note*—In the case of graduate teachers already in service for more than 15 years on 1st June 1963, the condition regarding qualification may also be relaxed by the Deputy Director. The graduate teacher in whose favour such relaxation is granted shall be entitled to the Head Master's scale.

**61.2.** (a) The Management of a school shall fill up the post of the Head of the school by appointing the senior-most teacher from among those employed in the school (if it is the only school run by the Management) or Schools conducted by it, who fulfils the conditions laid down in Rule 61.1(a) above and who has a satisfactory record of service. Seniority shall be determined only in accordance with the guidelines issued by the Department from time to time. Record of service shall be deemed to be satisfactory if there is nothing adverse in the annual confidential record of the teacher concerned during the previous five years. Adverse remarks not duly communicated to the teacher concerned shall be disregarded for this purpose. In case the Management had not maintained annual Confidential Reports of teachers, it will be necessary for the Management to produce a recorded evidence in support of unsatisfactory work of the teacher concerned before rejecting his claim for the post of Head/Assistant Head. The claims of the senior-most qualified teacher having satisfactory record of service, to the post of the Head, may be disregarded only if he, of his own free will, gives a statement in writing to the Education Officer/Educational Inspector that he has voluntarily relinquished his claim to the post. (Such statement of the teacher concerned shall be recorded in the hand of the teacher himself before the Education Officer/Educational Inspector and the latter shall endorse it as having been recorded in his presence. Such statement once duly made before the Education Officer/Educational Inspector shall not be allowed to be withdrawn).

*Exception.*—In the case of a Girls' school, that is a school run exclusively for girls, the senior most lady teacher, fulfilling the conditions laid down in Rule 61.1(a) above and having satisfactory record of service shall be appointed as Head Mistress of that school irrespective of her seniority *vis-a-vis* the male teachers.

(b) If a suitable teacher in accordance with the provisions of clause (a) above is not available to fill up the post of Head of the school, the Management shall, with the prior permission of the Deputy Director of Education of the Region concerned, advertise the post and select and appoint as the Head a suitable, qualified and experienced person fulfilling the provisions of clause (a)

of Rule 61.1. The application for permission to advertise the post shall be made at least two months in advance. The period of two months may be relaxed by the Deputy Director in the cases of new schools or in emergent cases wherein the vacancy could not have been anticipated. The advertisement shall be given only after the permission of the Deputy Director has been received. The advertisement shall appear in at least one daily newspaper having sizable circulation in the Region wherein the school is located.

(c) Management of a school with more than 20 classes may appoint an Assistant Head to assist the Head in his administrative and supervisory duties. Provisions of clause (a) above (together with the exception thereunder) and of clause (b) above shall apply also to the appointment of the Assistant Head.

*(Please also see Annexure 60).*

(d) A teacher who is, in any way, aggrieved by the appointment made by the Management of the Head or Assistant Head of his school may make an appeal to the Director within thirty days from the date of such appointment. The Director may entertain an appeal after the expiry of the said period of thirty days if he is satisfied that the appellant had sufficient cause for not preferring the appeal within such period. The Director may pass such order on the appeal as he deems fit. A copy thereof shall be forwarded to the Management which shall comply with the orders forthwith. The order of the Director shall be final.

(G.R., E. & Y.S.D. No. GAC. 1077/289/XXX-XXXVII, dated 3rd June 1977 read with G.R., E. & Y.S.D. No. GAC. 1078/359/XXX-XXXVII of 31st July 1978).

62. The duties of the Head Master, Assistant Head Master, Supervisor and Teacher shall be as shown in Appendix TWELVE.

(G.R., E. & Y.S.D. No. GAC. 1076/380/XXX of 16th July 1976).

### **Appointment of Supervisors**

63.1. (i) Schools with more than ten classes should appoint one or more supervisors subordinate to the Head with the approval of *the appropriate authority*.

63.1. (ii) The number of posts of supervisors should be regulated in the following manner :

- (1) Schools with 10 or less than 10 classes. No Supervisor.
- (2) Schools with more than 10 classes .. One post of supervisor for 10 classes or part thereof (excluding the first 10 classes) but not exceeding 4 posts of supervisors.

63.1. (iii) The number of posts of supervisors admissible to a school on the above basis shall be reduced by one if the school has appointed an Assistant Head [vide Rule 61.2(c)]

**63.2. (i)** Qualifications for supervisors shall be the same as for the Head of a school.

**63.2. (ii)** While appointing supervisors the claims of senior and qualified teachers already working in the school should be duly considered. Supervisorship need not be permanent but may be rotating.

**63.2. (iii)** No undergraduate teacher shall ordinarily be appointed as a supervisor.

*(Please also see Annexures 21, 45, 46, 47, 52 and 60).*

#### **Appointment of Untrained Teachers**

**64.** An untrained teacher other than a specialist teacher should not be appointed permanently in any recognised school. Special cases of teachers of outstanding merit, who may not possess the necessary academic and/or professional qualifications, should be referred to *the appropriate authority* for approval.

*(Please also see Annexures 21, 45, 46, 47 and 52).*

#### **Qualifications of Trained Teachers**

**65.** A teacher will be considered as trained only if he possesses any of the following qualifications :

##### **(1) For Graduate Teachers :**

(i) The B. T./B. Ed. degree of any of the statutory Universities situated in this State or its equivalent ;

(ii) The Teaching Diploma of any of the statutory Universities situated in the State if the person holding it is appointed before 1-10-1970 ;

(iii) The S. T. Certificate of the Education Department of this State if the person holding it is appointed before 1-10-1970 ;

(iv) The Diploma in Education of the Graduates Basic Training Centres ;

(v) The Diploma in Physical Education recognised by Government or its equivalent ;

(vi) Any other degree, diploma or certificate which Government or the Inter-University Board may sanction as equivalent to any of the above qualifications.

##### **(2) For Undergraduate Teachers :**

(i) The Diploma in Education of Nagpur and Bombay Universities which is awarded two years after S. S. C. Examination ;

(ii) The S. T. Certificate of the Education Department or the T.D. of any other statutory Universities in the State, if the person holding it is appointed before 1-10-1970 ;

(iii) Certificate in P. Ed. recognised by the Department if the person holding it is appointed before 1-6-1971;

(Please also see Annexure No. 68).

(G.R., E. & Y.S.D., No. GAC. 1077/669/XXX-XXXVII of 18th October 1977)

(iv) The Diploma in Education (D. Ed.) (Primary) awarded by the Government of Maharashtra ;

(v) Any other equivalent diploma or certificate approved by the Department or Inter-University Board.

(3) *For Drawing Teachers :*

A Drawing Teacher's or a Drawing Master's Certificate or an Art Master's Certificate or Art Teacher's Diploma or Art Master's Diploma.

(G.R., E.D. No. GAC. 1072/57236-E of 16th October 1972).

(4) *For Craft Teachers :*

A Certificate of having completed the special course in craft run by the Directorate of Technical Education or any other equivalent course approved by the Department with a minimum duration of six months.

(5) *For Language Teachers (Arabic, Hindi, Persian, Sanskrit, etc.) :*

For Graduate Teachers any degree, diploma or certificate which Government or the Inter-University Board may sanction as equivalent to the professional qualification as stated under sub-Rule (1) above.

(Please also see Annexures 19, 20 and 26).

*Note.*—Persons in service on 1st June 1963 with qualifications so far approved by the Department or for the posts held by them will continue to be considered as with approved qualifications.

**Cadres of Teachers :**

66. This Rule is *deleted*.

## SECTION II

### CONDITIONS OF SERVICE

**Application of Rules of Conditions of Service**

67.1. (a) Unless otherwise specifically mentioned, the service condition rules including the rules governing the termination of employment given in this section apply to both full-time and part-time teachers and the non-teaching staff employed in non-Government schools except that :

(i) the requirement of professional qualifications will not hold good in the case of the non-teaching staff who will be treated as permanent for all purposes on completion of two years' satisfactory service. However, the clerical staff shall have to undergo an inservice training course, if any, provided by the Department in order to be eligible for confirmation ;

(ii) the lower grade staff will be treated as permanent for all purposes on completion of two years' satisfactory service ;

(iii) the non-teaching staff will not be held eligible for any kind of vacation provided for the teaching staff, as they belong to the non-vacation department:

(iv) the service rendered in Night High Schools by the teaching and non-teaching employees will be regarded as part-time service and dealt with accordingly.

### **Selection and Appointment of Staff**

**67.1. (b)** Appointments of teaching (except the head) and non-teaching staff in a school shall be made by the School Committee in consultation with the Head of the school concerned.

**67.2. (a)** For every appointment made in a school, for a part-time or a full-time post, or for a teaching or a non-teaching post, the candidates intending for being considered for appointment shall make an application in writing, giving full details regarding name, date of birth, educational and/or professional qualifications and experience, etc., attaching true copies of the original certificates/diplomas.

**67.2. (b)** A letter of appointment order in the form given in appendix THIRTEEN shall be given to a candidate appointed in the post. The letter of appointment must be accompanied by a statement giving the terms of employment and conditions of service which should not be contrary to the provisions in this Code. A receipt in token of having received these shall be obtained from the candidate appointed.

**67.3.** Every employee shall undergo a medical examination by a registered medical practitioner named by the management within three months of the appointment. The appointment would be conditional pending certificate that he is free from any communicable disease and that he is physically fit to be employed on the teaching or non-teaching staff of the school. This condition shall be specified in the statement giving the terms of employment and conditions of service issued to each employee with the appointment order.

**67.4.** The school shall maintain a register of addresses of all its employees. Any change of address shall be immediately intimated to the school by the employee concerned.

**67.5.** A service book in the prescribed *pro-forma* shall be maintained for each employee in the school within three months from the date of his appointment.

*(Please also see Appendix FOURTEEN).*

**67.6.** The entries in the service book, especially those relating to date of birth, educational and professional qualifications, etc., should be verified by the Head of the school personally from the original record. A remark "the entry is in accordance with the original certificates" should be made in the respective columns and signed and dated by the Head after verification. The date of birth

should be verified from the original school leaving certificate or S. S. C. Examination certificate. The educational and/ or professional qualifications should be verified from the original certificates/diplomas/degrees of the examinations passed by the candidates.

*(Please also see Annexure 53).*

#### **Categories of Employees :**

68.1. Employees may be permanent or non-permanent. Non-permanent employees may be either temporary or on probation.

68.2. A temporary employee is one who is appointed to a temporary vacancy for a fixed period.

68.3. (a) In the case of a permanent vacancy, a teacher should ordinarily be appointed on probation for a period not exceeding two years. In the event of unsatisfactory work or behaviour during the probationary period, the employee's services may be terminated after one calendar month's notice before the completion of the probation period.

68.3. (b) A teacher who has completed two years' post-training service in the school will be treated as permanent. The confirmation order should be issued immediately. For the purposes of termination of services and leave, the Department will treat such teachers as permanent even though the authority competent to appoint them may not have formally confirmed them.

68.3. (c) The managements of new schools provisionally recognised for grant-in-aid may appoint teachers temporarily for a period of two years. They should, however, obtain well in advance the permission of the Deputy Director in writing for continuing teachers on a temporary basis beyond two years. No teacher in such a school should, however, be continued merely temporary for more than four years.

68.4. No untrained teacher on probation will be made permanent unless he is trained. No untrained teacher will ordinarily be retained in service for more than five years.

#### **Pay-Scales :**

68.5. The pay-scales of teaching and non-teaching staff shall be as laid down by Government from time to time. The pay-scales applicable to all categories of teachers working in schools with effect from 1st April 1976 are given in Appendix FIFTEEN.

*(Please also see Annexure 55).*

#### **Vacation Pay :**

##### **(A) Non-Permanent Employees :**

69.1. (a) Non-permanent employees who have served in a school for three months in the first and four months in the second term and whose services have been terminated by the management, will be entitled to the salary

for the October or December and summer vacations, as the case may be, provided they were not serving in a purely temporary vacancy, such as leave, deputation or a temporary post created for a specific period.

**69.1.** (b) In the cases not falling under the above provision, the employees will have to be paid in addition to the vacation salary for the gap between the date of relief and the date of beginning of the vacation also, if *the appropriate authority* is satisfied that the relief was intentional.

**(B) Permanent Employees ;**

**69.2.** (i) Permanent employees, who are relieved with compensation as laid down under sub-Rule (1) of Rule 77.2 shall not be eligible for vacation salary in addition to the amount of compensation.

(ii) Permanent employees, relieved because of reduction of establishment under Rule 77.4 shall be eligible for vacation salary.

(iii) Permanent employees of unaided Secondary Schools and those of aided Secondary Schools who have not opted for pension who retire after attaining the age of superannuation or after the expiry of the period of extension of service or re-employment granted to them shall be entitled to vacation salary, provided they satisfy the condition in Rule 69.1.

(iv) Permanent employees who retire after attaining the age of superannuation or after expiry of the period of extension or re-employment granted to them, shall be entitled to the vacation salary, provided the period of vacation falls within the period of service immediately preceding retirement or that of extension or re-employment.

(G.R.E. & Y.S.D. No. GAC. 1075/2382.IV, of 29th December 1975).

**Pension/Provident Fund :**

**70.1.** Every employee on a full-time basis in aided and recognised schools (except those run by local bodies) who was appointed before 1st April 1966 and who had exercised in writing his option for a pension scheme and those appointed on or after 1st April 1966 shall be eligible to get pension as per rules prescribed by Government.

**70.2.** Those members appointed before 1st April 1966 and who have opted for Contributory Provident Fund shall subscribe to that Fund, as per rules prescribed by Government.

**70.3.** The managements of recognised but unaided schools shall have a Provident Fund scheme of their own, if they so desire, which should be got sanctioned by the Department. Otherwise, they shall follow the Provident Fund scheme on similar lines as the Contributory Provident Fund scheme prescribed by Government except that the Government share equal to the management's share will not be paid by Government.

**70.4.** Part-time employees and those working in Night High Schools are not eligible either to the Provident Fund Scheme or to Pension Scheme.

(Please also see Annexures 34 and 69).



## SECTION III

## RULES OF DISCIPLINE AND LEAVE

**Rules of Discipline for Employees :**

71.1. All employees shall be subject to the general rules of discipline and conduct laid down by Government from time to time and such other rules and instructions as may be issued by the management as are not repugnant to the general rules prescribed by Government.

71.2. All employees shall, during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the School and shall make themselves in all respects useful to the school. They shall not on their own account or otherwise, either directly or indirectly, carry on or be concerned in any trade or business.

71.3. In addition to the school work, teachers may be required to participate in and work for extra-curricular and corporate activities of the school including social education.

71.4. No full-time employee shall accept part-time gainful employment in another educational, cultural or literary institution without first obtaining written permission from the authorities of the school in which he is employed, on a full-time basis. If so permitted, he shall not work for more than two clock hours per day and shall not be allowed to take private tuitions while he so works.

71.5. (i) Subject to the rules and regulations relating to their conditions of service, employees may attend political meetings and become members of any political party other than a party whose policy or programme is declared by Government as unconstitutional or as involving the use of violence or the dissemination of ideas of communal disharmony or of national disintegration or of violence. They shall not, however, be office-bearers of any political parties.

*(Please also see Annexure I).*

(ii) Employees shall not engage in political activities while on duty or on school premises.

(iii) Any activity on the part of the employees (teaching as well as non-teaching) which tends to create communal disharmony or anti-social or anti-secular or bad feelings or ill-will amongst the different sections of the people of the country, including the pupils in secondary schools, would amount to grave misconduct. Such act should be viewed very seriously by the management, which shall take suitable disciplinary action against such employees after due enquiry as per procedure laid down *including the one of removal from service*, if found guilty of such activities. The disciplinary action thus taken along with the charges levelled against the employees shall be reported by the management to *the appropriate authority*, who shall then consider whether the penalty imposed upon the employee is commensurate with

the severity or gravity of the charges of the aforesaid types of activities. In case the said authority concludes from the enquiry report and the findings therefrom that the penalty imposed is inadequate or excessive he shall bring the same to the notice of the management with a view to modify suitably the extent of disciplinary action.

#### **Breach of Service Condition Rules :**

72. If an employee of a school commits a breach of any of the service condition rules, the school authorities will hold an enquiry and if the breach is proved, the school authorities shall be free to warn the employee or to withhold his increment for a period not exceeding a year or to withhold his promotion.

*(Please also see Annexure 31).*

#### **Hours of Work and Attendance for Teaching Staff :**

73.1 A full-time teacher shall be present on the school premises during the working hours of the school for 30 hours a week exclusive of daily recesses, according to the requirements of the school.

73.2. A full-time teacher shall do actual teaching work for 18 hours per week. A teacher teaching classes with an average enrolment of more than 50 pupils shall do actual teaching work for 17 hours per week, whereas the teacher teaching classes with an average enrolment of 30 or less number of pupils shall do actual teaching work for 19 hours per week.

*N.B.* (i) All work provided in the school time-table should be included in the period 17 to 19 hours of work referred to above.

(ii) A teacher should be given as far as possible full load of 17 to 19 hours of teaching work according to the average enrolment of the classes in the time-table of the school. But in cases where full load cannot be given for genuine reasons, it should not affect adversely the calculation of grant-in-aid.

(G.R.E. & Y.S.D. No. GAC. 1076/45445/XXX-XXXVII, dated 31st August 1976).

73.3. The head of the school shall have the discretion to reduce the teaching work of teachers, wherever necessary, by not more than three periods per week provided the average of 17 to 19 hours per week per teacher is not affected thereby.

73.4. Provision should, however, be made for a fair and equal distribution of work among all teachers as far as possible.

73.5. For schools having more than 20 classes, the Head, the Assistant Head and the Supervisor shall do teaching work for at least 4, 8 and 10 hours per week, respectively. For schools having 20 or less classes, the Head and the Supervisor shall do teaching work for at least 6 and 12 hours per week, respectively.

73.6. The teaching hours of a teacher in a Night High School shall be half of those prescribed for a teacher in a day school. Special teachers may, however, be an exception in this respect.

73.7. The hours of working and attendance of non-teaching staff of the school shall be 38½ hours per week (inclusive of lunch recess) in the case of clerical staff and librarians etc., and 50 hours per week (inclusive of lunch recess) in the case of lower grade staff such as peons, hamals, etc.

(G.R., E.S. & S.W.D. No. GAC. 1072/ 9266-E of 8th February 1972.)

### **Obtaining Permission for Absence**

74. No employee shall ordinarily absent himself from his duties without first having obtained the permission of the Head of the school. In the case of an emergency, when he is unable to obtain necessary permission beforehand, he shall intimate to the Head the reasons of his absence at the earliest opportunity.

*(Please also see Annexure 50).*

### **Leave**

75.1. Leave cannot be claimed as of right. Discretion to refuse or revoke leave is reserved to the Head of the school, the School Committee or the management, as the case may be.

### **Casual Leave**

75.2. (i) Casual leave may be given by the Head upto a maximum period of 15 days in an academic year subject to the condition that ordinarily not more than three days' casual leave can be enjoyed at a time to be extended to ten days only in exceptional circumstances; (ii) Not more than two holidays can be enjoyed in conjunction with any spell of casual leave whether by prefixing or by suffixing or by both and the total period of casual leave and holidays enjoyed continuously at one time should not exceed 7 days save only in exceptional circumstances when it may be extended up to 10 days; (iii) The number of holidays in excess of 2 prefixed or suffixed or both, to the casual leave will be treated as casual leave. Sundays and holidays interposed between two periods of casual leave should, however, be treated as part of casual leave; (iv) Casual leave cannot ordinarily be prefixed or suffixed to vacations except with the previous permission of the Head of the school, the school Committee or the management, as the case may be; (v) It is permissible to enjoy half day's casual leave if the period of absence is half or less than half of a working day; (vi) Absence on a Saturday, if it is a half working day or any other day if observed by the school as a half working day, is not to be treated as a half day's casual leave but casual leave for a full day.

*(Please also see Annexure 59).*

### **Half Pay Leave**

75.3. (1) (a) Half pay leave to the extent of 20 days may be granted for each completed year of service to permanent employees of a school, on private affairs or on medical certificate. Every application for leave on medical certificate made by an employee shall be accompanied by a medical certificate given by a registered medical practitioner, stating as clearly as possible, the nature and probable duration of the illness.

(b) The authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Presidency or Civil Surgeon or District Medical Officer to have the applicant medically examined. Should it decide to do so, it must arrange for the second examination to be made, on the earliest possible date after the date on which the first medical opinion was given. It should forward the original medical certificate produced by the applicant to the Medical Officer by whom he is to be re-examined.

(c) This re-examination, if necessary, be arranged by the management at their own cost, if any and that, any expenditure on this account, will not be held admissible for grant.

(d) The maximum period of half pay leave should be limited to four months at a time.

### Commuted Leave

75.3. (2)(i) Commuted leave not exceeding half the amount of half Pay leave due may be granted on medical certificate from the Civil Surgeon or a Registered Medical Practitioner named by the authority competent to sanction leave.

(ii) Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study that is a course which is certified to be in the public interest by the leave sanctioning authority on the following conditions :—

(a) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due, and

(b) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(GR, E & Y SD No. SSN. 1575/18676-XXX-XXXVII of 10th September 1976).

### Extraordinary Leave

75.4. Extraordinary leave may be granted to an employee in special circumstances when no other leave is, by rule, admissible or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave. Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any one occasion. The authority competent to sanction leave may commute retrospectively periods of absence without leave, into extraordinary leave.

(Please also see Annexures 17 and 62).

### Maternity Leave

75.5. (i) Maternity leave may be granted to female employees who have put in more than one year's service. It may be granted for 90 days from the date of its commencement.

(G. R. E. D. No. GAC 1075/22632-E of 11th April 1975).

(G. R. E. & Y. S. D. No. GAC-1078/445-XXX-XXXVII of 28th September 1978).

**75.5. (ii)** Maternity leave under Rule 75.5 (i) above shall be granted on half pay to an employee who has put in less than two years' service before the commencement of such leave.

**75.5. (iii)** Maternity leave under Rule 75.5 (i) above shall be granted on full pay to an employee who has put in two years' service on the day of commencement of such leave.

**75.5. (iv)** Maternity leave shall not be debited to the leave account. Leave of any other kind may be granted in continuation of maternity leave, if the request for granting it is supported by a medical certificate.

**75.5. (v)** Maternity leave shall not be granted to a female employee having three or more living children.

(G.R.,E.S. & S.W.D. No. GAC. 1072/4364/E, of 14th February 1972).

*Note :* Leave under this rule is admissible in case of miscarriage and abortion also.

### **Earned Leave**

**75.6. (i)** The earned leave admissible to permanent teaching employees in respect of any year in which they are prevented from availing themselves of the full vacations, is in such proportion of 30 days *a year* as the number of days of vacation not taken bear to the full vacation, provided that such an employee will cease to earn such leave when the earned leave due amounts to 180 days.

**75.6. (ii)** The non-teaching staff belongs to non-vacation department and is, therefore, prevented from enjoying vacation. The members of the non-teaching staff shall, therefore, earn earned leave per year of duty at the rate of 30 days for a completed year of service. The employee will cease to earn such leave when the earned leave accumulates to 180 days.

**75.6. (iii)** The benefit of encashment of surrendered leave is admissible to the non-teaching staff on the terms and conditions mentioned in Annexure (66).

(G.R.,E. & Y.S.D. No. BPC. 1078/177/XXX-XXXVII, of 21st August 1978).

### **Combination of Leave**

**75.7.** Any kind of leave except casual leave may be granted in combination with or in continuation of any kind of leave.

### **Leave to Non-permanent Employees**

**75.8.** Non-permanent employees will not be entitled to any leave with pay other than casual and maternity leave. A non-permanent employee when appointed substantively to a permanent post will be credited with the leave which would have been admissible if his previous continuous duty was as permanent employee. Half pay leave at the rate of 20 days for each completed year may be granted to the non-permanent employees provided the authority competent to sanction leave has reason to believe that the employee concerned will return to duty on its expiry.

### Calculation of Leave Salary

**75.9.** (i) An employee on full pay leave, is entitled to leave salary equal to the greater of the amounts specified below :—

(a) The substantive pay on the day before the leave commences, or in respect of the first 60 days of the leave, the average monthly pay earned during the 12 complete months preceding the month in which the leave commences ;

(b) and thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

(ii) An employee on half pay is entitled to leave salary equal to half the substantive pay or half the amount specified in clause (b) of Rule 75.9 (i) above, whichever amount is greater.

(iii) An employee on commuted leave is entitled to leave salary equal to twice the amount admissible under Rule 75.9 (ii) above.

(iv) An employee on extraordinary leave is not entitled to any leave salary.

**75.10.** Leave to the credit of an employee shall lapse on the date of his superannuation provided that if in sufficient time before that date he has formally applied for leave and it has been refused in the interest of the school, this refused leave up to a maximum of four months can be granted after the date of superannuation or after the period of his extension is over. An employee retained in service beyond the age of superannuation shall earn leave for the period of his extension at the rate mentioned in Rule 75.3 (1) (a) above which he can enjoy before the period of extension is over.

**75.11.** The leave account of every employee should be maintained in the form given in appendix SIXTEEN.

**75.12.** An employee on leave, with full or half pay, shall not accept any service with pay or remuneration during the period of leave, without first obtaining specific permission from his employer.

**75.13.** An application for leave or extension of leave or to proceed on leave after vacation, should ordinarily be made in good time before the date from which the leave or its extension is sought. If a non-permanent employee does not apply for leave or for further leave, within seven days of the expiry of vacation or of leave as the case may be, he/she may be deemed to have abandoned his/her service. The services of permanent employee who does not fulfil above requirement will be liable to be terminated for breach of this Rule only after following the procedure laid down in Rule No. 77 (2) or 77 (3) as the case may be.

(G.R.,E. & Y.S.D. No. GAC. 1076/62827. XXX-XXXVII of 19th October 1976).

**75.14.** An employee on leave may not be allowed to return to duty before the expiry of the leave except with the permission of the sanctioning authority.

**75.15.** Under exceptional circumstances of administrative necessity, the authority competent to sanction leave may call back to duty an employee who is on leave, explaining the nature of the emergency, and it will be incumbent on the employee to return to duty. If, however, the employee cannot return to duty as directed, he should satisfy the said authority about the *bona fide* circumstances of his inability.

**Private Tuition :**

**(A) Full-time Teaching Staff :**

**76.1.** (i) Heads and Assistant Heads of schools may give guidance to their pupils occasionally outside school hours, if absolutely necessary, without any remuneration. But they should not undertake any regular private tuition even without remuneration. The Heads/Assistant Heads may, however, be permitted by managements in writing to undertake the following items of work:-

(a) Working as guides for post-graduate research (with the approval of the University).

(b) Working as part-time lecturers in colleges or in the post-graduate departments of Universities ; provided that (i) the work involved is small and does not interfere with their regular work in the school or with their presence in the school for the requisite period and (ii) their legitimate work is generally not allowed to suffer in any manner.

(c) Supervision of the primary section of the school, if any ; and

(d) Any other similar type of work.

**76.1.** (ii) No teacher should do private tuition for more than two hours in a day or teach more than five pupils during his whole period of tuition in the day. The expression " five pupils " means the same five pupils and not batches of pupils. Day school teachers working in night schools may work for full duration of the night schools instead of two hours as mentioned in this rule provided they do not undertake private tuitions.

**76.1.** (iii) Every teacher must obtain the previous permission of the Head of the school before he undertakes any tuition. He should also submit to the Head of the school at the end of every month a statement signed by him showing the names of the pupils to whom he has been giving tuition, the period per day for which he is giving tuition, the standards in which they are studying and the amount of remuneration received. These reports shall be available for inspection to the appropriate authority.

**76.1.** (iv) No teacher will be allowed to associate himself directly or indirectly with any coaching classes to prepare pupils for the internal or external examinations of secondary schools or any other examining body. When the number of pupils taking private tuition from a teacher for internal or external examination exceeds five, it shall be deemed to be a coaching class.

**76.1.** (v) School building or any part thereof or of the premises should not be allowed to be utilised for private coaching classes, excepting for classes conducted by teachers for examinations in languages held by associations or

bodies recognised by the Department. The time which the teachers spend in teaching these classes will be set off against the limit of two hours of private tuitions admissible under the rules.

**(B) Part-time Teaching Staff :**

**76.2. (i)** A part-time teacher must obtain the previous permission of the Head of the school before undertaking any tuition. He shall furnish the Head with the monthly statements as provided in Rule 76.1 (iii) above.

**76.2. (ii)** The total number of hours spent by a part-time teacher in teaching in one or more schools, as also the number of hours spent by him in tuition should not exceed the total number of hours spent in teaching in school plus the number of hours permitted for undertaking private tuition by full-time teachers.

**76.2. (iii)** The number of pupils to whom he may give private tuition may also be proportionately increased.

**76.2. (iv)** In no case should the total number of hours devoted to private tuition by a part-time teacher exceed four hours a day.

**(C) Non-teaching Staff :**

**76.3.** Non-teaching staff may be allowed by the school authorities to accept part-time work for not more than two hours a day on condition that it does not, in any way, interfere with their legitimate duties in the school.

**Termination of Employment :**

**77.1.** The services of a non-permanent employee may be terminated by the management at any time without assigning any reason after giving one calendar month's notice or by paying one month's salary (pay and allowances, if any) in lieu of notice. The notice should not, however, be given during vacation or so as to cover any part of the vacation or within a month after the vacation.

**N.B.—**A calendar month means one of the 12 months in which the year is divided according to the calendar; also the space of time from any day of any such month to the corresponding day of the next month as opposed to the lunar month of four weeks. In computing time of calendar months time must be reckoned by looking at the calendar and not by counting days. Thus "One calendar month's notice" will be calculated from the day of notice to the day numerically corresponding in the following month less one. However, when there is no corresponding day in the last month of notice, the employee's services will be terminated on the last day of such last month, so that an employee who was served with a notice of discharge will not be retained in service or the management will not be required to pay him salary, for a greater number of days than there are in the month in which he was served with the notice of discharge. Accordingly, the calendar month's notice given on the 23rd February 1971, will terminate on the 22nd March which would only amount to 28 days.



**77.2. (1)** The services of a permanent employee may be terminated by the management without assigning any reason on giving compensation as follows :—

(i) Twelve months' salary (pay and allowances, if any), to the employee if he/she has been in the service of the school for ten years or more ;

(ii) Six months' salary (pay and allowances, if any), to the employee if he/she has been in the service of the school for less than ten years.

No employee should be removed under this Rule without a confidential show-cause notice (stating the grounds on which his/her services are proposed to be terminated) being issued to him/her by the Management and his/her explanation being obtained, and further without the prior approval of the Deputy Director concerned. The management should forward such explanation obtained from the employee also to the Deputy Director along with other papers of the case while seeking the Deputy Director's prior approval to terminate the employee's services.

(Government Resolution, Education and Youth Services Department No. GAC. 1078; 179/XXX-XXXVII, of 5th October 1978).

**77.2. (2)** The Management shall immediately inform *the appropriate authority* concerned of the action regarding the discharge of and payment made to such an employee. *The said authority* shall satisfy himself at the time of his visit or inspection that the payment to the employee was made forthwith. In cases falling under this rule, no employee should be relieved by the management without making payment of the prescribed compensation and failure to do so may entail such cut in grant-in-aid due to the school and other action against the management as the Deputy Director may consider appropriate.

(Please also see Annexures 28 and 33).

**77.2. (3)** If a permanent employee is to be relieved from service in the school for being found medically unfit as certified by the Civil Surgeon or Presidency Surgeon, as the case may be, he may be given gratuity at the rate of half month's salary (pay and allowances, if any) for every completed year of service but not less than three months' salary in any case.

*N.B.*—An employee receiving gratuity under Rule 77.2 (3) above will not be eligible to receive compensation as provided in Rule 77.2 (1) of this Rule.

**77.3. (1)** In all cases of termination of services of permanent employees excepting those mentioned above, an inquiry shall be held through a properly constituted Inquiry Committee. Such an inquiry can be held only in the case of insubordination, neglect of duties or misconduct (in each case of a serious nature).

#### **Composition of the Inquiry Committee :**

(i) If the inquiry is against the employee who is not the Head of the School, the Committee shall consist of—

(a) the Head of the School concerned,

(b) a person nominated by the employee concerned from amongst the members of the Executive or the Governing Council or from amongst the employees of his own school or any other aided Secondary School as the case may be, and

(c) a person nominated by the Management from amongst the members of the Executive or the Governing Council.

*N.B.—Deleted.*

(ii) If the inquiry is against the Head of the School, the Committee shall consist of a member nominated by him from amongst the members of the Executive or the Governing Council or a Head Master of any other aided Secondary School in his capacity as a Head Master only, the remaining two members being nominated by the Management out of the remaining members of the Executive or the Governing Council.

*N.B.—Deleted.*

(G.R.E.D. No. BYN. 1874/10574.G, of 15th July 1974 & No. GAC. 1075/786/IV, of 26th September 1975.)

77.3. (2) The Management may suspend an employee during the course of the inquiry and if this is done, the employee shall have to be given full pay and allowances, if any, during the period of suspension.

#### **Procedure of Inquiry :**

77.3. (3) (i) If an employee of a school is allegedly guilty of insubordination, neglect of duties or misconduct (in each case of a serious nature), the Secretary on behalf of the management shall communicate to the employee the allegations and demand from him a written explanation within a week.

(ii) If the Secretary finds that the explanation is not satisfactory, he shall, if authorised by the management, proceed to constitute an Inquiry Committee and direct the employee concerned to nominate a person on the Committee on his own behalf within a fortnight, as provided for in sub-rule (i) or (ii) of Rule 77.3 (1) above.

(iii) The Inquiry Committee shall go through the allegations and the employee's explanation, if any, and if it feels that there is a case for inquiry, frame a charge-sheet and communicate it to the employee within a week of its constitution.

(iv) The Inquiry Committee shall then hold an inquiry after giving ten days' notice to the Secretary and the employee. The employee shall have the right to be heard in person and to lead evidence, if any. He shall also have the right to cross-examine the witnesses examined on behalf of the management. The management also shall have the right to lead evidence and a right to cross-examine the witnesses examined on behalf of the employee. The evidence thus collected shall be recorded in writing and endorsed both by the employee and the Secretary in token of its authenticity.

(v) The Inquiry Committee shall give to the employee a summary of the proceedings and allow him to take copies, statements of witnesses, if any, and allow him seven days to offer his further explanation, if any.

(vi) On receipt of the further explanation of the employee or, if no explanation is offered within 7 days, the Inquiry Committee shall complete the inquiry and record its findings and decision in writing within a week after the date fixed for receipt of further explanation and communicate the same to the Secretary and the employee immediately. The management shall communicate in three weeks' time to the Deputy Director concerned the charges levelled against the employee. The explanation given by him thereon, the Inquiry Committee's findings and the decision arrived at. If the employee does not take part in the inquiry deliberately or remains absent at the inquiry, *ex parte* findings may be arrived at and recorded by the Committee.

(vii) Either party shall have the right to prefer an appeal to the Deputy Director within 15 days of the receipt of the decision. If no appeal is preferred by either side, the decision of the Committee shall be treated as final and binding on both the parties and shall be executed forthwith.

(viii) If an appeal is preferred, the Deputy Director shall take a decision on the appeal within three months of the receipt of the appeal after hearing both the parties, if they so desire. If the Deputy Director feels that this limit is required to be extended further, he shall write to the Director who may grant further extension of time-limit by one month more. The Deputy Director should communicate the final decision to both the parties by registered post A.D.

(G.R.E.D. No. GAC. 1075/E, of 12th July 1975).

(ix) In cases of proved misconduct of a teacher, the Deputy Director shall stipulate the period during which the teacher concerned will not be re-employed in any other educational institution.

(Please also see Annexure 49).

71.4. In cases of reduction of establishment owing to the reduction in the number of classes or fall in the number of pupils affecting the income of the school or a change in the curriculum affecting the number of certain category of teachers or closure of a course of studies or of the school itself or any other *bona fide* reasons of similar nature, management may terminate the services of a permanent employee after giving three months' notice or three months' pay in lieu of notice. In such cases, the principle of seniority shall ordinarily be observed, but if for any special reasons, this principle is proposed to be departed from, by the management and a senior member of the staff is proposed to be retrenched when a junior member should have been retrenched, they shall obtain the prior approval of *the appropriate authority*. He shall, in all such cases, be bound to give his decision within one month of the receipt of the reference. If posts retrenched are revived or additional posts are created within one year from the date of any retrenchment as above, the permanent employee retrenched shall be given the first opportunity of rejoining service in the school. He shall be restored to his original position in pay and seniority. If no written reply is received from any employee within a fortnight from the date of acknowledgment, or refusal to receive by post such offer made by

registered post A. D. is received by the management, the latter shall be free to fill the post or posts otherwise. For this purpose, the retrenched employee shall register his address in the school before he is relieved.

*(Please also see N.B. 57.4).*

**77.5.** A management shall not delegate to any subordinate authority other than the principal executive officer of the general body in the case of a registered society, power to terminate the services of an employee or to reduce his pay. The power to impose any other penalty may be delegated at the discretion of the management to the Head of the school, subject to such limitation as the management may consider desirable.

**77.6.** The expenditure incurred by the management on payment of compensation under Rule 77.2(1) above, and salary (pay plus allowances, if any), in lieu of notice period under Rules 77.1 and 77.4 of this Rule should not be held admissible for purposes of grant except in cases where the discharge of the employee is at the instance of Government.

**77.7.** (i) No employee shall leave service without giving a calendar month's notice in the case of non-permanent employees and 3 months' notice in the case of permanent employees.

(ii) However, Managements may allow employees to leave service earlier by paying one month's or 3 months' notice pay (Pay and allowances) as the case may be, in lieu of notice as in (i) above.

(iii) If any management allows an employee to leave service earlier either without due notice or without paying notice pay in lieu of due notice, an equal amount of notice pay shall be deducted from the grant due to the school concerned.

(iv) An employee proposing to give notice should not do so during the vacation or so as to cover any part of vacation. Similarly, the notice should not be given within a month after the beginning of the first term of the year.

(G.R.E. & Y.S.D. No. SSN. 1876/32950/XXX XXXVII, of 28th February 1977).

*(Please also see Annexure No. 65).*

**77.8.** The managements of schools should pay all legitimate dues to their employees as and when directed by the Department.

**77.9.** An employee dismissed or removed from service for misconduct under sub-rule (3)(ix) of Rule 77.3. by a school or from Government service or by a local body shall not be re-employed by any other recognised institution for such period as may be specified by the Deputy Director concerned or by the Director provided that the officer concerned is satisfied about the serious nature of the misconduct and has notified accordingly to that effect.

**77.10.** The either party may appeal against the decision of concerned Officers under Rule 77.1, 77 (2) (i), 77.3 (3) (viii) and 77 (4) to the officers as follows who shall decide the appeal as per rules and his decision will be binding on both the parties:—

(a) Under Rule 77.1 and 77.4 the Educational Inspector, Greater Bombay/Education Officer, Zilla Parishad or the Deputy Director of Technical Education concerned may decide the cases in the first instance and the appeals may be entertained by the Deputy Director of Education/Director of Technical Education whose decision shall be final.

(b) Appeal against the decision of the Deputy Director under Rule 77.2 (1) and 77.3 (3) (viii) shall be made to the Director whose decision on it, will be binding on both the parties.

(c) Appellate authority mentioned in 77.10 (a) and (b) above should decide the appeals within a period of 4 months of the receipt of the appeal by him.

(G.R.E.D. No. GAC. 1073/26972/E of 18 January 1975).

(d) Appeals against the decision of the Educational Inspector, Greater Bombay/Education Officer of the Zilla Parishad concerned or the Deputy Director of Technical Education under rule 77.1 and 77.4 and the appeal against the decision of the Deputy Director of Education under rule 77.2 (1) and 77.3. (3) (viii) shall be made to the Deputy Director of Education and the Director of Education respectively within 15 days from the receipt of the decision.

(G.R.E. & Y.S.D. No. SSN. 1876/1819/XXC-XXXVII, dated 14th April 1977).

**77.11.** (1) In case of serious misconduct of an employee of a non-Government Secondary School, where he has been exonerated by the Inquiry Committee, the Director may, *suo-motu* or otherwise, call for record and proceedings of the Inquiry Committee. The Director shall, on being satisfied that proper procedure was not followed by the Inquiry Committee, direct that a fresh inquiry be held in such cases. Such inquiry shall be conducted by an Officer not below the rank of the Education Officer of Zilla Parishad or Educational Inspector as the Director may nominate for this purpose. The officer shall, so far as it may be necessary, follow the procedure of Inquiry prescribed under Rule 77.3 (3) above. On completion of the inquiry, the Officer shall forward the report to the Director.

(2) On receipt of the report of the inquiry, if the Director is satisfied that the charge of serious misconduct has been proved, he shall, by an order in writing, direct, that—

(a) the pay of the employee concerned shall be reduced : or

(b) the employee shall be removed from service ; or

(c) the employee shall be removed from service and be debarred from re-employment in any other educational institution either permanently or for such period as the Director may specify in the order :

Provided that, no such order shall be passed by the Director unless the employee concerned is given a reasonable opportunity of showing cause against the proposed order.

(3) The employee concerned may file an appeal to the State Government against the order of the Director made under sub-rule (2) above within 30 days of the receipt of the order by him. The decision of the State Government in appeal shall be final.

(G.R.E. & Y.S.D. No. GAC. 1077/203/ XXX-XXXVII, dated 15th May 1978).

### **Application for Another Post**

**78.1.** If an employee serving in a school wishes to apply for a post elsewhere he shall forward his application for the post through the Head of his school under intimation to the management. In the case of the Head of a school such application shall be forwarded through the management. The application will be forwarded by the Head or management, as the case may be, promptly with due regard to the urgency of each case and in any case within a week from the date of receipt of the application. Advance copies may be sent by the applicants to the authorities concerned, this fact being made clear in the applications submitted through proper channel. In case the application sent through proper channel is not received in time by the school authorities to whom it is addressed, the advance copy of the application sent by the teacher may be considered on its own merits by those school authorities but the teacher shall not be taken in service unless he produces the Discharge Certificate etc. as provided for, under Rule 79 below.

**78.2.** If a teacher, who has been in service of a school, applies direct for a post in a Government or non-Government school, he shall mention in the application the fact of his being in service in the school. If he fails to mention this fact and is consequently employed in the Government or non-Government school, to which he has applied, he shall be liable to pay penalty equal to double the amount of the notice period which he should have ordinarily given to the school where he was serving at the time of his application and the amount of penalty shall be credited to the account of the former school.

### **Discharge Certificate**

**79.1.** The Management shall give a discharge certificate in the form given in Appendix SEVENTEEN to a teacher who leaves service after due notice or to a teacher whose services are terminated, provided the latter asks for such a certificate and it shall be obligatory on the school management to issue the discharge certificate at least within a week from the date of receipt of his application. If the discharge certificate is refused, reasons for such refusal be given in writing within one week of the application for such a certificate. In the case of refusal of the discharge certificate by the management, the teacher may appeal to *the appropriate authority*. *The said authority* shall communicate his decision within a fortnight of the date of receipt of the appeal.

**79.2.** No teacher with previous service in a school shall be employed in another school unless he produces a discharge certificate or gives in writing that he is unable to give a discharge certificate despite a written request to the previous management. Unless the second management finds out from the

previous management the reasons for the same and unless they are convinced of the *bona fides* of the teacher regarding satisfactory work and good conduct the second management shall not continue the teacher in service.

### **Submission of Representations**

**80.1.** All representations of whatever nature from an employee in connection with his employment or his school to the management or the Department shall always be addressed through the Head of the school.

**80.2.** Representations by the Head of the school to the Department shall similarly be routed through the management.

**80.3.** The Head of the school/management of the school should take final decision on the representation addressed by an employee/Head of the School to him/it within a month from the receipt of the representation. If the representation has been addressed to the Departmental Authorities, the Head of the school/management of the school shall forward the same to the Departmental Authorities to whom it is addressed within fifteen days from the date of receipt of the representation with his/its remarks failing which the employee/Head of the school will be free to submit his representation direct to the Departmental Authorities. Employees/Heads of Schools may send advance copies of their representation to the Departmental Authorities if they so desire.

(G.R., E.S. and W.S.D. No. GAC. 1071/118396-E of 17th January 1972.)

### **Corporal Punishment**

**81.** Corporal punishment shall not ordinarily be inflicted in any recognised school by a teacher but under very exceptional circumstances the teacher may in good faith administer moderate and reasonable corporal punishment to a pupil to enforce discipline.

### **Superannuation**

#### *Teaching and Non-teaching Staff*

**82.1.** An employee shall compulsorily retire on the date on which he attains the age of 58 years. Under no circumstances he should be granted extension in service beyond the age of 58 years.

(Exception : The age of compulsory retirement of a permanent teacher or a Head Master in service in a recognised non-Government Secondary School in Vidarbha, on 31st December 1965 shall be 60 years.)

Note : (i) The age of superannuation of Class IV employees in non-Government Secondary Schools shall be 60 years.

(Please also see Annexure 58).

**82.2.** The teachers/Head Masters on whom National/State Awards have been conferred will be eligible for re-employment in service beyond the age of 58 years, with the previous approval of the Director of Education, subject to the condition that the teachers/Head Masters concerned are physically and mentally fit for continuance in service.

(Please also see Annexure 64).

in the case of teachers/Head Masters who happen to attain the age of superannuation (58 years) in the middle of either of the two terms, management may grant him/her re-employment beyond the age of 58 years upto the end of the particular *academic term only*, if it so desires, subject to the fulfilment of conditions mentioned in the above paragraph.

**82.3.** The re-employment to be granted to the National/State Awardee teachers/Head Masters will be for one year at a time and will be given till the age of 60 years only.

*(Please also see Annexure 64).*

**82.4.** No Management should make any appointment of members of the employees on contract that would defeat the provisions of the clauses above.

**82.5.** No person other than a retired employee from a Government or non-Government Secondary School, who has already attained the age of 58 years, should ordinarily be re-employed as a secondary school teacher/Head Master. Retired employees from Government or non-Government Secondary Schools, or retired Assistant Masters/Lecturers/Principals of Government or non-Government Junior Colleges of Education or Colleges of Education, or retired Inspecting Officers of Zilla Parishads or Government employees may, however, be re-employed by schools as employees. The period and procedure of re-employment of such retired persons shall be subject to the provision mentioned in Rule 82.2 above, and such other terms and conditions not in contravention of these rules and the general service conditions as may be mutually agreed upon between the employer and the employee.

**82.6.** On re-employment of a person in the manner specified in Rule 82.2 or 82.5 above, his pay should not exceed the last pay (including special pay or additional pay, if any), drawn by him at the time of his retirement minus pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension). Such pay *plus* pension including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension should not, however, exceed the maximum of the time-scale of the post in which he is re-employed. Once the pay is fixed as mentioned above, the incumbent should be entitled to receive the benefits of annual increment even though the pension (including pension equivalent of the death-cum-retirement gratuity or gratuity in lieu of pension) *plus* pay so fixed exceed the last pay drawn by him at the time of retirement but the total (i.e. pay fixed on re-employment *plus* pension including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension *plus* incremental amount) should not exceed the maximum of the time-scale of the post in which he is re-employed.

**82.7.** Pension may be allowed to be drawn as a separate entity and should not be held in abeyance in any case.

**82.8.** Members re-employed will not be entitled to any notice for their relief after they attain the age of 58 years or after the expiry of the period for which re-employment has been granted. However, in cases where the period of re-employment is not specifically mentioned in the order granting such re-employment, the person concerned shall be entitled to one month's notice or salary (pay and allowances, if any), in lieu of such notice.



**82.9.** The pay on re-employment of an employee who is governed by the contributory provident fund scheme should not exceed the last pay (including special pay or additional pay, if any), drawn by him at the time of retirement minus pension equivalent of the management's contribution to the contributory Provident Fund including interest thereon. The pay so fixed should not, however, exceed the maximum of the time-scale in which he is re-employed. The incumbent will get the benefit of increment, but then also the pay *plus* pension equivalent of the management's contribution including interest thereon should not exceed the maximum of the time-scale in which the employee is re-employed.

**82.10.** Employees who are neither eligible to the pensionary benefits nor to the contributory provident fund benefits may be re-employed on a starting salary of the scale of pay to which they are entitled or on a higher starting salary but not exceeding the pay (including special pay or additional pay, if any), drawn at the time of retirement, with the prior approval of the Education Officer/Educational Inspector concerned.

**82.11.** All doubtful cases should be referred to the appropriate authority for clarification.

*Note.*—As per G.R., E. and Y.S.D. No. SSN. 2678/14/XXX-XXXVII of 23rd May 1978 Government has withdrawn the concession of re-employment granted to State/National Awarded teachers/Head Masters beyond the age of 58 years.

- (1) G.R., E.D. No. SSN. 1873/46892/G of 7th February 1975.
- (2) G.R., E. and Y.S.D. No. GAC. 1076/71274/XXX-XXXVII of 17th December 1976.
- (3) G.R., E. and Y.S.D. No. GAC. 1076/71274/XXX-XXXVII of 31st October 1977.
- (4) G.R., E. and Y.S.D. No. SSN. 1874/109948/XXX of 3rd July 1976.
- (5) G.R., E.D. No. GAC. 1073/46892/E of 10th September 1973.

## SECTION IV

### RECORDS, REGISTERS AND INSPECTION OF SCHOOLS AND HOSTELS

#### Records and Registers to be Maintained

**83.** Every school shall maintain *in situ* and produce at the time of inspection or visit the following records and registers :—

#### (A) Pertaining to Pupils—

1. General Register in the form given in appendix EIGHTEEN ;
2. Attendance Register for all students in the form prescribed in appendix NINETEEN ;
3. Leaving Certificates received from other schools ;
4. Counterfoils of Leaving Certificates issued to pupils ;
5. Records of pupils' attainments and/or examination results ;
6. Records of health and medical examination of pupils ;
7. Answer-books of the annual examination of the preceding year ;
8. Record of the pupils admitted with test prior to the inspection.

**(B) Pertaining to Staff ;**

1. Service Books of school employees *vide* appendix FOURTEEN ;
2. Register of attendance and leave to employees ;
3. Discharge certificates received from teachers employed in the school ;
4. Headmaster's log books (observations, supervision notes, suggestions to teachers, etc.). The remarks made in the log book about the employees should be shown to the employees concerned and their signatures obtained in token of their having seen the same ;
5. Form of confidential reports on teachers (*vide* appendix TWENTY).

*(Please also see Annexure 9).*

**(C) Pertaining to School :**

1. Daily cash book ;
2. Ledger showing receipts and expenditure, including separate account for term-fees ;
3. Fees account book ;
4. Provident Fund account register ;
5. Vouchers ;
6. Register of dead stock articles ;
7. Laboratory and library registers ;
8. Inward and outward registers.

*(Please also see rule 3.2 (11) and Annexure 15).*

**Schools and Hostels Open to Inspection**

**84.1.** All schools shall be open to inspection by the officers of the Department at all times. They will be inspected periodically with or without notice to the management. The Inspecting Officer will satisfy himself that the condition of the school is satisfactory and that it fulfils the requirements of this Code as well as those that may be laid down from time to time. In addition to regular inspections the schools shall be open to visits, with or without notice.

**84.2.** Officers of the Department have the right to inspect the hostels attached to the schools and satisfy themselves that they are properly managed. They will make the necessary observations and offer remarks and suggestions on the working of the hostels.

**Supply of Information by Schools**

**85.** Managements of schools shall supply to the officers of the Department such statements and information as may be required for purposes of inspection or for any other purpose.

## CHAPTER IV GRANTS-IN-AID

### SECTION I

#### SALARY/NON-SALARY GRANT

##### Administration and Eligibility for Grant-in-aid

86.1. Moneys annually granted from public funds for aiding secular education in Maharashtra State are administered under the control of the Director in accordance with the conditions set forth in these rules.

86.2. Proprietary schools (i.e. schools not registered under either the Societies' Registration Act XXI of 1860 or the Bombay Public Trust Act, 1950 or any other Act that may be specified in this behalf by Government), communal schools and schools which have been permitted by Government on non-grant-in-aid basis, will not be eligible for any grant-in-aid from public funds.

##### Kinds of Grants

87. Recognised schools are eligible for the following kinds of grants which may be paid at the discretion of the sanctioning authority subject to availability of funds and subject to the condition that the Societies running these schools are registered under the Bombay Public Trust Act, 1950, as amended from time to time :—

- (1) Salary grant ;
- (2) Non-Salary grant ;
- (3) Building grant ; and
- (4) Such other grants as may be sanctioned by Government from time to time.

##### Salary/Non-salary Grant

88.1. Subject to funds being available, all recognised secondary schools including vocational secondary schools having commercial, agricultural bias, etc., which are under the control of the Directorate of Education (excluding Vocational Secondary Schools and Technical High Schools which are governed by Rule 92), and Night High Schools recognised in the previous academic year, will be eligible for grant during a year as per the following formula :—

*(Please also see Annexure 2).*

(A)(i) Entire anticipated expenditure on " Staff salaries and allowances " vide item (i) with sub-items (a) to (n) thereunder, of Schedule A at sanctioned rates, in respect of its teaching and non-teaching staff as per approved scales.

#### PLUS

(ii) Entire expenditure of the preceding year on rent as admissible under rules in force.

## **NOTE ON THE REPRINT**

Secondary Schools Code was printed in 1963. Government have issued thereafter orders from time to time modifying certain rules in the Code. It was, therefore, necessary to bring the Code up-to-date by incorporating all these modifications. This has been done while bringing out this reprint.

Certain important orders of Government and of the Director issued from time to time since 1963 relating to school practices and administration have been summarised and given in annexures for ready reference of the schools.

## **NOTE ON REVISED EDITION OF THE SECONDARY SCHOOLS CODE**

Secondary Schools Code was reprinted in 1971. Government have issued thereafter orders from time to time modifying certain rules in the Code. It was, therefore, necessary to bring the Code up-to-date by incorporating all such modifications. This has been done while bringing out this revised edition.

Certain important Government orders issued from time to time since 1971, relating to school practices and administration have been summarised and given in annexures for ready reference.

Consequent upon introduction of the uniform Education pattern i.e. 10+2+3, and opening of Higher Secondary (i.e. Junior College) classes in Secondary Schools as well as Colleges, Government have issued certain orders relating to the Junior College Classes from time to time. These orders have also been summarised and given in a separate annexure.

**PLUS**

(iii) Entire actual expenditure of the preceding year on admissible items other than "staff salaries and allowances" and rent, or 12 per cent of the admissible expenditure on "Staff salaries and allowances" of the preceding year, *whichever is less*.

**MINUS**

(B) (i) Total amount of sanctioned tuition fees recoverable from fee paying students only, during the preceding year, pertaining to the months of the preceding year.

(G.R., E.D. No. GAC. 1071/24624/E of 8th February 1973).

**88.2.** With a view to mitigating the grievances of teaching and non-teaching staff working in non-Government aided Schools in regard to delayed or irregular payments, the salary grant will be released every month in advance instead of in four quarterly instalments so as to ensure that teaching and non-teaching staff get their pay and allowances every month regularly, through Co-operative Banks.

Under the revised procedure of payment of salary grants, the managements of all aided non-Government Secondary Schools, Higher Secondary Schools (Junior College Classes attached to Secondary Schools), Technical Schools and Night Schools will be eligible to receive maintenance grant as per rules in force from time to time subject to the availability of funds. Salary and Non-salary grants will be paid as mentioned below :—

(a) Advance salary grant in 12 monthly instalments equal to the monthly expenditure on salaries and allowances of the approved staff minus 1/12th of the recoverable tuition fee of the preceding year or the actual tuition fee credited in the Co-operative Bank upto 14th of that month, *whichever is less*.

(Please also see Annexure 56).

(b) Non-Salary grant (building rent, expenditure on contingencies on admissible items etc.) in two instalments (in June and December) in a financial year on the basis of expenditure incurred in the previous financial year and approved for purpose of grant by the competent authority.

(G.R., E.D. No. SSN. 1867/76142/G of 29th May 1973).

**Special Provision in respect of Night High Schools**

In respect of Night High Schools, the following provision shall be applicable, so far as, item B (i) of the above formula is concerned :—

In respect of students who are enrolled in Night High School, at the beginning of the academic year, but who leave the school for good, during the course of the year, the following explanation will apply, while calculating the "recoverable fees" in terms of the new grant-in-aid formula :

**Explanation :**

The names of such students shall be continued on the General Register of the school for a period of 2 months following the month of their last attendance. These 2 months shall not be reckoned for the purpose of calculation of recoverable fee under the new formula.

This provision is effective from 1-4-1967.

*N.B.:* (1) Towns with a population of 50,000 and above according to the latest census would be considered as urban areas for this purpose.

(2) The term "tuition fees" referred to in item B (i) of the above formula means tuition fees only and does not include other authorised fees such as term fees, admission fees etc. levied by the schools.

(3) The word "rent" mentioned in item A (ii) above means admissible rent of the school building as well as the school play ground.

(4) In item A (i) of the above formula pertaining to the anticipated expenditure on salaries, allowances and provident fund contribution, (i) the increments in the sanctioned scale accruing during the year to the existing approved staff of the school, (ii) the salaries, allowances at sanctioned rates etc., payable to the additional staff, if any, recruited during the year by the school as per approved scale for manning additional divisions of existing classes or classes of higher standards opened with the prior approval of the Department and (iii) emoluments payable to teachers who have entered into service on or before 15th July 1969 and deputed by the school for training before 15th July 1974, and (iv) the salaries and allowances of the substitutes appointed in place of teachers deputed for training during the year; will always get reflected.

(5) So far as Item A (i) of the above formula is concerned, *the appropriate authority* will at the beginning of the year, call from the managements of the schools the estimates of their anticipated expenditure for that year on salaries, allowances and provident fund contribution of the staff which has opted for P. F. Scheme together with definite reasons by way of justification in support of any increase in expenditure anticipated under this item as compared to the expenditure on the same item during the preceding year. After scrutiny of the estimates so received, the reasonable amount of anticipated expenditure under this item will be roughly assessed and the first instalment of grant will be calculated accordingly and released before the due date. Before releasing the second instalment the progress of expenditure incurred during the first six months or nine months of the year on this item, will be checked and the estimates of anticipated expenditure received from the schools at the beginning of the year will be revised, if necessary. If the original estimates are found to be on the higher side, as compared with the revised estimates based on the progress of actual expenditure, the amount of second instalment of grant will be released on the basis of such revised estimates only.

(6) Free studentships granted under Rule 51.2 of this Code to the sons and daughters of full-time teaching and non-teaching staff studying in any of the secondary schools conducted by the managements employing this staff should be continued in future and the students enjoying this fee concession should not be considered as fee paying students *vide* item B (i) above. If, however, free studentships are awarded to poor and deserving pupils by the schools as per Rule 51.1 of this Code such students should be treated as fee paying students for the purpose of the above formula.

(7) A pension scheme for the employees in non-Government secondary schools has been sanctioned with retrospective effect from 1st April 1966, under Government Resolution, Education and Social Welfare Department, No. SSN-3365-G, dated 4th November 1966 and G.R., E.D. No. SSN. 1369/9980-G of 30th August 1972. No expenditure would therefore

be incurred by the management of the school on the contribution towards State Provident Fund Scheme in respect of those employees who were in service on 31st March 1966 and who opt for pension under the scheme, as also in respect of those employees recruited on or after 1st April 1966, who would automatically be governed by the new Pension Scheme.

(8) The above formula comes into effect from 1st April 1973. In consequence of the above formula there will be no reimbursement of tuition fees to the managements of non-Government secondary schools on account of E.B.C. concession holders, Vidarbha concession holders, scheduled castes and scheduled tribes concession holders and Freedom Fighters' concession holders and only the authorised fees *other than tuition fees* (for example admission fee, term fee etc.) on behalf of the aforesaid fee concession holders of different types will continue to be reimbursed to the schools. However, in respect of the following categories of schools tuition fees on behalf of the aforesaid concession holders should be reimbursed :—

(a) To a new secondary school recognised on *aided basis* : Reimbursement of tuition fees should be allowed for the period of the first year of recognition only, as the school will not be eligible for any maintenance grant during the first year. Such amount of tuition fees reimbursed should be allowed to be retained by the school and will not be liable to be deducted while assessing the maintenance grant in the succeeding year.

(b) To a school already recognised on *aided basis* : Reimbursement of tuition fees should be allowed in respect of students, eligible for different types of fee concessions, studying in any class of that school for which no grant is paid because of non-fulfilment of the rule of average attendance (*vide* Rule 98 of this Code).

(c) To a school recognised on *unaided basis* and charging tuition fees at prescribed standard rates or at rates not more than one and half times the standard rates *laid down in the Secondary Schools Code*.

*N.B.* : (1) The reimbursement of tuition fees as above in respect of fee concession holders should have effect from the year 1967-68.

(2) The schools should continue to invite applications for exemption from payment of fee from eligible students, scrutinise them and get them sanctioned by the competent authorities in accordance with the existing procedure as in the past.

**88.3.** In order to enable the schools to set apart funds for capital formation, a Development Fund shall be constituted for every aided non-Government Secondary School from the financial year 1973-74.

Every school shall open an account in a Scheduled Bank or a Co-operative Bank in its area and designate the account as "School Development Fund Account". The Management of every school shall contribute and credit every year its share to this account as follows :—

| Category of School          | Amount of share contribution   |
|-----------------------------|--|
| (a) A school in Urban area. | at least 2 per cent of the total admissible expenditure during the preceding year.   |
| (b) A school in Rural area. | at least 1.5 per cent of the total admissible expenditure during the preceding year. |

A matching contribution to the Development Fund Account as follows will be given every year :

| Category of School Development Fund Account             | Contribution  |
|---|---|
| (a) Development Fund Account of a school in Urban area. | One per cent of the total admissible expenditure during the preceding year. |
| (b) Development Fund Account of a school in Rural area. | 1.5 per cent of the total admissible expenditure during the preceding year. |

A school shall spend moneys credited to its Development Fund Account on *only* the following approved purposes :—

- (i) Construction of a new school building or additions and alterations to an existing school building,
- (ii) Major/Special repairs to school buildings,
- (iii) Purchase of Science apparatus and equipment.
- (iv) Purchase of Furniture,
- (v) Purchase of audio-visual and other equipment, teaching aids etc.,
- (vi) Purchase of sports and physical education equipment,
- (vii) Purchase of books, furniture and equipment.

(G.R., E.D., No. GAC. 1071/24624/E of 8th February 1973)

#### List of Items Admissible and Inadmissible for Grant

**89.1.** Items of expenditure held admissible for grant-in-aid are listed in schedule A and those held inadmissible for grant-in-aid in schedule B. Grants are payable only if all relevant conditions are satisfied.

**89.2.** The rates of grant in this rule are those of maximum grants admissible to schools. Grants are payable to those schools that satisfy in all respects the conditions enumerated in the rules laid down in this Code or modifications or relaxations thereto sanctioned by Government from time to time. Failure to satisfy the Department in regard to any of these conditions will entail reduction in grants at the discretion of the Director. The decision of the Director as to whether conditions are fulfilled in any case or not shall be final.

#### Teachers' Salaries

**90.1.** The payment of teachers' salaries (including allowances) will be the first charge on the grant paid to schools, which are not covered under the scheme for payment of salaries and allowances through Co-operative Banks. They should disburse the salaries and allowances of their staff and credit the Provident Fund contribution in respect of such of the employees as are governed by Provident Fund Rules, in any case before the 7th day of every month. Any default in this respect will be viewed as serious irregularity and the schools will be liable to suitable penal action therefor.



**90.2.** Payment of salaries to the teaching and non-teaching staff in the schools which are not covered under the scheme for payment of salaries and allowances through Co-operative Banks shall be made by cheques at such places where there are banks, and to such members of the staff as desire payment in this manner. The members of the staff shall put dates of receipt and actual amount received while signing the pay register or acquittance roll.

**90.3.** In view of the abovementioned new formula for grant-in-aid, managements of non-Government Secondary Schools not covered by the scheme for payment of salaries and allowances through Co-operative Banks should not also find any difficulty in disbursing the full pay and allowances of teaching and non-teaching staff punctually.

#### **Token Grants :**

**90.4.** New schools may be considered by the Director at his discretion for the payment of token grants during the first year of the recognition, provided necessary funds are available.

#### **Additional Discretionary Grants :**

**91.1.** In addition to the maintenance grants mentioned in the above rule, the Director may sanction at his discretion out of savings, if any, in the sanctioned budget provisions, additional grants not exceeding five per cent of the admissible expenditure to selected schools both from urban and rural areas, which deserve special consideration and help. Necessitous schools, schools finding themselves in deficit with normal grants, girls' schools in small towns and schools in backward areas may generally be given preference for these additional discretionary grants.

**91.2.** Schools maintaining high standard of efficiency and those undertaking educational experiments likely to contribute to the improvement of secondary education may also be considered by the Director for *ad hoc* discretionary grants, from the savings, if any, based on merits of each case.

#### **Grants to Vocational and Technical Schools :**

**92.1.** Recognised non-Government Technical High Schools (including technical sections of secondary schools and Multipurpose High Schools) and Vocational High Schools, which are under the control of the Directorate of Technical Education will, subject to availability of funds, be eligible for maintenance grant on their total admissible expenditure, in accordance with the following revised formula :

(A) (i) Entire anticipated expenditure for that year itself on salaries and allowances at sanctioned rates and the contribution of the management of the schools to the State Provident Fund Scheme on account of the non-teaching staff and such of the teaching staff appointed before 1-4-66 who opted for contributory provident Fund Scheme, as per approved scales; plus

(ii) Entire expenditure of the preceding year on rent as admissible under the rules; plus

(iii) Entire actual expenditure of the preceding year on admissible items other than staff and rent and covered under item (iv) below, or 12 per cent of the total admissible expenditure of the preceding year after excluding expenditure covered by item (iv) below, whichever is less; plus

(iv) Per capita workshop contingent grant at the rate of Rs. 40 per student per annum on the roll of the school on 1st March of the preceding year or the actual expenditure in the preceding year on such items, whichever is less (list of admissible items of expenditure is given in schedule (C)); plus

(v) Per capita grant at the rate of rupee one per student per annum, on the roll of the school on 1st March of the preceding year.

(G.R.E. and Y.S.D. No SSN. 5873/93412(1986)-IX, dated 13th June 1977.)

*Minus the following :*

(B) (i) Total amount of the sanctioned tuition fees recoverable from the fee paying students only, during the preceding year pertaining to the months of the preceding year; plus

(ii) Contribution payable by the management of the school [calculated at 1/2 per cent of the total admissible expenditure of the preceding year *i.e.* in respect of items A(i), (ii), (iii) and (iv) above].

**92.2.** (1) In item A(i) above, pertaining to the anticipated expenditure on salaries, allowances and provident fund contribution, (i) the increments accruing during the year to the existing staff of the school, (ii) the salaries, allowances, etc. payable to the additional staff, if any, recruited during the year by the school, as per approved scale, for manning additional divisions of existing classes or classes of higher standards opened with the prior approval of the Department, and (iii) emoluments payable to any teacher deputed by the school for training and the salaries and allowances of the substitutes appointed in his place during the year, would always get reflected.

**92.2.** (2) So far as item A(i) of the above formula is concerned, the sanctioning authority should, at the beginning of the year, call from the managements of the schools the estimates of their anticipated expenditure for that year, on salaries, allowances and provident fund contribution together with definite reasons by way of justification in support of any increase in expenditure anticipated under this item as compared to the expenditure on the same item during the preceding year. After scrutiny of the estimates so received, the reasonable amount of anticipated expenditure under this item should be roughly assessed and the first and second quarterly instalments of grants should be calculated accordingly and released before the due dates. Preferably before releasing the third instalment, but in any case, before releasing the fourth instalment, the progress of expenditure incurred during the first six months or nine months of the year on this item, as the case may be,

should be checked and the estimates of anticipated expenditure received from the schools at the beginning of the year should be revised, if necessary. If the original estimates are found to be on higher side, as compared with the revised estimates based on the progress of actual expenditure the amount of third and/or fourth instalment of grant should be released on the basis of such revised estimates only.

**92.2.** (3) The present list of admissible and inadmissible items of expenditure as given in schedules and as amended from time to time shall be adhered to, for the purpose of items A(i), (ii) and (iii) in the abovesaid revised formula. As regards items A(iv), the list of admissible items of expenditure for that purpose shall generally be as in Schedule C. For the purpose of item B(ii) above, all these three lists shall be adhered to.

**92.2.** (4) The rate laid down in item A (iv) above, viz. Rs. 40 per student, per annum, is subject to revision after a period of three years of application of the revised formula *i.e.* after April 1970.

**92.3.** In the case of the schools to which maintenance grants are payable both by the Directorate of Education, and the Directorate of Technical Education, for their academic and technical sections, respectively, expenditure on staff on the technical side and tuition fees from technical students should be shown separately. Whilst releasing the final instalment of the maintenance grant the Director of Technical Education, should, in consultation with the Director of Education, verify that the school does not get excess grants. This should not, however, delay the payment of final instalment beyond the prescribed dates.

**92.4.** According to the above revised formula as the maintenance grants which would be paid to the schools during a year would be assessed on the anticipated expenditure of the year itself on the salaries, allowances and provident fund contribution of their staff, there should be no difficulty for the schools in paying punctually the full sanctioned salaries and allowances and provident fund contribution of their staff. The schools should, therefore, be required to disburse the salaries and allowances of their staff and to credit the provident fund contribution in respect of them, in any case before the 7th of every month. Any default in this respect would be viewed as a serious irregularity and the schools would be liable to suitable penal action therefor.

**92.5.** (i) There will be no reimbursement of tuition fees from the month of April 1967 (inclusive) onwards to the managements of non-Government aided Technical High Schools and Vocational High Schools on behalf of the holders of Economically Backward Classes concessions, Vidarbha educational concessions, Scheduled Castes/Scheduled Tribes concessions and Freedom Fighters' concessions; and from the period from 1st April 1967 onwards only the authorised fees, *other than the tuition fees* (for example admission fees, term fees, etc.), on behalf of the aforesaid fee concession holders of different types will continue to be reimbursed to the schools.

**92.5.** (ii) However, tuition fees on behalf of different types of concession holders should be reimbursed only in the following cases, subject, of course to the fulfilment of the relevant rules governing grant of those concessions :

(a) To a new Secondary Technical School recognised on aided basis during any year, *for the period of that first year only*. Such amount paid by way of reimbursement of tuition fees, shall be allowed to be retained by the school and will not be liable to be deducted while assessing the maintenance grant in the succeeding year. Such schools will not, however, get any maintenance grant during the first year of its recognition and it will be eligible for maintenance grant only from the second year of its recognition as per normal rules.

(b) To a school already recognised on aided basis, in respect of students eligible for different types of fee concessions studying in any class in that school for which no maintenance grant is paid because of the non-fulfilment of the rule of average daily attendance (*vide* Rule 98). This should be given effect to from the year 1967-68 onwards, and the arrears by way of reimbursement of tuition fees amount on this account should be paid in the subsequent year.

(c) To a school recognised on unaided basis and charging tuition fee at rates not more than one and half times the standard rates prescribed.

**92.5.** (iii) In view of above, the schools should as in the past, invite applications for exemption from payment of fees (fee concessions) from eligible students, scrutinise them and get them sanctioned by the competent authorities in accordance with the existing procedure.

**92.5.** (iv) A pension scheme for the teaching staff in non-Government secondary schools including Technical High Schools and Vocational schools managed by private bodies has been sanctioned with retrospective effect from 1st April 1966.

**92.6.** Institutions maintaining a large and expensive Mechanical or Electrical Workshop or Laboratory and/or requiring specialised equipment and catering for a diploma or a higher certificate, will be eligible for grant-in-aid at the rate of (1) 50 per cent of their admitted expenditure, or (2) the difference between the local assets and total authorised or approved (recurring) expenditure plus 10 per cent of the admitted expenditure, whichever is less, subject to the usual conditions prescribed and non-recurring equipment grant up to 50 per cent of the actual expenditure on purchase of equipment for which prior approval of the Director of Technical Education is obtained. The extra 10 per cent surplus grant admissible should be set apart as a reserve fund to be utilised for recurring as well as non-recurring school expenditure from time to time.

#### **Applications for Registration for Grant-in-aid :**

**93.1.** Schools desirous of grant-in-aid from the Department must apply in the form given in appendix TWENTY-ONE to *the appropriate authority* at least six months before the commencement of the academic year in which

the school is to receive the grant. Schools once taken on the list of aided schools will continue to get grant-in-aid from year to year so long as they continue to fulfil the conditions of recognition and to observe other rules and instructions issued by the Department, from time to time.

93.2. Schools desirous of token grants in the first year of their recognition shall also apply to *the appropriate authority* by the 1st January of the year in which grant is to be paid.

#### **Grants Paid in Instalments :**

94.1. The non-salary grant assessed according to the formula prescribed will be payable to the managements of recognised non-Government aided Secondary Schools in two instalments every year i.e. the first instalment will be payable in June and the second instalment in December, respectively. Any amount paid in a year on the basis of estimated expenditure according to the revised formula on the basis of actual expenditure of that year to be in excess or to be found short, the difference will be adjustable by deduction or by paying additional amount to that extent, while releasing the second instalment of non-salary grant during the next year.

#### **Payment of Final Instalment of Non-Salary Grant :**

94.2. The final instalment of non-salary grant due in a year shall not be paid until a copy of the audited statement of accounts of the previous year has been submitted.

94.3. When the accounts of recognised institutions in receipt of grant-in-aid from Government are audited by Registered Accountants/Chartered Accountants, one copy of the audited statement of accounts together with the audit report thereon should be forwarded by the school concerned every year to the Accountant General, Mah. I, Bombay, the Accountant General, Mah. II, Nagpur. The accounts together with all the relevant papers of the institutions receiving aid from Government shall be open to check by the audit office of the Accountant General, Mah. I, Bombay/the Accountant General, Mah. II, Nagpur at his descretion at any time. The school concerned should also forward every year a copy of each of the audited statement of accounts together with the audit report thereon to the Director and to the appropriate authority.

(G.R.,E. and Y.S.D. No. GAC. 1077/406 XXX—XXXVII, dated 29th July 1977).

#### **Assessment of Grants :**

94.4. Memos of inadmissible expenditure shall be supplied to managements of schools within a fortnight after inspection and their representation, if any, will be duly taken into account by *the appropriate authority* before fixing their admissible expenditure and assessing grants thereon.

94.5. The managements who have to make any representation, shall do so within a fortnight from the date of receipt of the memo to Deputy Director failing which the representation is liable to be rejected.

**Salary Grants :**

94.6. In view of the revised formula for payment of grant, no salary grants should ordinarily be paid. However, in the case of new schools started by the societies formed by teachers, in place of old schools which have ceased to function due to derecognition or any other reasons the Deputy Director, after considering each case on merits, may pay salary grants during the first year of recognition to such schools when no grant is payable to them, subject to adjustment of such grant against the grant payable during the succeeding year in the normal course. The salary grant so paid should be adjusted within a period of two years from the year in which the regular grant is paid, after considering each case on merit.

*(Please also see Annexure 37).*

**Reserve Fund :**

95. Every school shall maintain reserve fund, which will be not less than its 4 months' normal expenditure.

**Submission of Bills :**

96.1. *The appropriate authority* will intimate to the management the amount of non-salary grant sanctioned for the school and the latter will forward a bill for the said amount.

96.2. Grants will be liable to lapse, if not claimed within one month of the date of the intimation received from *the appropriate authority* and in any case before the 31st March of the year for which the grant is sanctioned

**Reductions in Grants :**

97.1. Non-Salary grant may be reduced by the Deputy Director concerned after due warning given to the management, if it is found that the provisions of the rules laid down in this Code are not duly maintained and that the school has deteriorated in general efficiency.

97.2. In cases of gross mis-management, serious deterioration of standard of efficiency and discipline and in cases of breach of instruction or order issued by the Department or infringement of the provisions of a rule or rules in the Code, which in the opinion of the Deputy Director is of a serious nature, the grant may be reduced or withdrawn without any previous warning.

97.3. The managements may appeal to the Director against the decision of the Deputy Director given under Rules 97.1 and 97.2 above within a fortnight from the date of the order.

97.4. The decision of the Director in the appeal shall be final.

*(Please also see Annexure 5).*

### Relaxation of Average Attendance :

98.1. No grant will be paid for any class in a secondary school with less than an average daily attendance of 30 pupils. However, the Deputy Director concerned may at his discretion relax the condition in the following cases :—

- (i) Batches of students admitted during the first five-years of the existence of a school ;
- (ii) Schools exclusively for girls ;
- (iii) Schools exclusively in Scheduled areas ;
- (iv) Schools for children of minority language groups teaching through the medium of one or more of the following minority languages, viz., Gujarati, Kannada, Tamil, Telgu, Urdu, Sindhi, Hindi, Malayalam ;
- (v) Schools which have been started at places which were planned in the Educational Survey of 1957.

98.2. The rule may be relaxed by the Deputy Director concerned in the case of standards with a strength of 50 or more pupils which have been split up into classes for imparting instruction effectively, and in other deserving cases. No relaxation shall be made in cases that may result in local unhealthy competition.

98.3. Relaxation of the condition of average attendance for certain temporary period has been indicated in appendix TWENTY-TWO.

*Note*—(These rules have been superseded vide Government Resolution, E. and Y.S.D. No. SSN. 1074/68698/VIII of 22nd April 1976, which has been printed as "Appendix—22.")

### No Grants to Schools Charging Higher Fees :

99. Schools charging tuition fees at rates higher than the standard rates prescribed for their areas are not eligible for grant-in-aid of any kind.

### Physical Education Grant :

100. Approved expenditure on physical education will be admitted for maintenance grant.

## SECTION II BUILDING GRANT

### Purpose of Building Grants :

101.1. Building grants may be given subject to availability of funds to managements of schools for erecting, purchasing, extending or re-constructing school buildings.

### Rates of Building Grants :

101.2. A building grant may be paid at the rate of one-third of the total expenditure in the case of ordinary secondary schools, or one-half of the total expenditure in the case of Vocational High Schools (including hostels and workshops attached to them). It is not to be assumed that maximum grants will always be given. Each case will be considered on merits having regard to funds available for the purpose. The cost of the building would be as per valuation certificate of the Executive Engineer.

### **Application for Building Grants**

101.3. Applications for building grant should be made to the Director in the form given in appendix TWENTY-THREE. They will ordinarily be considered according to priority of receipt but the Department reserves to itself the fullest discretion in disposing them of, with due consideration for the requirements of various schools and localities and according to funds available.

### **Requirements to be Fulfilled Before Getting Building Grants**

101.4. Before building grant is sanctioned management must satisfy the Government on the following points that :—

(i) the management is prepared and able to defray its share of expenditure on the proposed building. A declaration to this effect should be appended to the application for building grant ;

(ii) the building is intended and will be devoted only for the purpose for which the grant is sanctioned ;

(iii) the management possesses a site of its own and that its title to the site on which the building is to be erected is clear ;

(iv) the soil of the site is suitable for building construction ;

(v) the plans, estimates and specifications are in accordance with the departmental rules. A copy of the same signed by a qualified engineer should be enclosed with the application ; and

(vi) the construction of the building will be completed within twelve months of the sanction of the building grant. The period of the completion of the building may be extended, if necessary, by the Department for sufficient reasons.

### **Commencement of Building Construction**

101.5. A building for which an application for a grant is to be made, is not to be commenced until the plans (including the site plan) and estimates have been approved in writing, by the authorities of the Education, the Public Health and the Public works and Housing Departments.

### **Agency for the Construction of Buildings**

101.6. The construction of buildings by a private agency shall be permitted up to any amount subject to the conditions that :

(a) no deviations in the sanctioned plans are made without the previous permission, in writing, of the competent authority of the Public works and Housing Department ; and

(b) the authorities of the Public Works and Housing Department who approve the plans are satisfied as to the competency of the private agency by which the work is to be carried out.

### **Production of a Valuation Certificate**

101.7. A grant shall not be paid unless the Executive Engineer concerned certifies that the work for which it is claimed is in accordance with the approved plans, is in good condition, and is, to the best of his knowledge and belief, of



a certain value. The amount of grant actually to be given depends on the value of the building as estimated by him, as laid down in Rule 101.2 above.

### **Grants for Sites**

**101.8.** A grant may be paid for the purchase of a site in the same proportions as in Rule 101.2 above. The conditions specified in Rule 101.2 for building grants shall apply *mutatis mutandis* to grants for the purchase of sites. If a site required for a building belongs to Government, it may be granted free, or else its estimated value may be recovered from the grantee, less the amount of grant calculated as above.

### **Other Building Grants**

**101.9.** In addition to building grants as aforesaid, Government will consider applications for grant-in-aid for building hostels, laboratories, libraries, observatories, school workshops, or gymnasias or for providing play-grounds provided that funds are available, and subject to such of the foregoing conditions as may be declared applicable by the Department, or to any other that may be imposed. Grants made under this rule are exceptional and Government are not pledged to give any fixed proportion but will deal with each case on its merits and subject to financial considerations.

### **Loans**

**102.** Applications for loans for the construction and/or extension of school buildings and/or purchase of sites for school building and/or play-ground on certain conditions to be laid down from time to time will be considered by the Director, if funds permit. For details, the school should approach the Education Officer concerned.

*(Please also see Annexure 42).*

### **Execution of Trust Deed or Agreement**

**103.1.** No portion of building grant shall be paid to the management of a school unless and until they execute or agree to execute a trust deed or an agreement, as the case may be, in accordance with the requirements of the Rule 103.2 below. If, however, the building is erected on a site already covered by a trust deed, a receipt may be sufficient.

### **Execution of an Agreement :**

**103.2.** If the total amount of the building grant does not exceed Rs. 10,000 and the building is, in the opinion of the Director of such a description that it is not worthwhile requiring the execution of a trust deed, the Director may accept from the management a written agreement undertaking :

- (a) to maintain the building in proper repairs ;
- (b) to manage the school in accordance with the rules and regulations of the department ;
- (c) to keep the school open for inspection by the Department ;

(d) to use the building as a school devoted to secular education and not to loan it to or allow it to be used by any political body for purposes of meeting, propaganda, etc ;

(e) to keep the building insured in the names of the management and the Governor of Maharashtra jointly subject to the provisions of Rule 103 ; and

(f) in the event of default by the management in respect of any of the preceding conditions, to repay on demand by the Director the aggregate amount of all building grants paid by the Government in respect of the school.

**103.3.** In every case the management shall execute a trust deed in such form as shall, from time to time, be approved by Government, either generally or specially in this behalf embodying conditions regarding :

(a) the construction and maintenance of the building ;

(b) the insurance of the building subject to the provision of Rule 103 ;

(c) the times at which and the instalments in which the building grant shall be paid ;

(d) the management and inspection of the school ; and

(e) such other matters as Government thinks necessary.

**103.4.** Provision shall also be made in every trust deed to the effect that in the event of default by the management in the performance of any of the conditions thereof :

(a) the building grant or so much of the same as may not yet have been paid, shall lapse ; and

(b) the aggregate amount of the building grant or grants, from time to time advanced by Government for the school shall be repayable to Government and (except in cases where the site is granted by private person on conditions that it should revert to him in the event of the site ceasing to be used for a school or any other conditions which precludes a transfer to the Governor of Maharashtra) the building site, if granted by Government, may be resumed by it.

**103.5.** The building, if any, constructed on it may be entered upon and taken possession of, by Government and may be used or disposed of, by Government, at its discretion for educational or other purposes. Every trust deed shall be prepared at the cost of the management by the Law Officers of the Government.

**103.6.** With reference to Rules 103.2 (f) and 103.4 (b) above, if Government is satisfied that the school was closed through no default of the management, account may be taken of any depreciation in the value of the building after expert revaluation, which will take account of the state in which the building has been maintained by the management, and a proportionate reduction may be made in the amount to be claimed from the management. If the Government grant extends to the acquisition of a site, account may be taken, after expert revaluation of any enhancement in the value of the site, and the proportionate share in such enhancement in the value of the site, and the proportionate share in such enhancement may operate as a set off, either total or partial, against the reduction to be made in the refund due in respect of the grant for buildings.

### Insurance of Building

104. Building in respect of which a building grant has been given must be insured irrespective of its value, for a sum representing the value of all work above the plinth level including flooring, in the name of the school management and the Governor of Maharashtra, jointly, provided that it shall not be necessary to insure a school building if the Executive Engineer certifies that, in his opinion, the risk of fire is not so great as to render insurance necessary.

## SECTION III OTHER GRANTS

### Equipment Grants

105. Expenditure on equipment such as school furniture, library, laboratory, workshop, audio visual and other teaching aids including equipment on crafts, etc., will be shown under ordinary expenditure for the year and will be admissible for non-Salary grant, provided it is up to the limit of 12 per cent of the total actual expenditure (exclusive of expenditure on equipment). Expenditure on equipment exceeding this limit will be eligible for *ad-hoc* grants up to 25 per cent of such expenditure. These grants will be given subject to such condition as the Department may impose and subject to availability of funds.

*(Please also see Annexure 61).*

### Grants to Hostels

106.1. Reasonable expenditure on hostels attached to secondary schools in rural areas, such as salaries or allowances of the hostel superintendent and his assistants, if any, the rent of the hostel building and other necessary expenses connected with the proper management of hostel may be admitted for the maintenance grant provided the hostel is managed on the basis of self-help and has at least 20 pupils.

### Conditions for Hostel Grants

106.2. Managements of residential schools which are recognised by the Department must observe the following conditions in respect of their hostels :—

- (1) The hostels shall be maintained on a purely non-communal basis.
- (2) They should have a common mess for all pupils irrespective of their caste or religion, except that separate cooking and eating arrangements for vegetarian and non-vegetarian boarders will be permissible.
- (3) There must be properly qualified resident superintendent who will be responsible for cleanliness and sanitary conditions, satisfactory food arrangements, home-work, extra-curricular activities, regular attendance and general discipline.
- (4) The general aim in the conduct of such hostels should be to organise and maintain them as active centres of corporate life.
- (5) They follow the principle of self-help to a substantial extent.

*(Please also see Annexure 41).*

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## SCHEDULES

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**Schedule A** : List of admissible items

**Schedule B** : List of inadmissible items

**Schedule C** : List of semi-consumable and consumable items for a  
Technical school

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**SCHEDULE A***[Vide Rule 89.1 (2)]**List of items of expenditure admissible for grant-in-aid to aided and recognised non-Government secondary schools***1. Staff Salaries and allowances :**

(a) The actual expenditure on salaries according to approved pay scales as laid down by Government on the number of teachers considered necessary by the Inspecting Officer according to the size and number of the classes in the school and the optional subjects taught therein and on the salaries of the clerical and lower grade staff to the extent laid down in Rules 57.5 and 57.8.

(b) In the case of schools with more than 10 classes, one or more but not exceeding 4 supervisory posts below the Head of the school (as laid down in Rule 63.1) with an allowance of Rs. 40 per month may be allowed with the previous approval of the appropriate authority. All supervisors must also do a fair amount of teaching work and should be duly qualified to discharge the supervisory duties.

(c) The expenditure on clerical staff within the limits prescribed under Rules 57.5 and 57.6.

(d) The expenditure incurred on the salaries of re-employed Government servants will be restricted to their retiring pay less gross pension.

*N.B. :* Gross pension means net pension plus pension equivalent to death-cum-retirement gratuity. In this connection attention is invited to the B.C.S.R. 9(40).

**(e) Leave Allowances :**

The expenditure incurred by the managements of schools on account of leave allowances paid to their employees serving under them provided the leave granted is within the limit of the leave rules.

*(N.B. :* The expenditure on leave allowances should be shown separately in the memorandum of expenditure under the head of actual pay including leave salary of Head of the school, teachers and clerk, etc.).

**(f) Bad Climate Allowance :**

The expenditure incurred by schools situated in bad climate areas on account of bad climate allowance paid to its staff provided that the expenditure is restricted to the amount admissible as bad climate allowance to Government servants stationed at those places.

**(g) Water Allowance :**

The expenditure on water allowance to the staff of schools situated at places where water allowance is sanctioned by Government at rates admissible to Government servants at these places.

*(Please also see Annexure 51).*

*(h) Leave Salary :*

The leave salary of teachers in the former State-managed secondary schools transferred to private managements in respect of the leave earned by them for their service prior to their transfer should be paid by managements in the first instance in accordance with the leave rules applicable to the teachers prior to their transfer and the expenditure incurred by the managements of such non-Government secondary schools should be reimbursed to them in full by Government at the time of payment of grant-in-aid due to them. The leave salary due to the teachers in respect of their service after the date of their transfer to private managements should be paid by these managements in accordance with their leave rules.

*(i) Actual Salaries :*

Actual salaries paid for which vouchers are produced. The expenditure on boarding and lodging in respect of which acquittance rolls signed by teachers are produced will be considered as part of the salary.

*(j) Training of Teachers :*

The expenditure incurred on deputation allowances of teachers deputed for training. The expenditure incurred on the following items by school in connection with deputation of these teachers for approved training courses:

(i) Payment of full salary and allowances, if the teacher is deputed on duty pay basis ;

(ii) Payment of leave allowance, if the teacher is granted leave with allowances in accordance with leave rules approved by the Department;

(iii) Stipend or lump sum help paid, if any;

(iv) Expenditure incurred, if any, on the payment of fees of the training course;

(v) Expenditure incurred on payment of travelling allowance to the teacher for training;

(vi) The expenditure incurred by schools on the pay and allowances of the substitute;

(vii) The expenditure incurred by schools on payment of special compensatory allowance (at Rs. 40 for teachers receiving training in Greater Bombay and Rs. 30 per mensem for teachers receiving training at places other than Greater Bombay) to teachers deputed to the private Craft Training Centres/Classes recognised by the Director of Technical Education, Bombay;

(viii) Expenditure incurred on the payment of remuneration at Rs. 50 per mensem to teacher-counsellors with diploma in vocational guidance, provided they are required to do extra work of testing pupils, collecting data regarding their past records, interviewing pupils and their parents, etc.

**(k) Pension or Gratuity :**

The expenditure incurred by the managements of certain schools in contributing to pension funds or gratuity schemes introduced before 1st June 1939 is admissible annually for a special grant-in-aid subject to certain conditions as laid down in Government Resolution, Education Department, No. 7586 of 21st July 1942 and the Director of Public Instruction's No. S. 69(b)-6-General-C of 24th August 1942.

**(l) Gratuity :**

The expenditure on gratuity paid to permanent employees under sub-Rule (2) (2) of Rule 77.

**(m) Appointment of Librarian :**

The schools having the strength of 1,000 or more pupils may appoint a full-time or part-time Librarian as shown below :

Schools having 1,000 to 1,500 pupils—a Part-Time Librarian.

Schools having more than 1,500 pupils—a Full time Librarian.

The qualifications and scales of pay for the posts of Librarians should be as under :—

|  | Rs.                                |
|--|------------------------------------|
| (i) Matric/S. S. C. with Certificate in Library Science. | 290—10—390—15—465—Extn.—<br>15—540 |
| (ii) Graduate with Diploma or Degree in Library Science. | 365—15—500—20—660—Extn.—<br>20—760 |

(including existing incumbents who are Graduates with Diploma or Certificate in Library Science).

**(n) Provident Fund :**

The contribution paid by the managements of schools to State Provident Fund for employees of schools or the expenditure incurred by schools on the contribution paid towards their own provident fund schemes which have been allowed to be retained in preference to the State Provident Fund scheme for employees of schools subject to the maximum limit of the contribution payable by the managements under the terms of the State Provident Fund Scheme.

**2. Rent, taxes and Insurance—(a) Rent :**

(i) Reasonable rent for the school building provided the rent is actually paid and a certificate regarding reasonableness is obtained from the Executive Engineer.

(ii) In the case of schools accommodated in rent tenements of the Maharashtra Housing Board the rent charged by the Board of such tenements should be considered as reasonable and such school should not be required to produce in addition any certificate regarding reasonableness of rent in respect of such tenements from the concerned Executive Engineer (Public Works and Housing Department) of Government.

(G.R.E.S. and S.W.D. No. GAC. 1072/11986/E of 8th February 1972).

(iii) The portion of the school building not covered by the building grant (already paid) means the portion, the cost of which, is arrived at after deducting the actual amount of building grant paid by Government from the total cost of the building.

*Example :* The total cost of a school building is Rupees one lakh. It is assumed that a building grant of Rs. 20,000 was paid by Government to the school for construction of the school building and the remaining amount of Rs. 80,000 was collected from donations and/or their own fund and/or loans from Government and/or from any other source. The portion worth Rs. 80,000 will thus be not covered by the building grant and  $7\frac{1}{2}$  per cent of this cost (Rs. 80,000) would be admissible as rent for maintenance grant, provided the Executive Engineer of the area concerned certifies that the amount of rent so charged is reasonable.

(iv) In the case of building owned by a school, a reasonable nominal rent to be calculated on the following basis namely .

- (a)  $7\frac{1}{2}$  of the capital value of the building plus Municipal taxes;
- (b) Six per cent of the cost of the site on which the building is constructed; plus;
- (c)  $10\frac{1}{2}$  per cent of the cost of sanitary fittings and water supply fittings of the building.

Provided the Executive Engineer of the Public Works and Housing Department having jurisdiction certifies that the amount of rent charged is reasonable. Where site for construction of school building was granted by Government to a management free of charge, that is without charging any occupancy price, the question of any rent on the cost of the site would obviously not arise.

(v) Where a school is located in a building owned by the management and the building was built from donations, its own funds or from loans, whether from Government or others and Government has not paid any grant towards the cost of construction, an amount not exceeding  $7\frac{1}{2}$  per cent of the cost incurred as is certified by the Executive Engineer as reasonable rent.

(vi) Expenditure on account of the rent of school building for which loan has been advanced by Government according to the usual rates in that behalf during the repayment of loan and also thereafter.

*(Please also see Annexures 24 and 54)*

*(b) Taxes :*

(i) Charges on account of taxes on school buildings, provided these are actually paid by the management, in respect of school buildings for which no rent is paid.

(ii) In the case of rented buildings where the certificate regarding the reasonableness of rent issued by the Executive Engineer does not include municipal and other taxes, the expenditure on payment of such taxes.



(iii) In Bombay City certain taxes such as 3 per cent increase in General Tax, Education Tax and Water Tax in the extended areas of Greater Bombay are directly recovered from the tenants. These taxes, if they are actually paid by the school, provided the rent certified by the Executive Engineer is exclusive of the taxes.

(c) *Insurance of Buildings :*

Insurance charges on account of school buildings owned by the school and even built partly from Government funds.

(d) *Rent of School Playground :*

A reasonable rent for the school playground provided the rent is actually paid and a certificate regarding its reasonableness is obtained from the Executive Engineer of the area. In the case of a playground owned by the school, reasonable nominal rent to the extent of 1 per cent of the cost (purchase price) of the playground provided the Executive Engineer certifies that the amount of rent so charged is reasonable.

3. *Office Contingency :*

(a) Reasonable charges on this account ;

(b) The expenditure on printing of letter-heads, circulars, rules, regulations, prospectus, etc., and other reasonable printing charges up to a reasonable limit, each case being considered on its merit ;

(c) Printing charges on account of advertisements for recruitment of teachers and those on account of forms, registers, etc., ordinarily required for secondary schools ;

(d) *Conveyance :*

Reasonable expenditure on conveyance for school purposes from the school contingency.

4. (a) Books for which a special grant has not been claimed.

(b) Reasonable expenditure on binding of books.

5. *Furniture and Equipment :*

(a) Expenditure on school equipment, such as school furniture, library, laboratory, workshop, and other teaching aids including equipment on craft, etc., will be shown under ordinary expenditure for the year provided it is up to the limit of 12 per cent of the total actual expenditure (exclusive of expenditure on equipment). Expenditure on equipment exceeding this limit will be eligible, for *ad-hoc* grant up to 25 per cent of such expenditure. These grants will be given subject to such conditions as the Department may impose and subject to availability of funds.

(b) Expenditure incurred on insurance of furniture, etc.

## 6. *Current Repairs :*

(a) Charges on account of ordinary repairs to school buildings which are not rented to the extent of 5 per cent [including the expenditure on account of item (b) below] of the total direct expenditure of the school or 1½ per cent of the cost of the building calculated under Government Resolution, Education Department, No. 2321 of 1st September 1923, as modified by Government Memorandum, Education and Industries Department, No. 6526-6104-E, of 31st October 1947, whichever is less.

### (b) *Repairs to Furniture and Equipment :*

Charges on account of repairs to furniture and equipment up to 5 per cent [including the expenditure on account of item (a) above] of the total expenditure.

## 7. *Miscellaneous :*

(1) Reasonable expenditure on the maintenance of a school garden.

### (2) *Physical Education :*

The expenditure incurred by schools on physical education is to be included in the ordinary expenditure of the school and is to be treated in the same way as the ordinary recurring expenditure.

### (3) *Prizes :*

Reasonable expenditure on prizes given to pupils for proficiency in physical education.

### (4) *Co-operative Stores :*

Expenditure on account of an allowance to a teacher managing the pupils' co-operative stores if the allowance is actually paid to the teacher from the school fund and not either directly or indirectly from out of the funds of the co-operative stores. But if the co-operative stores are being worked at a profit, the allowance of the teacher should be debited to it and no grant should be allowed on it.

### (5) *Registration Fees :*

The expenditure on account of fees paid by a school to the Maharashtra State Board of Secondary and Higher Secondary Education for its registration.

### (6) *Maintenance of Tiffin Rooms :*

Reasonable expenditure actually incurred by schools on the maintenance of tiffin rooms. The expenditure incurred, on the actual food supplied, however, is not admissible for grant.

*Note :* " Tiffin Room " does not include a restaurant or a tea shop run by the school, managed on a commercial basis.

**(7) Bonus to Drawing Teachers :**

The actual expenditure incurred by a school on account of the grant of a bonus or extra remuneration to a drawing teacher subject to the following limits :—

(i) Up to Rs. 40 if the number of candidates prepared by the drawing teacher for the Drawing Examinations is not less than 15 and not more than 40. No bonus should be admitted if the number is less than 15.

(ii) A proportionately higher bonus may be admitted for grant if the number exceeds 40.

**(8) Electrical Charges :**

Reasonable expenditure incurred on the supply of electric energy for school purpose only.

**(9) Telephone Charges :**

Charges for telephone calls including trunk calls are calculated in two ways :—

(a) Fixed charges irrespective of the number of calls ;

(b) Fixed rent *Plus* charges for calls.

(i) In respect of (a) above, the actual expenditure incurred by schools on payment of fixed charges.

(ii) In respect of (b) above, the expenditure should be limited to Rs. 260 per annum excluding the trunk calls. The expenditure on trunk calls if the Education Officer is convinced of the expenditure being unavoidable.

**(10) Expenditure in connection with Conferences :**

Reasonable expenditure on contribution of subscriptions to not more than three Conferences held by any of the Head Masters, teaching staff (which includes Academic teachers, physical Education Teachers, Drawing Teachers, Music Teachers, etc.) and non-teaching staff (which includes Clerks, Librarians, etc.) Associations in a year. Conveyance or Travelling allowance of one representative of the school from any of the above categories for not more than three such conferences in a year. The participants will be entitled to draw conveyance or travelling allowance as per above rule even if no subscription or contribution is required to be paid by the Management.

(G.R.E. and Y.S.D. No. GAC. 1075/157-XXX of 21st April 1976).

**(11) Subscriptions to Educational Associations, etc. :**

Reasonable expenditure on the subscriptions actually paid to not more than three educational and professional associations in a year.

**(12) Medical Charges :**

Reasonable expenditure in connection with medicine such as Iodine, Boric Powder, first-aid material, etc.

(13)(A) The schools may debit the expenditure on the following items either to the term fee account or to the general fund :—

- (1) Purchase of books for pupils' library;
- (2) Drawing and craft material;
- (3) Equipment for physical education;
- (4) Audio visual education; (*Please also see Annexures 7 and 67*)
- (6) Curricular visits and excursions.

(B) The expenditure on the above items, if debited to the general fund of the school.

(14) *Audit of School Accounts :*

The expenditure incurred by schools on audit of accounts by registered accountants in accordance with the scale given below :—

| Admitted Expenditure |                | Audit fee  |
|----------------------|----------------|------------|
|                      | Rs.            | Rs.        |
| Upto                 | 5,000 ..       | 75         |
|                      | 10,000 ..      | 100        |
|                      | 20,000 ..      | 125        |
|                      | 30,000 ..      | 150        |
|                      | 40,000 ..      | 175        |
|                      | 50,000 ..      | 200        |
|                      | over 50,000 .. | 250 to 300 |

(15) *Sales Tax and General Tax :*

The expenditure incurred on payment of Sales Tax and General Tax if it is actually incurred by the schools and is supported by necessary vouchers.

(16) *Scholarships :*

Expenditure on merit scholarships, provided these scholarships are paid by schools directly from their school funds and not from donations, endowments, etc.

(17) *Science Clubs :*

Reasonable expenditure on recurring items of science clubs established in a school under a scheme sponsored by the Government of India or on the approval of the authorities of the Department.

(18) *Scouting and Guiding :*

(a) Expenditure on equipment, books, camps, etc.

(b) Expenditure not exceeding Rs. 40 per annum on purchase of the uniform for each Scout Master and/or Guide Captain.

(G.R.,E.D. No. GAC. 1072/74710/E of 19 December 1972 and 9 July 1973)

(Please also see Annexure 39).

(19) *Work experience* Expenditure on equipment, raw material, books and other contingent items for work experience introduced in the school with the prior approval of the Education Department.

(20) *Civil Defence and Road safety patrol activities :*

Expenditure on equipment, books and other contingent items for Civil Defence and Road safety patrol activities.

(21) Expenditure on T. A. & D. A. of the Members of the staff (at the rates applicable to Government servants of comparable status and pay) deputed as per need of the school to attend short term training course, workshop and seminars (of duration of 15 days or less) pertaining to secondary school administration organised by :—

(a) the Education Department (including the different Government Institutes/Institutions under it);

(b) the Maharashtra State Bharat Scouts and Guides;

(c) the Universities with the prior approval of the Education Department or the Director;

(d) the Associations of Teachers and Head Masters with the prior approval of the Education Department or the Director.

(e) any other Institution or Body with the prior approval of the Education Department or the Director.

(G.R.E. and S.W.D. No. GAC. 1072/E of 10th February 1972).

(22) *Other Miscellaneous items :*

(i) Actual expenditure incurred on—

(a) Tank Commission.

(b) Uniform to the school peons including washing charges.

(c) Water charges where water is required to be fetched from nearby wells and stored for drinking purposes.

(Vide item 32 under " Part III other Expenditure " of the Manual regarding Assessment and Audit of Grant-in-aid payable to Recognised and Aided Non-Government Secondary Schools in Maharashtra State.)

## SCHEDULE B

[Vide Rule 89.1 (2)]

*List of Items of Expenditure Inadmissible for Grant-in-aid*

*Note*—Items of expenditure disallowed for the purpose of Grant-in-aid should be communicated to school managements in the prescribed form (appended as Annexure "A" along with the inspection report on each school) within a fortnight after the inspection.

1. *Staff :*(a) *Supervision charges :*

Supervision charges on account of persons who do not do teaching work, except in cases where the special sanction of the Director has been obtained.

(b) *Salaries and Income-Tax :*

The expenditure on account of payment of (i) salaries in excess of the standard rates and (ii) Income-tax.

*(Please also see Annexures 12 and 57)*

(c) *Nominal Salaries :*(d) *Notice Pay and Compensation :*

The expenditure incurred by the managements on payment of compensation under Rule 77(2)(1) of this Code, salary (pay and allowances, if any) in lieu of notice period under Rules 77 (1) and 77(4) or salary (pay and allowances, if any) for the notice period during which a teacher does not actually serve, *i.e.*, the period after he quits actual service under Rules 77(1) and 77(4), except in cases where the discharge of the teacher is at the instance of Government.

(e) *Life Insurance Premia :*

Contributions made to Life Insurance Companies by managements of schools on behalf of teachers unless the rules, under which the policies are subscribed for by the schools, are approved by the Department.

(f) *Pension or Gratuity :*

(i) Charges on account of the contribution made by the school to a pension fund or a gratuity scheme or on account of the pension or gratuity paid to former teachers. (ii) Charges on account of pensions to widows of deceased teachers.

2. *Rent, Taxes and Insurance :*(a) *Rent—*

(i) The rent charged for portion of a school building for which a building grant was paid by Government.

(ii) Charges on account of rent for any part or parts of the building or buildings used for residential purposes or for hostels.

**(b) Taxes :**

(i) The expenditure on account of municipal taxes in respect of rented buildings if the same are included in the rent certified as reasonable by the Executive Engineer.

(ii) The expenditure on repayment of loan out of school funds, if any.

(iii) The expenditure incurred on rent of the building constructed out of the grant sanctioned by the Government of India.

**(c) Insurance of Buildings :**

(i) The expenditure on insurance charges in respect of rented buildings.

(ii) Charges on account of the Executive Engineer's certificate for obtaining the valuation of school building for insurance purposes being of a non-recurring nature.

**3. Prizes :**

Charges connected with the prize distribution etc. except the actual cost of prizes (if these are paid from school funds).

**4. Current Repairs :**

Expenditure on repairs of buildings for which rent is claimed as such repairs are to be done by the landlord.

**5. Miscellaneous :****(a) Refreshment :**

The expenditure on tiffin, refreshment, etc., on account of tournament matches.

**(b) Legal Expenses :**

Legal expenses as they are non-recurring charges. Exceptional cases should, however, be referred to the Director with pertinent details for orders regarding the admissibility of the expenditure.

**(c) Arrears Expenditure :**

Except with the approval of the Deputy Director concerned the expenditure for any previous period incurred during and included in the expenditure of the year on which grant is based.

**(d) Collection of Subscription :**

Expenses of school employees or office or members of an association for collecting subscriptions, etc.

**(e) Religious Instruction :**

The expenditure incurred on religious instruction in schools.

*(f) Repayment of Loans, etc :*

Repayment of loans or the amount transferred to the Reserve Fund.

*(g) Electric Charges :*

Expenditure on installation and wiring, etc., in the case of rented buildings.

*(h) Notice-pay and Compensation :*

An amount equal to that received by a school from a teacher in lieu of due notice for relief from service.

*(i) Medical Inspection :*

The expenditure incurred by schools on medical inspection of pupils.

*(j) Expenditure on Play-ground :*

Expenditure incurred on account of acquisition of play-ground or purchase of play-ground or its maintenance including expenditure on leasing, levelling, fencing, repairs, etc.

*(k) Scholarship :*

Expenditure on account of scholarships paid from State Funds, Endowments or from the amount of donations received for the purpose.

*(l) Repairs to Buildings :*

Charges on account of the construction of, and extension to, a school building and special repairs for which a separate grant can be applied for.

*(m) Expenditure from Term Fee Account :*

Expenditure incurred on various items shown under Rule 50 (6) from the Term Fee Account subject to the condition laid down under item 7 (13) of Schedule A.

*(n) Expenditure on Travelling Allowance :*

Expenditure incurred, if any, on payment of travelling allowance to a teacher on account of his transfer from one school to another school conducted by the same management under the rules of the management.



**SCHEDULE C***(Vide Rule 92.1.)*

*List of items covered under item A (iv) of the revised formula for payment of maintenance grant to non-Government Technical High Schools and Vocational High Schools under the control of the Director of Technical Education.*

**(A) Semi-Consumable Materials :****(i) Carpentry Shop**

1. Tools and Accessories (Different types of plans such as Jack trying, rebet, etc., Chisels, Hammers, Footrules, Trysquares, Marking Gauges, Mortise gauges, Mallets, saw-Scribers, Meter Squares).
2. Emery Wheels.
3. Measuring Tapes.
4. Hand Drills.
5. Brace.
6. Vices.
7. Pliers.
8. Callipers.
9. Wood Turning Tools (Assorted).
10. Oil Stones, Carborundum Stones.
11. Gimlets.
12. Bradawls.
13. Tower Pliers.
14. Nail Pullers.
15. Saw Sets.
16. Rasps Files etc.
17. Oil Cans.
18. Wing Compasses.
19. Beval Protractors.
20. Glue Pot.
21. G. Clamps.
22. Shah Clamps.
23. Spoke Shave.
24. Anger bit.
25. Files (Assorted).

**(ii) Fitting Shop**

1. Tools and Accessories (Try Squares Callipers, Chisels, Odd leg dividers, Hammers, Tool Kits, Tool holders, ScrewDrivers, Punches, Files, Vices, Drills, Reaming socket, Spanners, Hack Saws, Punch letters and Figures, etc).
2. V-Blocks.
3. Marking Block (Surface gauges).
4. Combination sets.

5. Surface plates.
6. Micrometers.
7. G Clamps.
8. Steel Rules.
9. Scribers.
10. Taps and Tap Wrenches.
11. Die and Die Stocks.

(iii) *Moulding Shop.*

1. Tools and Accessories (Trowels, Showels, Cleaners, Rapping rods and rapping plates etc.)
2. Reamers (Assorted) vent wires, Draw spikes, Mirrors, Bellows, Moulding Boxes, Sieves Assorted, Sleecker.

(iv) *Smithy Shop.*

1. Tools and Accessories (Top and Bottom swages, Punches, Fullers, Hardies Vices, Hammers, Tongs, Flatteners, Drifts, Hot set and cold set, set Hammers, (Assorted) Sledge Hammers).
2. Anvils.
3. Swage block.
4. Smith's Cone.
5. Heading tools.

(v) *Electrical Shop.*

1. Tools and Accessories (Switches, Kit-Kat Fuses, Pliers, Screw Drivers, Knives, Saws, Hammers (Assorted)).
2. Bar Magnets.
3. Ammeters.
4. Volt-Meters.
5. Galveno-meters.
6. Wheatstone-bridge meters.
7. Potentio meter.
8. Accumulator.
9. Techometer.
10. Resistance Boxes.
11. Wiring Boards.
12. Hand Drill Machines.
13. Chisels.
14. Bell indicator.
15. Tube with fixtures.
16. Energy meter.
17. Heater.
18. Iron (Electrical).

**(vi) Turning Shop.**

1. Tools and Accessories (Chucks-Steady rest, turning tools vices steel rules, callipers, Hacksaw Blades and Hacksaw frames, punching letters and Figures, Filler gauge counter sunk-Centre drill, straight sunk twist drill).
2. Vernier Callipers.
3. Micrometers.

**(vii) Drawing instruments (Drawing Boards, Tee-squares, Boxes, Set-Squares, Protractors, Bow Pens, French Curves, Geometrical Models.)**

**(viii) Welding Shop (only for 11th and 12th stds).**

1. Tools and Accessories (Welding regulator, Oxygen and Acetylene gas Cylinders, Gas Welding blow pipes, cutting blow pipes, Gas lighter Soldering iron, Blow lamps, Electrode holder (Cooper) Earthing clamps, Chipping Hammers, Wire brushes, Hand screen, Head Screen (Helmet) Welding goggles, Leather hand gloves and Aprons, Plastic face shields).

**(B) Consumable Materials :****(i) Carpentry Shop.**

1. Teak Wood.
2. Hinges, Nails, Screws.
3. French Polish.
4. Varnish.
5. Mulmui Cloth.
6. Glue.
7. Cotton.
8. Dowel Pins.
9. Drill bits.
10. Ply-Wood.
11. Wax.
12. Plane Cutters.
13. Brushes.

**(ii) Fitting Shop.**

1. Hacksaw Blades.
2. Grease.
3. Chalk Powder.
4. File Cards.
5. Coolent Oil
6. Taps.

**(iii) Moulding Shop.**

1. Moulding Sands.
2. Cleaning brushes for moulds.
3. Ferrous and non-Ferrous Scrap.

(iv) *Smithy Shop.*

1. Coke.
2. Coal.

(v) *Electrical and Wiring Shop.*

1. Flexible wires.
2. C. T. S. Wires.
3. V. I. R. Wires.
4. Insulating black tape.
5. Clips.
6. Cleats.
7. Round blocks.
8. Casing and Capping.
9. Battons.
10. Bakelite Switches.
11. Bakelite Holders.
12. Bakelite Plugs.
13. Ceiling Roses.
14. Soldering wires.
15. Fuse wires (lead and Copper).
16. Conduit Pipes.
17. Bulbs (Assorted).
18. Distilled Water.
19. Dry Battery (Cells).
20. Rawal Plugs.
21. Rawal Punches.

(vi) *Machine Shop.*

1. Wire Brushes.
2. Tool bits.
3. Goggles.

(vii) *Welding Shop (only for 11th and 12th Stds.)*

1. Welding Rods.
2. Soldering Stick.
3. Hydrochloric Acid.
4. Zinc for Solder.
5. Bronzo Tactic Welding Flux.
6. Silicon Brass Rods.
7. Galvanized sheets.
8. Gas lighters.
9. Gas Cylinders.

*Miscellaneous*

1. First aid Materials (Iodine, Mercury Chrome, Burnol, Cotton Wool, Sal Ammonia, Band aids, Bandages, etc.
2. Bells.
3. Ropes.
4. Strings.
5. Soap (Liquid or solid).
6. Cotton waste.
7. Paints.
8. Cotton, Cotton Wool.
9. Handles for tools like files, Hammers etc.
10. Nuts, Bolts, panel pins, nails Rivets.
11. Stapples, Hooks.
12. Sand papers.
13. Grease.
14. Lubricating oil
15. Cutting oil
16. Drills (Assorted).
17. M. S. Plates (Assorted sizes).
18. M. S. Rode (Assorted sizes).
19. M. S. Angles (Assorted sizes).
20. Kerosene.
21. Match Boxes.
22. Belts (Assorted).
23. Emery Papers.
24. Buckets.
25. Ghamelas.

*Annexure A*

Form for communicating details of items held inadmissible for grant

*Memo. showing the expenditure of the  
for the year and the items  
disallowed for grant ;*

|   |            |
|---|------------|
|   | <b>Rs.</b> |
| Total recurring expenditure returned .. |            |
| Expenditure disallowed for grant ..     |            |
| <i>(vide details given below)</i>       | _____      |
| Net admitted expenditure ..             |            |

| Serial<br>No. | Item | Amount<br>disallowed | Reason for<br>disallowing the<br>expenditure |
|---------------|------|----------------------|--|
|---------------|------|----------------------|--|

Total

Education Officer, Z.P. \_\_\_\_\_/Educational Inspector, Greater Bombay,  
Inspector of Girls' Schools, \_\_\_\_\_

Place :

Date :

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**APPENDICES**

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**ONE TO TWENTY-FIVE**

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## APPENDIX ONE

FORM OF APPLICATION FOR PERMISSION TO OPEN  
NEW SCHOOLS

[Vide Rule 2·1 and 2·2]

[To be sent by registered post so as to reach the Education Officer (in triplicate) before 15th October of the year, previous to that in which the school is proposed to be opened or such date as may be prescribed by Government from time to time.]

1. Name of the school proposed to be opened .. .. .
2. Medium of instruction .. .. .
3. Name of the management which wants to open the school .. .. .
4. (i) Whether the management is registered ? .. .. .
- (ii) If so, under what Act (Attach a copy of the registration certificate).
- (iii) If not, whether it is intended to get it registered. .. .. .

(Note— Enclose a copy of the constitution of the society or body and of the lists of members of the managing committee with their occupation and addresses.)

5. Whether the management conducts } 1.  
any other secondary schools. If so, } 2.  
give their names and addresses etc. } 3.
6. Name of the village/locality/town (with Taluka and District) where the school in (1) above will be located.
7. Population of the village/area/town, according to last census.
8. (a) Surrounding villages/areas from which pupils are likely to join the school with their population.



(A rough sketch map of the surrounding villages in relation to the particular village/locality/town should be supplied.)

| Village/area<br>(1) | Distance from the village where the proposed secondary school is to be located<br>(2) | Population of the village<br>(3) |
|---------------------|---|----------------------------------|
| 1.                  |   |                                  |
| 2.                  |   |                                  |
| 3.                  |   |                                  |
| 4.                  |   |                                  |

(b) Number of primary schools and pupils in the village itself and surrounding villages shown in (a) above.

| Teaching up to IV std. |                              | Teaching up to VII std. |                               |
|------------------------|------------------------------|-------------------------|-------------------------------|
| No. of Schools         | No. of pupils in standard IV | No. of Schools          | No. of pupils in standard VII |
|                        |                              |                         |                               |

9. Names of nearest places round about having a secondary school and their distances from the place where the new school is proposed to be opened.

| Name of the school | Standardwise number of pupils | Distance of the proposed school |
|--------------------|-------------------------------|---------------------------------|
|                    |                               |                                 |

10. Standards proposed to be opened in the first year with their expected strength and fee rates proposed to be charged.

| Standards           | V | VI | VII | VIII | IX | X | Total |
|---------------------|---|----|-----|------|----|---|-------|
| Classes ..          |   |    |     |      |    |   |       |
| Pupil's strength .. |   |    |     |      |    |   |       |
| Tuition fee ..      |   |    |     |      |    |   |       |
| Term fee ..         |   |    |     |      |    |   |       |

11. Percentage of free-studentships to be given at the school's own cost, if any ..

12. Accommodation that would be provided (enclose a rough plan).

|  | No. of Rooms | Size-Area<br>Sq.ft. |
|--|--------------|---------------------|
|--|--------------|---------------------|

- |  |  |  |
|--|--|--|
| (a) (i) Classrooms .. ..                 |  |  |
| (ii) Drawing hall .. ..                  |  |  |
| (iii) Laboratory room .. ..              |  |  |
| (iv) Teachers' room .. ..                |  |  |
| (v) Head Master's room and office rooms. |  |  |
| (vi) Other rooms .. ..                   |  |  |

(b) Whether it would be owned, rented or rent-free.

(c) Whether it would be at one place or at different places ? If so, give the distance between the places.

(d) Whether the school will have a playground ? What would be its area and distance from the school ? Would it be owned or rented ?

13. Arrangements made for necessary furniture and apparatus—

(i) Whether it is already available ..

(ii) If not, whether it would be ready by the time of opening of the school.

(iii) Amount proposed to be spent on it.

(a) Amount spent already, if any ..

(b) Amount proposed to be spent by the time of actual opening of the school—

- |                            |  |
|----------------------------|--|
| 1. Furniture .. ..         |  |
| 2. Science apparatus .. .. |  |
| 3. Teaching aids .. ..     |  |
| 4. Teachers' library .. .. |  |
| 5. Pupils' library .. ..   |  |

14. Staff proposed to be appointed stating number of teachers with qualifications and previous teaching experience.
15. Funds at the disposal of the management in addition to those in 13 above.
- for (i) Reserve Fund .. .. .
- (ii) Running Expenses .. .. .
16. Whether the school would be open to pupils of all communities irrespective of caste, creed, etc ?
17. (a) Whether the school needs a regular grant at the prescribed rate as per rules in force ?
- (b) Whether the school will be in a position to run without any grant-in-aid from Government ?
18. Any other information .. .. .

### UNDERTAKING

The management hereby agrees that it is willing to and shall abide by the orders and rules laid down by the Department or that will be laid down hereafter regarding recognition, grant-in-aid, conduct of secondary schools, etc.

Certified that the information given above is correct.

Place :

Signature.

Date :

Designation.

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*N.B.*—The managements are requested to acquaint themselves with the contents of the Secondary Schools Code.

**APPENDIX TWO**  
**FORM OF APPLICATION FOR RECOGNITION**  
**OF SCHOOLS**

[ *Vide Rule 3.1* ]

1. Locality and name of the school ..
2. Subjects taught and medium of instruction ..
3. Name of the Society or controlling body and the date of its establishment ..
4. Names, designations, occupations and addresses of the members of the Managing Body .. Attach a copy
5. Date of opening of the school ..
6. Information about the staff .. Attach a copy giving the following information :  
Names of the Headmaster, Assistant Masters, their ages, their academic and professional qualifications in full, date of passing the Examinations and the names of the Universities and Boards.
7. Present pay of the members of the staff and their scales of pay .. Attach a copy.
8. Rates of fees .. ..
9. Number of pupils enrolled division-wise :  
 (a) boys .. ..  
 (b) girls .. ..
10. Details of financial position and resources other than school fees ..
11. Estimated expenditure of the year on :  
 (a) Teaching staff .. ..  
 (b) Non-teaching staff .. ..  
 (c) Contingencies .. ..  
 (d) Equipment .. ..

12. Information regarding the following items :

- (a) Building :
- (1) Class-rooms with dimensions . .
  - (2) Laboratory . . . . .
  - (3) Other rooms with dimensions, including retiring room for girls, Art Room. . . . .
- (b) Science apparatus . . . . . Rs.
- (c) Teaching aids . . . . . Rs.
- (d) Furniture . . . . . Rs.
- (e) Play-ground and provision for games, etc.
- (f) Separate sanitary arrangements for boys and girls.
- (g) Hostel facilities . . . . .

Place :

Date.....19 .

Signature of Head of the School.

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### APPENDIX THREE

#### (A) SCHOOL COMMITTEE

[Vide Rule 10-B]

1. (a) Every recognised school shall have a School Committee which will be responsible to Government for the management of the school.

(b) A Society or Trust conducting a large number of schools shall have a Co-ordination Committee for all the schools conducted by the Society or Trust or for a group of schools of the Society or Trust in addition to the School Committee of each such school.

2. The School Committee shall consist of :

(a) Representatives of the Parent Body consisting of the President of Governing Body or his nominee and three members nominated by the Governing Body. The President of the Governing Body or his nominee shall be the Chairman of the Committee.

(b) One member, from amongst the permanent teachers from the school in order of seniority by annual rotation.

(c) The Head of the school.

The Head of the school shall be ex-officio Secretary of the School Committee and shall keep a record of the proceedings of the Committee's meetings.

3. In the case of proprietary school recognised by Government the School Committee shall include so far as 2 (a) above is concerned, founder-members up to four. If there is only one founder-member, he may nominate three other members as his representatives on the Committee.

4. Functions of the School Committee shall be as under :

- (i) Management and regulation of the finance of the school, keeping of accounts and making investments of the funds of the school ;
- (ii) Preparation of budget estimates ;
- (iii) Appointment of teachers (other than the Head of the school) and other employees of the school ;
- (iv) Institution of new teaching courses ;
- (v) Confirmation, promotion of and punishment to the teachers, subject to such conditions and regulations as may be laid down in the Code or directions issued by the Department in this behalf ;
- (vi) Grant of leave other than casual leave, to the staff other than the Head of the school whose leave will be granted by the Parent Body ;
- (vii) Framing bye-laws and regulations for the conduct of its business ;
- (viii) Reporting to the Parent Body on matters relating to the school.

5. The Co-ordination Committee shall consist of :

- (a) The President (or his representative of the Parent Body).
- (b) The Head of each school conducted by the same management or of each school in the group of schools in a locality for which the Co-ordination Committee is formed, and ;
- (c) A member of the School Committee of each school or group of schools, representing the Parent Body.

6. The Co-ordination Committee will in general co-ordinate the activities of the School Committees of the schools under the same management or a group of schools in the same locality and will have the powers of appointment, promotion and transfer of employee in the schools under its control.

7. The term of the School Committees or Co-ordination Committee shall be co-terminus with that of the Parent Body.

8. No individual member of the School Committee or Co-ordination Committee excepting the Head of the school shall directly or indirectly interfere with the internal administration of the school, the discipline of the school and the duties of the teachers.

**APPENDIX THREE****(B) ACADEMIC COUNCIL**[ *Vide Rule 10-B* ]

1. Every recognised school shall have an Academic Council to advise the Head of the school on the day-to-day academic matters of the school.

2. The Academic Council shall consist of :

(a) The Head of the school as Chairman ;

(b) Representatives of permanent teachers, from three to five depending upon the size of the school by annual election with at least *one each* from the following categories :

(i) more than fourteen years' permanent service ;

(ii) with eight to fourteen years' permanent service ;

(iii) less than eight years' permanent service.

The teachers' representative shall be elected by preferential voting.

(c) A nominee of the School Committee who is not a teacher.

(d) President of the Parents' Association of the school. The total number of members of the Academic Council shall not exceed eight.

3. The Academic Council shall meet at regular and frequent intervals, as may be decided by the Head of the school and shall perform the following functions :

(a) to discuss the progress of studies in the school ;

(b) to bring to the notice of the School Committee the educational and financial needs of the school ;

(c) to make recommendations to the Head of the school or the School Committee for improving academic efficiency in the school ;

(d) to advise the School Committee and the Head of the school on matters relating to the internal management of the school and discipline among the students :

(e) to make recommendations to the Head of the school regarding promotions and detention of pupils on the result of the school examination ;

(f) to make recommendations to the School Committee with regard to the school budget, particularly regarding the purchase of school equipment, library books and such accessories ;

(g) any other matters referred to the Council by the School Committee or the Head of the school.

4. The Academic Council shall be a purely advisory body tendering advice mainly on academic problems of the school.

## APPENDIX FOUR

## FORM OF SCHOOL LEAVING CERTIFICATE

[ *Vide Rule 17* ]

(No change in any entry in this certificate shall be made except by the authority issuing it and any infringement of this requirement is liable to involve the imposition of penalty such as that of rustication.)

**Register No. of the Pupil :**

*Name of School :*

1. Name of pupil in full .. .. .
2. Caste and sub-caste only in the case of pupils belonging to Backward Classes and category among Backward Classes (*e.g.*, S. C. /S. T., etc.).
3. Place of birth .. .. .
4. Date of birth, month and year according to the Christian era, both in words and figures.
5. Last school attended .. .. .
6. Date of admission .. .. .
7. Progress .. .. .
8. Conduct .. .. .
9. Date of leaving school .. .. .
10. Standard in which studying and since when. .. .. .
11. Reason of leaving school .. .. .
12. Remarks .. .. .

Certified that above information is in accordance with the school register.

Dated.....19 . . . . . Class Master. Head of the School.

*N.B.* : 1. Entries regarding the date of birth according to the Christian era and the New National Calender, and the standard in which studying in columns 4 and 10 of the leaving certificate should be made both in figures and in words.

2. These entries shall be in manuscript and not typewritten.

3. Accelerated promotion earned by the pupil during his/her school career should be specified in the Remarks column, indicating the standard, year and the school in which the accelerated promotion was given.



4. In the case of a pupil holding any of the following Scholarships, the name of Scholarship held should also be indicated in the remarks column :

- (1) Middle School Scholarship.
- (2) High School Scholarship.
- (3) Vidarbha Middle School Stipend.
- (4) Vidarbha High School Stipend.
- (5) Government Open Merit Scholarship meant for bright and deserving students from Rural areas — Middle School/High School.
- (6) National Scholarship at Secondary Stage for Talented children from Rural areas in High School.

The prescribed Index Card should also be attached duly filled in in respect of any of these scholarships holders.

(Government Circular, E. and Y.S.D. No. SCH. 1076/24969/XXXV of 30th September 1977).

*(Please also see Annexure 36).*

#### APPENDIX FIVE

#### FORM OF REPORT REGARDING ADMISSION OF PUPILS FROM UNRECOGNISED SCHOOLS

[ *Vide note below Rule 24.4* ]

1. Serial No.    ..        ..        ..
2. Name of the pupil    ..        ..
3. Standard to which admission is sought    ..        ..        ..
4. Name of the unrecognised school from which he comes    ..        ..
5. Standard in which studying in that school and since when    ..        ..
6. Recognised school attended, if any, previous to joining the school mentioned at serial No. 4    ..        ..
7. Standard from which he left the school and on what date    ..
8. Reasons for joining an unrecognised school    ..

9. Standard for which eligible according to the leaving certificate of the recognised school .. .. .
10. Standard in the studies of which the pupil was examined .. .. .
11. Result of the test .. .. .
12. Remarks by the Head of the school

Place :                                  Dated :                                  Head of the School,

### APPENDIX SIX

#### RULES AND PROCEDURE FOR CHANGES IN NAMES, SURNAMES, CASTE/SUB-CASTE AND DATES OF BIRTH OF PUPILS READING IN SCHOOLS

[ *Vide* Rule 26.4 ]

With a view to securing uniformity in the procedure followed in dealing with applications received by the Department in connection with the changes in entries in the record of schools such as names, surnames, caste/sub-caste, date of birth, etc., the following instructions are issued :

(1) No change in the entries once made in the school register shall be made without obtaining the previous written sanction of the Education Officer concerned or any other officer of his rank in-charge of inspection of the schools where the pupil concerned is studying. When such a sanction is obtained, the Head of the school shall change in red ink under his initials the relevant entry as permitted, quoting in the Remarks column or at an appropriate place the No. and date of the letter of the Education Officer or such other officer who has sanctioned such change.

(2) An application for a change in the entries in the school register shall be submitted by the parent or guardian of the pupil, if the pupil is minor or by the pupil himself, if he is major, in the form prescribed for the purpose through the Head of the school where the pupil is studying, to the Education Officer or any other officer of his rank in-charge of the inspection of the schools where the pupil concerned is studying.

(3) No change in the date of birth as entered in the school record shall be allowed after the pupil has left the school. Similarly no change in the date of birth as entered in the Secondary School Certificate issued by the Examination Board shall be allowed except for correcting a clerical error.

In view of this and in order to make the parent or guardian of the pupil aware of the birth date recorded in the school registers, the school shall enter the birth date of every pupil in the progress book or calendar which shall be signed by the parent or guardian.

(4) No fee shall be charged for application for change in the date of birth in respect of pupils attending schools.

(5) Heads of schools while forwarding the application shall satisfy that they have verified the signature and that the application is made by the parent or guardian or the pupil.

#### **Change in Date of Birth :**

(6) The application shall be submitted in Form No. 1 accompanying these rules. It should clearly explain how the wrong entry came to be made.

(7) In support of the change suggested, documentary evidence must be produced, such as :

- (i) A certified extract from the Birth Register ;
- (ii) A certified copy of the vaccination certificate;
- (iii) A certified copy of the Baptismal certificate in the case of Christians;
- (iv) An affidavit made before stipendiary Magistrate by the parent or guardian declaring the pupil's correct date of birth;
- (v) Any other documentary evidence.

(8) No change in the date of birth shall be sanctioned unless documentary evidence produced clearly identifies the child and the parent, and is of such nature as to leave no doubt that a genuine mistake has been made. Reasons for sanctioning the change must be placed on record in writing by the sanctioning authority.

*(Please also see Annexure 25).*

#### **Change in the Name and Surname :**

(9) For change in names, the following documentary evidence must accompany the application and no change should be allowed without carefully examining the following evidence and being satisfied about it :

- (a) In case of change due to adoption, the original adoption-deed or a certified copy of that deed or a certificate of a stipendiary Magistrate showing the name changed as a result of adoption.
- (b) In the case of change due to marriage, a declaration by the parent or guardian attested by two witnesses and the girl herself or a certified copy of the certificate of registration of marriage.
- (c) In all other cases, an affidavit made before a stipendiary Magistrate by the parent or guardian.

(10) If the change in name is sanctioned, in the case of a pupil who has passed a public examination he/she should be required to notify the change in his/her name in Maharashtra Government Gazette. It is not, however, necessary to notify the change in name due to marriage in the Maharashtra Government Gazette.

(11) The application shall be submitted in Form No. 2 accompanying these rules.

**Change in Caste or Sub-caste (in respect of B. C. Pupils only) :**

(12) For making changes in caste or sub-caste of Backward Class pupils the guardian of the pupil shall make an application in Form No. 5 accompanying these rules.

(13) Permission may be given to change the entries in the general register of the school in respect of "caste" or "sub-caste" of Backward Class pupils in the following circumstances :

- (i) due to wrong entries made initially;
- (ii) due to change in religion;
- (iii) if the caste previously treated as non-Backward was subsequently declared by Government as Backward or *vice-versa*;
- (iv) due to adoption;
- (v) due to inter-caste or inter-religion marriage;
- (vi) due to any other reason.

(14) For this purpose, the necessary certificates from the following authorities must accompany the application for change of caste or sub-caste :

**(a) For reasons, (i), (ii) and (iii) above :**

- |                   |       |  |
|-------------------|-------|--|
| In Greater Bombay | .. .. | (a) The Chief Presidency Magistrate or the Presidency Magistrate authorised by him; or |
|                   |       | (b) Justice of Peace; or   |
|                   |       | (c) Social Welfare Officer, Greater Bombay, Bombay.                                    |
| In other areas    | .. .. | (d) The District Magistrates or Executive Magistrates authorised by them; or           |
|                   |       | (e) Honorary Magistrates; or   |
|                   |       | (f) The Social Welfare Officer of the district concerned.                              |

(b) **Due to adoption :** The original adoption-deed or a certified copy of that deed or a certificate from stipendiary Magistrate showing the change name (if any) and the caste or sub-caste changed as a result of adoption should accompany the application for change in caste or sub-caste.

(c) **Due to inter-caste or inter-religion marriage :** A declaration by the parent or guardian attested by two witnesses and the student himself/herself or certified copy of the certificate of registration of marriage should accompany the application for change in caste or sub-caste along with the certificate from the concerned competent authority mentioned in (a) above showing that the caste or sub-caste has changed as a result of the marriage.

(d) **Due to any other reason :** An affidavit made before a stipendiary Magistrate by the parent or guardian should accompany the application for change in caste or sub-caste.

*N.B.:* The term " Backward Class " means and includes the following categories:

- |  |   |  |
|--|---|--|
| 1. Scheduled Caste   | { | As per the Scheduled Castes and Scheduled Tribes Lists Modification Order, 1956, as adopted for Maharashtra State <i>vide</i> Part VII-A of the Seventh and Eighth Schedules of the Bombay Reorganisation Act, 1960. |
| 2. Scheduled Tribes  |   |  |
| 3. Other Backward Classes, which will include :                |   |  |
| (a) Nav Buddhas, i.e., Scheduled Castes converted to Buddhism. |   |  |
| (b) Tribals residing outside the specified areas of Vidarbha.  |   |  |
| (c) Nomadic Tribes   | { | As per the Govt. Resolution, Education & Social Welfare Deptt., No. CBC. 1361-M, dated the 21st November 1961.   |
| (d) Vimukta Jatis  |   |  |
| (e) Other Backward Classes based on caste.                     |   |  |

*(Please also see Annexure 36).*

**General :**

(15) An appeal against the decision of the Education Officer or such other officer who has sanctioned the change shall be submitted to the Deputy Director concerned within 30 days of the receipt of the Education Officer's orders rejecting the application. His decision shall be final.

## FORM No. 1

*Application for change in the date of birth*

1. Name of the applicant (parent/  
guardian) with place of residence ..
2. Date of application .. ..
3. Name of the pupil whose date of  
birth is proposed to be changed  
and standard in which studying ...
4. Name of the school and standard in  
which studying .. ..
5. Relation of the pupil with the  
guardian ..
6. Date of birth entered in the general  
register of the present school ..
7. Date of birth after change applied  
for ..
8. Date entered in the original age  
certificate signed at first admission.
9. Was the age certificate signed by  
the father? If not, by whom? (his  
relation with the pupil to be given).
10. How did the wrong date of birth  
come to be entered in the age  
certificate? ..
11. What led the applicant to detect the  
mistake? ..
12. Full names of the children (living  
and dead) born to the mother of  
the pupil with birth dates against  
the name of each ..
13. Signature of the applicant ..
14. Remarks and recommendations of  
the Head of the school in which  
the pupil is studying .. ..

*N.B.* : This application should be accompanied by a certified extract from the birth register, a certified copy of the vaccination certificate and other documentary evidence.

Place :

Date :

Signature of the Head.

## FORM No. 2

*Application for change in name/surname*

1. Name of the applicant (guardian)  
with place of residence .. .. .
2. Date of application .. .. .
3. Name of the pupil whose name/  
surname is proposed to be changed.
4. Name of the school and standard in  
which studying .. .. .
5. Relation of the pupil with the guardian
6. Name/surname after change applied  
for such as adoption, marriage etc.
7. Reasons for the change applied for  
such as adoption, marriage, etc. ..
8. In cases other than those mentioned  
in item 6 above, how the wrong entry  
was made .. .. .
9. What led the applicant to detect the  
mistake ? .. .. .
10. Evidence in support of the request
11. Signature of the applicant ..
12. Remarks and recommendations of the  
Head of the school in which the pupil  
is studying .. .. .

*N.B.*—(i) In case of adoption the application should be accompanied by the original adoption-deed or a certified copy of that deed or a certificate of a stipendiary Magistrate showing the name changed as a result of adoption.

(ii) In case of change due to marriage a declaration by the parent or guardian attested by two witnesses and the girl herself or certified copy of the certificate or registration of marriage.

(iii) In all other cases an affidavit made before a stipendiary Magistrate by the parent or guardian.

Place :

Date :

Signature of the Head.

## FORM No. 3

*Application for making changes in caste or sub-caste  
(in respect of B. C. pupils only)*

1. Name of the applicant (guardian) with place of residence .. ..
2. Date of application .. ..
3. Name of the pupil in whose case change in caste or sub-caste is to be made .. ..
4. Name of the school and standard in which studying .. ..
5. Relation of the pupil with the guardian
6. (a) Caste/sub-caste originally entered in the school register .. ..  
(b) the new caste/sub-caste desired to be entered by modifying the original entry .. ..
7. Reasons for applying for change in caste or sub-caste .. ..
8. Evidence in support of the request (along with copies of certificates from the competent authorities) ..
9. Signature of the applicant ..
10. Remarks and recommendations of the Head of the school in which the pupil is studying .. ..

[If the change in caste/sub-caste amounts to change from non-Backward to Backward Classes, the category among Backward Classes (e. g., Scheduled Castes/Scheduled Tribes, etc.) should also be mentioned in clause (b) above.]

Place :

Date :

Signature of the Head.



## APPENDIX SEVEN

## MODEL RULES OF PROMOTION

[Vide Rule 37.4.]

1. (i) Promotion of a student from one standard to another shall be made at the end of school year on the basis of his/her performance at the two semester examinations, written and practical (wherever prescribed), conducted by the schools, and his/her semester performance consisting of oral examinations (wherever prescribed), unit tests, home work, practicals, etc.

The semester examination at the end of the first semester shall be based on the syllabus covered during the first semester and the examination at the end of the second semester shall be based on the syllabus covered during the second semester.

(ii) For purposes of promotion and rank the marks secured by a student in each head of passing at the two semester examinations and the marks obtained in each head of passing in the semester performance shall be added together and the coverage thereof shall be calculated. Students securing not less than 35 percent of the marks in each individual head of passing shall be eligible for promotion to a higher standard after availing, if necessary, of the benefit of an automatic condonation of 15 marks in one or more heads of passing but not exceeding ten marks in any one head of passing.

(iii) The average of marks in each head of passing mentioned in the preceding rule shall be worked out by dividing by three, the total of marks of (a) the first semester examination (written and practical) at the end of the first semester, (b) the second semester examination (written and practical) at the end of the second semester and (c) the semester performance consisting of oral examinations (wherever prescribed), unit tests, home work, practicals, etc. The categories (a) (b) and (c) mentioned above shall carry equal marks. The allotment of marks for each semester performance shall also be equal.

2. The marks obtained by a student at the first semester examination and his/her first semester performance in all heads of passing shall be communicated to his/her parents.

3. The benefit of condonation of marks shall be given only at the end of the year while deciding the student's promotion from one standard to another.

4. If a student for reasons beyond his/her control fails to appear for any examination and secures less than the minimum p. c. of the marks prescribed for passing, a committee consisting of the Head Master, the class Teacher and the subject Teacher shall decide his/her promotion on the basis of his/her performance in the remaining examinations and his/her semester performance.

**APPENDIX EIGHT****FORM OF PARENT'S OR GUARDIAN'S OR PUPIL'S LETTER  
REGARDING RELIGIOUS INSTRUCTION***[Vide Rule 45.3.]***FORM "A"****To be filled in by the Parent/Guardian***(In case, the pupil is a minor, i. e., below 21 years of age)*

1. Name of the student .. ..
2. School and standard .. ..
3. Date of birth of the student .. ..
4. Name of the parent or guardian .. ..
5. Address .. ..
6. Occupation .. ..

1. I am aware that the above-mentioned school imparts religious instruction to its pupils.
2. I hereby allow/do not allow my child/ward to attend the religious instruction or prayers conducted by the above-mentioned school.

Place:                      Date :                      Signature of the Parent/Guardian.

**FORM "B"****To be filled in by the Pupil***(When he is a major, i. e., above 21 years of age)*

1. Name of the student .. ..
2. School and standard .. ..
3. Date of birth .. ..
4. Address .. ..

1. I know that the school imparts religious instruction.
2. I attend/do not attend the religious instructions or prayers conducted by the above-mentioned school.

Place :                      Date :                      Signature of the Pupil.

## APPENDIX NINE (I)

## LETTER TO GUARDIAN FOR INFORMATION AND HISTORY

[Vide Rule 48·6]

School .....

Place .....

Date .....

Dear Sir/Madam,

The medical examination of (name of the pupil) .....  
 ..... Std. .... Div. .... is to be  
 taken on .....

Kindly fill up the information for the same as required below and send it  
 with the pupil.

*Signature of the Head of the School.*

1. Has the pupil suffered from any of the following diseases ?

Please write the year in which he/she has so suffered—

- (1) Smallpox .. .. .
- (2) Measles .. .. .
- (3) Diphtheria .. .. .
- (4) Complaints about tonsils and throat ..
- (5) Diseases of the ear .. .. .
- (6) Diseases of the eye .. .. .
- (7) Rickets .. .. .
- (8) Any other diseases (name it with date) ..

2. Was the pupil operated upon for anything ? If so, please mention  
 when the operation was made. A copy of the report of the operation,  
 if available, should be produced.

3. Preventive measures against—

Smallpox—Vaccination when done :

Small pox—Revaccination (B.C.G.) if done, when :

Tripple vaccine when done :

Any other preventive measure :

4. Any ailments that the pupil usually suffers from :

Date :

*Signature of the Guardian.*

**APPENDIX NINE (II)**  
**LETTER TO THE DOCTOR**  
*[Vide Rule 48·6]*

School :

Date :

Dear Docto.

Address

Please carry out the medical examination of the following pupil and send us your report in 4 days' time.

Yours faithfully,

Headmaster.

.....  
 High School ..... Examining Doctor .....  
 Pupil's name ..... Std. .... Div. ....  
 Age ..... Health Class ..... Ht. .... Wt. ....

1. Eyes findings (H. S. ) remarks :
2. E. N. T. findings (H. S. ) remarks :
3. Teeth finding (H. S. ) remarks :
4. Surgical finding (H. S. ) remarks :
5. Medical finding (H. S. ) remarks :
6. Consultant's signature :
7. Date :
8. Anything special may be written on the reverse, if need be :

**APPENDIX NINE (III)**  
**FORM OF MEDICAL EXAMINATION**  
*[Vide Rule 48·6]*

**(A) Report of the Medical Examination taken on**

Name of the school

Place

1. Name of the pupil in full (beginning with surname in block capitals).
2. Birth date .. .. .
3. Guardian's name .. .. .
4. Guardian's address .. .. .
5. Guardian's occupation and annual income ..

6. Permanent physical deformity, if any :
7. Previous illness, if any :

Record dates against the disease.

(Note—It may be desirable to obtain this information from the guardian.)

- |                  |                            |
|------------------|----------------------------|
| (i) Smallpox     | (v) Disease of eye         |
| (ii) Measles     | (vi) Disease of ear        |
| (iii) Diphtheria | (vii) Rickets              |
| (iv) Tonsils     | (viii) Any other diseases. |
8. Preventive measures taken [ See note above vide 7 ]
 

|                        |                                   |
|------------------------|-----------------------------------|
| (a) Vaccination date   | (d) Triple Vaccination date       |
| (b) Revaccination date | (e) Any other preventive measures |
| (c) B. C. G. date      |                                   |
  9. Operations done, if any : [ See note above vide 7 ]

#### *Physical Measurements*

(To be taken every year, seven/four columns one for each year).

- |                                    |   |
|------------------------------------|---|
| (1) Date                           | : |
| (2) Standard and division          | : |
| (3) Age in completed years         | : |
| (4) Height in Cms.                 | : |
| (5) Weight in Kgm.                 | : |
| (6) Chest expiration               | : |
| inspiration                        | : |
| difference                         | : |
| (7) Abdomen in Cms.                | : |
| (8) Milk, if taken daily, how much | : |

#### (B) Medical Examination (Seven/four Columns)

1. General Build and Constitution :  
 A—Very good, B—Good, C—Poor :  
 Build Stature :  
 T—Tall, M—Medium, S—Short
2. Illness since the last examination :
3. Sight with glasses .. R.E. ..  
 .. L.E. ..  
 Sight without glasses .. R.E. ..  
 .. L.E. ..  
 Disease, if any .. ..
4. Ear—Hearing disease .. ..
5. Nose .. ..
6. Throat/Tonsils other defects .. ..

7. Teeth—Carries/Dirty .. ..
8. Speech .. ..
9. Cardiovascular System .. ..
10. Respiratory System .. ..
11. Digestive System .. ..
12. Genits—Urinary System—  
 Males—Hernia .. ..  
       Hydrocele .. ..  
       Phimosis .. ..  
       Testes .. ..  
       Cleanliness .. ..  
 Females—Menstrual history .. ..
13. Skin—Scabies—  
       Ringworm .. ..  
       Other diseases .. ..
14. Glands, Bones, Joints, Feet, posture ..
15. Nervous System .. ..
16. Personal cleanliness—hair, nails, etc.
- \*17. Other defects, if any .. ..
18. Remarks and advice .. ..
- †19. Follow up : Reference to the results
20. Previous suggestions carried out or not
- ‡21. Exemption from physical exercise,  
 if any. If advised, the nature of the  
 same.

Date : \_\_\_\_\_ (*Signature of the School Doctor*)

\* Underline a defect in red.

† Mention the serial Nos. of defects against serial No. 17 and the nature of advice.

‡ Write the reference to whom in column 19 and the result after the follow up is completed. Against Column 21 write the nature of exemption, if suggested. If temporary, the period and from what type of exercises.

*N.B.* :—The guardian should note the defects pointed out vide Serial Nos. 1 to 21 of the Part (B) above and should write below as to what step he proposes to take to remedy the same (*i.e.* strike out the sentences out of the four alternatives mentioned below which are not wanted and retain only one or two sentences which is/are wanted).

Date : \_\_\_\_\_ (*Signature of the Headmaster*)

1. We will do the needful for the defects noted above.
2. The school authorities are requested to do the needful.
3. We will pay the full/partial cost of the same.
4. We will not be able to pay any cost for the same.

Date : \_\_\_\_\_ (*Signature of the Guardian*)

## APPENDIX NINE (IV)

## CONSOLIDATED MEDICAL EXAMINATION RECORD FORM

[Vide Rule 48.6]

**Name of the High School**

|                                 |    |    |    |
|---------------------------------|----|----|----|
| 1. Serial No.                   | .. | .. | .. |
| 2. Standard/division            | .. | .. | .. |
| 3. Name of the pupil            | .. | .. | .. |
| 4. Guardian's remarks           | .. | .. | .. |
| 5. Birth date                   | .. | .. | .. |
| 6. Age                          | .. | .. | .. |
| 7. History of previous diseases | .. | .. | .. |
| 8. Primary vaccination          | .. | .. | .. |
| 9. Re-vaccination               | .. | .. | .. |
| 10. Physical education, school  | .. | .. | .. |
| 11. Physical education, home    | .. | .. | .. |
| 12. Height in cms.              | .. | .. | .. |
| 13. Weight in kgs.              | .. | .. | .. |
| Stature —                       | .. | .. | .. |
| (1) Short—S.                    | .. | .. | .. |
| (2) Tall—T.                     | .. | .. | .. |
| (3) Normal                      | .. | .. | .. |

*Class*

|                       |    |         |    |
|-----------------------|----|---------|----|
| 14. Health            | .. | A.      | .. |
| 15.                   | .. | B.      | .. |
| 16.                   | .. | C.      | .. |
| 17. Eyes Refraction.. | .. | Right   | .. |
| 18.                   | .. | Left    | .. |
| 19. Diseases          | .. | ..      | .. |
| 20. Ears              | .. | ..      | .. |
| 21. Nose              | .. | ..      | .. |
| 22. Throat            | .. | ..      | .. |
| 23. Tonsils           | .. | ..      | .. |
| 24. Teeth             | .. | Carries | .. |
| 25.                   | .. | Dirty   | .. |

|                               |    |    |    |
|-------------------------------|----|----|----|
| 26. Circulatory System        | .. | .. | .. |
| 27. Respiratory System        | .. | .. | .. |
| 28. Digestive System          | .. | .. | .. |
| 29. Renal System              | .. | .. | .. |
| 30. Nervous System            | .. | .. | .. |
| 31. Skin diseases             | .. | .. | .. |
| 32. Joints, Bones and Muscles | .. | .. | .. |
| 33. Lymph Glands              | .. | .. | .. |
| 34. Genital System (boys)     | .. | .. | .. |
| 35. Genitory (girls)          | .. | .. | .. |
| 36. Special points            | .. | .. | .. |
| 37. Guardian's consent        | .. | .. | .. |

*Defects Noted*

|                      |    |    |    |
|----------------------|----|----|----|
| 38. Eyes             | .. | .. | .. |
| 39. E. N. T.         | .. | .. | .. |
| 40. Teeth            | .. | .. | .. |
| 41. Surgical         | .. | .. | .. |
| 42. Medical          | .. | .. | .. |
| 43. Date             | .. | .. | .. |
| 44. Remarks          | .. | .. | .. |
| 45. Margin Sr. No... | .. | .. | .. |

**APPENDIX NINE (V)**

**INFORMATION TO BE INCLUDED IN THE PROGRESS BOOK**

[*Vide* Rule 48.6]

*Physical Measurements*

|                    |    |    |    |
|--------------------|----|----|----|
| 1. Birth date      | .. | .. | .. |
| 2. Height in Cms.  | .. | .. | .. |
| 3. Weight in kgs.  | .. | .. | .. |
| 4. Chest in cms.   | .. | .. | .. |
| expiration         |    |    |    |
| inspiration        |    |    |    |
| difference         |    |    |    |
| 5. Abdomen in cms. | .. | .. | .. |
| 6. Health Class    | .. | .. | .. |



*Medical Examination*

Medical Examination was taken on..... and the following defects were found :—

- 1.
- 2.
- 3.
- 4.

Please consult your medical adviser and do the needful.

Date :      Signature of the Headmaster.      Signature of the School Doctor.

**Follow up**

The guardian should write below, whether the follow-up of the defects noted above will be undertaken by him or if he desires the school authorities to do the needful for which he will be prepared to pay the cost.

(Keep what is wanted).

1. We will do the needful for the defects noted above.
2. The school authorities are requested to do the needful.
3. We will pay the full/partial cost for the same.
4. We will not be able to pay any cost for the same.

Date.....

Signature of the Guardian.

## APPENDIX NINE (VI)

AVERAGE HEIGHT AND WEIGHT FOR BOYS AND GIRLS (GIVEN SEPARATELY) WHICH IS TO BE FOLLOWED BY THE SCHOOLS WHILE GIVING HEALTH CLASS TO THE PUPILS.

[Vide Rule 48.6]

## BOYS 10 TO 18 YEARS OF AGE

| Feet     | Inches | Wt. in lbs. | Feet     | Inches | Wt. in lbs. | Feet     | Inches | Wt. in lbs. |
|----------|--------|-------------|----------|--------|-------------|----------|--------|-------------|
| 10 years |        |             | 11 years |        |             | 12 years |        |             |
| 4        | 1      | 48          | 4        | 2      | 50          | 4        | 4      | 55          |
| 4        | 2      | 50          | 4        | 3      | 52          | 4        | 5      | 58          |
| 4        | 3      | 52          | 4        | 4      | 55          | 4        | 6      | 60          |
| 4        | 4      | 54          | 4        | 5      | 57          | 4        | 7      | 63          |
| 4        | 5      | 56          | 4        | 6      | 60          | 4        | 8      | 66          |
| 13 years |        |             | 14 years |        |             | 15 Years |        |             |
| 4        | 6      | 61          | 4        | 9      | 70          | 4        | 11     | 78          |
| 4        | 7      | 64          | 4        | 10     | 73          | 5        | 0      | 81          |
| 4        | 8      | 66          | 4        | 11     | 77          | 5        | 1      | 85          |
| 4        | 9      | 69          | 5        | 0      | 80          | 5        | 2      | 88          |
| 4        | 10     | 73          | 5        | 1      | 85          | 5        | 3      | 92          |
| 16 years |        |             | 17 years |        |             | 18 years |        |             |
| 5        | 1      | 87          | 5        | 2      | 93          | 5        | 2      | 95          |
| 5        | 2      | 90          | 5        | 3      | 96          | 5        | 3      | 98          |
| 5        | 3      | 93          | 5        | 4      | 99          | 5        | 4      | 101         |
| 5        | 4      | 97          | 5        | 5      | 101         | 5        | 5      | 104         |
| 5        | 5      | 100         | 5        | 6      | 104         | 5        | 6      | 107         |

## GIRLS 10 TO 18 YEARS OF AGE

| Feet     | Inches | Wt. in lbs. | Feet     | Inches | Wt. in lbs. | Feet     | Inches | Wt. in lbs. |
|----------|--------|-------------|----------|--------|-------------|----------|--------|-------------|
| 10 years |        |             | 11 years |        |             | 12 years |        |             |
| 4        | 1      | 47          | 4        | 3      | 52          | 4        | 5      | 57          |
| 4        | 2      | 49          | 4        | 4      | 55          | 4        | 6      | 60          |
| 4        | 3      | 52          | 4        | 5      | 58          | 4        | 7      | 64          |
| 4        | 4      | 54          | 4        | 6      | 60          | 4        | 8      | 67          |
| 4        | 5      | 57          | 4        | 7      | 63          | 4        | 9      | 70          |
| 13 years |        |             | 14 years |        |             | 15 years |        |             |
| 4        | 7      | 66          | 4        | 9      | 75          | 4        | 10     | 82          |
| 4        | 8      | 69          | 4        | 10     | 78          | 4        | 11     | 85          |
| 4        | 9      | 72          | 4        | 11     | 82          | 5        | 0      | 88          |
| 4        | 10     | 76          | 5        | 0      | 86          | 5        | 1      | 91          |
| 4        | 11     | 79          | 5        | 1      | 90          | 5        | 2      | 94          |
| 16 years |        |             | 17 years |        |             | 18 years |        |             |
| 4        | 10     | 85          | 4        | 10     | 87          | 4        | 10     | 87          |
| 4        | 11     | 88          | 4        | 11     | 89          | 4        | 11     | 90          |
| 5        | 0      | 91          | 5        | 0      | 92          | 5        | 0      | 93          |
| 5        | 1      | 93          | 5        | 1      | 96          | 5        | 1      | 96          |
| 5        | 2      | 96          | 5        | 2      | 98          | 5        | 2      | 99          |

*Note* :—(i) The above table is for normal average stature. Any height at the particular age below lowest height will be called as short stature and that above the highest will be tall stature.

(ii) Both in the case of boys and girls, the underlined figures at particular age are the average normals, weight-up to 5 per cent, below the weight for that height will be called as 'A' (i.e., good health grade), from 5 to 10 per cent, below average weight to the height will be graded as 'B' (i.e., average health standard), weight to the particular height below 10 per cent to be graded as 'C' Health standard (i.e., poor health).

## APPENDIX NINE (VII)

INSTRUCTIONS TO EXAMINERS IN PHYSICAL MEASUREMENTS  
AND MEDICAL EXAMINATION.

[Vide Rule 48.6]

**Medical Examination***A. Physical measurements :*

1. The equipment required for physical measurements should be kept ready before the work is started.
2. The personal information and history part of the forms should be filled up before physical measurements are taken.
3. The height should be taken, without shoes, after making the pupil stand with his heels touching the stand or wall and keeping head erect. Keep the right angle measure against his head and wall and ask the pupil to move out and take reading in cms.
4. For chest measurements, ask the pupil to take off his clothing. Keep the tape touching the axillary folds above, the nipple line. Ask the pupil to breathe in and out a few times and take the reading as it is done.
5. For abdominal measurement, take it around the umbilicus.

*B. Medical Examination :*

1. Divide the work if there are other helpers. It is desirable that the same work is done for all pupils by the same person.
2. General builds and constitution should be taken in the beginning. This is the impression that the pupil makes. It is desirable to keep as little clothing as possible at the time of examination.

Write A—for very good, B—for good and average, C—for poor, below average condition.

See nutrition, build, muscular and other general development.

Write below this T—Tall, M—Medium or S—Short.

3. Medical examination forms should be of different colours for boys and girls.
4. The following special examination wherever possible should be taken once in seven years :
  - (i) Mental test ;
  - (ii) Mass screening ;
  - (iii) Urine examination ;

(iv) Blood pressure ;

(v) Special examination of defects detected in the course of the routine medical examination.

Study of diet in detail.

School should be graded in three categories :

(a) *First grade*—Where medical examination follow up and health education is done satisfactorily.

(b) *Second grade*—Where medical examination follow up and health education is done to certain extent.

(c) *Third grade*—Where only medical examination is done.

7. Fees for detailed medical examination should be at least 50 paise and medical check up 25 paise compulsorily. School should be authorised to collect from guardians up to rupees two per defect for managing follow up work of the defective pupils.

8. Medical examination report should be inspected by a medical man and not by the Education Officer.

9. The defects should be underlined in red pencil or ink.

10. Year to year health record certificate must accompany the School Leaving Certificate.

11. The record should not be destroyed without the previous permission of the Department.

#### APPENDIX NINE (VIII)

#### EQUIPMENT AND MATERIAL REQUIRED FOR PHYSICAL MEASUREMENT AND MEDICAL EXAMINATION.

[Vide Rule 48.6]

1. Good weighing machine in kg ;
2. Tape measures in Cms;
3. Height stand ;
4. Right angle measure ;
5. Charts for testing sight in the language of the pupil ;
6. Tongue depressors ;
7. Torch : head light and head mirror ;
8. Bowls for water and disinfectants ;
9. Disinfectants such as dettol/solutions ;
10. Napkins, towels, etc.
11. Wash basin, soap;
12. Enclosures screens for examination ;
13. Table for examination and writing chairs, stools;
14. Forms, stationery, writing material and red pencil and ink.

## APPENDIX TEN

## PAY-SCALES FOR CLERICAL STAFF AND LABORATORY ASSISTANTS AS PRESCRIBED BY GOVERNMENT

[Vide Rule 57.7]

## (1) Clerks :

|                         | Rs.                                 |
|-------------------------|-------------------------------------|
| (i) Junior Clerk .. ..  | 260—10—390—15—420—Extn.—<br>15—495. |
| (ii) Senior Clerk .. .. | 335—15—500—20—580—Extn.—<br>20—680. |

(2) Laboratory Assistant—those who have passed Matric/S. S. C. with at least Physics and Chemistry.

260—10—390—15—420—Extn.—  
15—495.

G.R.,E. and Y.S.D., No. BPC. 1078/177/XXX-XXXVII of 21st August 1978).

## APPENDIX ELEVEN

## PAY-SCALES FOR DIFFERENT CATEGORIES OF LOWER GRADE STAFF AS PRESCRIBED BY GOVERNMENT

[Vide Rule 57.9]

## Class IV Staff :

Rs.

## (i) Laboratory Attendants—

(a) those who have studied upto Pre-S. S. C. Class (with Physics-Chemistry). 250—7—285—10—385—Extn.—  
—10—435.

(b) Others .. .. 200—3—230—5—255—Extn.—5  
—280.

(ii) Naik .. .. } 205—5—250—7—285—10—305—  
(iii) Mali .. .. } Extn.—10—355.  
(iv) Oilman/Machine Attendant } ..

(v) Peon/Watchman or Night Watchman or Chowkidar/Sweeper/Call-Women / Kamathi / Attendant/Laboratory Hamal or Hamal. 200—3—230—5—255—Extn.—5  
—280.

(G.R.E. and Y.S.D., No. BPC. 1078/177/XXX-XXXVII of 21st August 1978).

## APPENDIX TWELVE

[Vide Rule 62]

*Duties of Head Master, Assistant Head Master, Supervisor and Teacher of the School***1. Duties of Head Master :**

- (1) To be responsible for all the work and teaching in the school.
- (2) To be responsible for all work regarding school admissions, Examinations and Results.
- (3) To carry out correspondence of the school.
- (4) To supply information called for by the Department urgently.
- (5) To prepare or to get prepared of class-wise time-table of the school.
- (6) To keep the record of the school systematically.
- (7) To supervise the work of Teachers and non-Teaching staff and to co-ordinate their work.
- (8) To keep watch on the pupils' discipline.
- (9) To arrange regular meetings of teachers.
- (10) To see that the teachers and non-teaching staff attend to their duties regularly.
- (11) To issue school leaving certificates to pupils.
- (12) To prescribe text books in consultation with the School Committee.
- (13) To do actual teaching work of 4 to 6 hours a week as per prescribed rules.

**2. Duties of Asstt. Head Master :**

- (1) To help the Head Master in connection with work regarding new admissions to school, holding of examinations and preparing their results.
- (2) To look after correspondence other than that with the Management and the Department.
- (3) To prepare the class-wise time-table of the school with the consent of the Head Master.
- (4) To keep watch on the Class IV Servants of the school, to sanction their leave and to arrange to get the work in their absence done from others.
- (5) If there are V to VII standards attached to the school, to keep general supervision over these standards and to look after the discipline of pupils in these standards
- (6) To keep minutes of the meetings of teachers.
- (7) To do teaching work of about 8 to 10 hours in a week as per rules laid down.
- (8) To look after all the work of the school in the absence of the Head Master.

### 3. *Duties of supervisor*

- (1) To do teaching work in the school for 10 to 12 hours a week as per rules laid down.
- (2) To supervise work of Teachers in 10 classes.
- (3) If any teacher from the staff is absent, to manage that class.
- (4) To supervise the lessons of teachers and to submit report to the Head Master on their work.
- (5) To see that the prescribed syllabus is completed by the teachers in the prescribed time.
- (6) To solve the difficulties of students of the classes in his charge.
- (7) To keep supervision of catalogue work of the teachers and of collection of fees.
- (8) To help the Head Master in the conduct of examinations of the classes.

### 4. *Duties of Teacher :*

- (1) To do minimum 17 to 19 hours of teaching work in a week as per rules laid down. To prepare notes on lessons and to plan teaching work.
- (2) To prepare Muster Roll of the class, to collect fees, wherever necessary, to keep its account, and to make its payment in the office. To help the class-teacher, wherever and whenever necessary.
- (3) To prepare students for various competitions, sports, etc., to inspect Note-Books, examination papers, to prepare the examination results and to submit them for the approval of Head Master.
- (4) To see that the Home-work is done by the students systematically.
- (5) To attend off-periods as per orders of the Head Master.
- (6) To do Library work according to exigencies.
- (7) To plan and implement various educational activities, such as holding of various exhibitions, manuscript magazines etc.
- (8) To do all academic and related school work as per orders of the Head Master, Assistant Head Master and Supervisor.

(G.R.E. and Y.S.D. No. GAC. 1076/380/XXX, dated 16th July 1976, read with G.A. of even No., dated 17th December 1976).



**APPENDIX THIRTEEN**  
**ORDER OF APPOINTMENT**  
 [Vide Rule 67.2(b)]

From

To

Shri/Smt./Kum. ....

With reference to your application dated ....., I have pleasure in informing you that you have been appointed as an ..... on Rs. ...., per month in the scale of Rs. .... with effect from ..... You will be given Compensatory Local Allowance @ Rs. ...., House Rent Allowance @ Rs. .... and Dearness Allowance @ Rs. .... per month and as sanctioned by Government from time to time.

2. Your appointment is purely temporary for on probation for ..... year/years. permanent.
3. The conditions for service are attached hereto.
4. You will have to undergo a medical examination by \*Dr. .... within 3 months of the appointment. The appointment would be conditional pending certificate that you are free from any communicable disease and that you are physically fit to be employed on the staff of the school.
5. If a reply accepting the appointment is not received within ..... days the place will be filled up otherwise.

Yours faithfully,

Head of the School and Secretary  
of the School Committee.

Secretary of the Management.

---

\*To be named by the Management.

*N.B.*—Head Master and Secretary of the School Committee shall sign the appointment order of teaching and Non-teaching staff of his school and Secretary of the Management shall sign the appointment order of Head Master.

(G. R., E. D., No. GAC. 1073/87040/E, dated 2nd October 1974.)

## APPENDIX FOURTEEN

## FORM OF SERVICE BOOK

[Vide Rule 67. 5]

अशासकीय माध्यमिक शाळातील कर्मचाऱ्यांची सेवापुस्तके ठेवण्याबाबत.

आपणास माहितच आहे की, शासनाने १ एप्रिल १९६६ पासून अनुदान घेणाऱ्या माध्यमिक शाळांतील शिक्षक-शिक्षकेतर सेवकांना शासकीय कर्मचाऱ्यांप्रमाणेच सेवानिवृत्ती-वेतन योजना लागू केली आहे. परंतु शासनाच्या असे निदर्शनास आले आहे की, शिक्षकांच्या सेवेच्या नोंदी शाळांनी बरोबर ठेवल्या नसल्याकारणाने शिक्षक अगर कर्मचारी सेवानिवृत्त होऊन बरेच दिवस झाले तरी त्यामुळे त्यांचे सेवानिवृत्ती-वेतन निश्चित होण्यास त्यामुळे बराच कालावधी लागतो. हे टाळण्यासाठी माध्यमिक शाळा संहितेतील नमुन्याप्रमाणे प्रत्येक शाळा प्रमुखाने आपल्या शाळेतील शिक्षकांची सेवापुस्तके पूर्णपणे सर्व नोंदीसह तयार करावीत असे आपणास या पूर्वीच या संचालनालयाचे परिपत्रक क्रमांक एस.-६७-(सी) ५८ जन-क, दिनांक २३ मार्च १९६८ अन्वये कळविले आहेच. तरी सुद्धा याबाबत तक्रारी येतच आहेत.

२. माध्यमिक शाळा संहितेमधील सेवापुस्तकाबाबतच्या नमुन्यात नोंदी ठेवण्यात काही अडचणी येतात असे निदर्शनास आणल्यामुळे याबाबत शासनाने आता असे ठरविले आहे की, शासकीय सेवकांबाबत ज्या नमुन्यात सेवापुस्तक ठेवले जाते त्याच नमुन्यात अशासकीय माध्यमिक शाळा शिक्षक-शिक्षकेतर सेवकांचे सेवापुस्तक दोन प्रतीत ठेवावे. त्यात शिक्षकांच्या सर्व सरकारमान्य शाळांतील सेवेची नोंद घेऊन त्यावर संबंधित शिक्षकांची योग्य त्या रकान्यात स्वाक्षरी घेऊन सेवापुस्तकाची एक प्रत संबंधित शिक्षकाकडे/इतर कर्मचाऱ्यांकडे ठेवावी व शाळेतील सेवापुस्तकात वेळोवेळी केल्या जाणाऱ्या नोंदी शिक्षकांपाशी असलेल्या प्रतीतही संबंधितांकडून ते पुस्तक मागवून घेऊन त्यातही त्याप्रमाणे नोंदी शाळेने कराव्यात व ते पुस्तक पुन्हा त्या शिक्षकाकडे परत करावे.

३. एखाद्या शिक्षकाने अगर कर्मचाऱ्याने शाळा सोडली तरी शाळेने त्यास फक्त विमुक्तीपत्र (डिसचार्ज सर्टिफिकेट) द्यावे. तसेच शिक्षकाच्या सेवापुस्तकाची दुसरी प्रत शाळा सोडताना संबंधित शाळेने सर्व नोंदी पूर्ण करून त्यावर सील करून शिक्षकाच्या ताब्यात द्यावे व मूळ सेवापुस्तक शाळेकडेच ठेवावे. शाळा सोडणाऱ्या शिक्षकाने अगर कर्मचाऱ्याने दुसऱ्या शाळेत नोकरी धरली तर त्या शाळेने पूर्वीच्या शाळेकडून संबंधित शिक्षकाचे अगर शिक्षकेतर कर्मचाऱ्याचे सेवापुस्तक मागवून घेऊन ते पुढे सुरू करावे. तसेच संबंधित शिक्षकानेही मूळ सेवापुस्तक नवीन शाळेत पाठविण्यासंबंधी जुन्या शाळेशी पत्रव्यवहार करावा व तोपर्यंत सेवापुस्तकाची दुसरी प्रत सेवाविमुक्ती-पत्राबरोबर नवीन शाळेत हजर करावी. शिक्षकाकडे असलेल्या सेवापुस्तकाच्या दुसऱ्या प्रतीतही नवीन शाळेने वेळोवेळी नोंदी करण्याची व्यवस्था करावी. तसेच जुन्या शाळेकडून मूळ सेवापुस्तक येईपर्यंत शिक्षकाने हजर केलेल्या दुसऱ्या सेवापुस्तकाच्या प्रतीप्रमाणे शिक्षकाचा पगार, रजा इत्यादीबाबत नियमाप्रमाणे निर्णय घ्यावा.

४. तरी आपणाम विसती जी, शिक्षकांच्या सेवानोंदीवायत बरालप्रमाणे कारवाई करावी. तसेच ते करताना जुने पुस्तकही या पुस्तकाबरोबरच ठेवून ते दुसऱ्या शाळेत पाठवावे व शाळेतील संवेच्या नोंदी पूर्ण व योग्य प्रकारे बरोबर नोंदल्या नसल्याने शिक्षकांना/ शिक्षकेतर सेवकांना सेवानिवृत्ती-वेतन मिळण्यास विलंब होणार नाही याची काळजी घ्यावी. तसेच संबंधित शिक्षकांना अगर शिक्षकेतर सेवकांना त्यांच्या पूर्वीच्या संवेची संपूर्ण माहिती देण्यास व आवश्यक ते दाखले पूर्वीच्या शाळेकडून मिळविण्याविषयी संबंधित शाळांकडे आपल्या-मार्फत पत्रव्यवहार करण्यास सांगावे व आपणही आपणाकडे अशी विचारणा झाल्यास ताबड-तोब आवश्यक ती तपशील संबंधित शाळांना त्वरीत कळवावा.

५. सदर परिपत्रकाची पोच आपल्या शिक्षणाधिकाऱ्याकडे द्यावी. तसेच सदर परिपत्रक आपल्या शाळेतील सर्व शिक्षक-शिक्षकेतर कर्मचाऱ्यांना योग्य त्या कारवाईसाठी दाखवून त्याची स्वाक्षरी घेतल्याचे पण शिक्षणाधिकाऱ्यांना कळवावे.

(शिक्षण संचालक, महाराष्ट्र राज्य, पुणे यांचे परिपत्रक क्रमांक अमाशा/४१७२/३७४६५ क, दिनांक १५ मार्च १९७४.)

## APPENDIX FIFTEEN

## PAY-SCALES OF ALL CATEGORIES OF TEACHERS

(in force from 1st April 1976)

[Vide Rule 68.5]

## STATEMENT 'A'

Statement 'A' showing the revised scales of pay of Head Masters in non-Government Secondary Schools, teachers in non-Government Secondary Schools and academic teaching staff in non-Government Technical, Multipurpose and Vocational High Schools, with effect from 1st April 1976.

*Head Masters*

| Serial No. | Category  | Revised Pay scale   |
|------------|---|---|
| 1          | 2   | 3   |
|            |   | Rs.   |
| 1          | Head Masters of non-Government Secondary Schools. | <i>Enrolment 500 and below:</i> 600—30—750—40—950.<br><i>Enrolment above 500:</i> 750—40—1,150. |

*A.B.*—The Alternative Allowance admissible to Head Masters of Aided Schools to be discontinued as it is merged in the revised scales and they be brought on the approved scales.

Secondary School Teachers and Academic teaching staff in Technical, Multipurpose and Vocational High Schools.

| Serial No. | Category  | Revised Pay scale  |
|------------|---|--|
| 1          | 2   | 3  |
|            |   | Rs.  |
| 1          | Untrained Matric/S. S. C.   | 260—10—390—15—420—Extn.—15—495.  |
| 2          | Matric/S. S. C. and One year course thereafter such as S.T.C./T.D. (one year)/D. Ed. (one year)/Dip. T. (one year) etc. | 290—10—390—15—465—Extn.—15—540— <i>Plus</i> special pay of Rs. 8 p.m. to only those who have been teaching or teach Std. VIII or any higher Stds. for at least 1/3 rd of the prescribed number of periods of workload. |

| Serial No.                                       | Category   | Revised pay scale  |
|--|--|--|
| 1  | 2  | 3  |
|  |  | Rs.  |
| 3  | Matric/S.S.C. and Dip. in Edn. of the Government of Maharashtra or H. S. C. or First year of College and Dip. in Edn. (Nagpur Univ.) or T. D./Dip. in Edn. (Bombay Univ.). | 290—10—390—15—465—Extn.—15—540 plus special pay of Rs. 8 p.m. to only those who have been teaching or teach Std. VIII or any higher Stds, for at least 1/3 rd of the prescribed number of periods of workload. |
| 4  | Untrained Graduates  | 335—15—500—20—580—Extn.—20—680.  |
| 5  | Graduates with S.T.C./T.D. (1 year)/Dip. T. (1 year).  | 365—15—500—20—660—Extn.—20—760.  |
| 6  | Graduates with Dip. in Edn. of the Government of Maharashtra or Dip. Ed. (Nagpur Univ.) or T. D. (Bombay Univ.) obtained after H. S. C. or First Year of College.          | 365—15—500—20—660—Extn.—20—760.  |
| 7  | Graduates with Dip. T. (2 years.)  | 365—15—500—20—660—Extn.—20—760.  |
| 8  | Graduates with B. T./B. Ed.  | 365—15—500—20—660—Extn.—20—760.  |
| 9  | Agril. Graduates with B. T./B. Ed.   | 365—15—500—20—660—Extn.—20—760 with higher starting pay of Rs. 410.  |
| 10   | Teachers possessing II Class Post-Graduate qualifications with B. T./ B. Ed.   | 365—15—500—20—660—Extn.—20—760 with a higher starting pay of Rs. 410 to those who possess II class post-Graduate qualifications in the subject taught in the school.   |
| <i>Secondary School Teachers in Marathwada :</i> |  |  |
| 11   | Munshi passed/Matric/Other equivalent qualifications passed Untrained Teachers.  | 260—10—390—15—420—Extn.—15—495.  |
| 12   | Intermediate untrained.  | 260—10—390—15—420—Extn.—15—495.  |
| 13   | Intermediate trained.  | 290—10—390—15—465—Extn.—15—540.  |

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| Category | Revised Pay Scale |
|----------|-------------------|
| 1        | 2                 |

---

*Special teachers in Secondary Schools*

Rs.

*I.—Drawing Teachers*

- (i) Drawing Teacher's Certificate or Drawing Master's Certificate. 290—10—390—15—465—Extn.—15—540.
- (ii) G. D. Art. 365—15—500—20—660—Extn.—20—760.
- (iii) Art Master's Certificate (A. M.) or Art Master's Diploma (A. M. Dip.) or Diploma in Art Education (Dip. A.Ed.). 365—15—500—20—660—Extn.—20—760. with a higher starting pay of Rs. 395 for those possessing Art Master's Diploma (A. M. Dip.) or Diploma in Art Education (Dip. A. Ed.).

*I.—A Drawing Teachers in Marathwada only*

- (i) Jr. Drawing Teacher 290—10—390—15—465—Extn.—15—540.
- (ii) Sr. Drawing Teacher 290—10—390—15—465—Extn.—15—540.
- (iii) Spl. Drawing Teacher 365—15—500—20—660—Extn.—20—760.

*II.—Physical Training Instructors*

- (i) Non-matric P. T. Instructor 260—10—390—15—420—Extn.—15—495.
- (ii) Matric with Short-term course in Physical Education. 290—10—390—15—465—Extn.—15—540.
-

| Category | Revised Pay Scale |
|----------|-------------------|
| 1        | 2                 |

*II. Physical Training Instructors—contd.*

Rs.

|   |                                 |
|---|---------------------------------|
| (iii) Matric with one year's Certificate Course in Physical Education.                              | 290—10—390—15—465—Extn.—15—540. |
| (iv) Physical Training Instructor (Graduate) or Kandivali Trained (B.A./BSc./B.Com. and D. P. Ed.). | 365—15—500—20—660—Extn.—20—760. |

*III. Sanskrit Teachers*

|   |                                 |
|---|---------------------------------|
| (i) Shastri without S.T.C. . .          | 260—10—390—15—420—Extn.—15—495. |
| (ii) Shastri with S.T.C. . .            | 290—10—390—15—465—Extn.—15—540. |
| (iii) Shastri (Graduate) without S.T.C. | 335—15—500—20—580—Extn.—20—680. |
| (iv) Shastri (Graduate) with S.T.C.     | 365—15—500—20—660—Extn.—20—760. |

*IV. Hindi Teachers*

|  |                                 |
|--|---------------------------------|
| (i) Matric/S.S.C. with Kovid, Pravin, Visharad or any other examination recognised by Government of India as equivalent to Intermediate. | 260—10—390—15—420—Extn.—15—495. |
| (ii) Matric/S.S.C./Inter with Jr. H.S.S. or Sr. H.S.S. or Hindi Shikshak Sanad.  | 290—10—390—15—465—Extn.—15—540. |
| (iii) B.A. with Hindi without H.S.S.   | 335—15—500—20—580—Extn.—20—680. |
| (iv) Graduate with Jr. H.S.S. or Sr. H.S.S.  | 365—15—500—20—660—Extn.—20—760. |

| Category  | Revised Pay Scale                 |
|---|-----------------------------------|
| 1   | 2                                 |
| <i>V. Craft Teachers</i>  |                                   |
|   | Rs.                               |
| (i) Non-P. S. C. or those who have not passed Std. VIII or above with Certificate in Craft.   | 250—7—285—10—385—Extn.—10—435.    |
| (ii) P. S. C. plus Certificate and/or Diploma in Tailoring and/or Embroidary courses approved by the Director of Technical Education.   | 260—10—390—15—420— Extn. —15—495. |
| (iii) Matric with Craft Certificate.  | 290—10—390—15—465—Extn.—15—540.   |
| <i>VI. Music Teachers</i>   |                                   |
| (i) Sangit Visharad without Matric.   | 290—10—390—15—465—Extn.—15—540.   |
| (ii) Matric/S.S.C. with Sangit Visharad.  | 335—15—500—20—580—Extn.—20—680.   |
| <i>VII. Shorthand and Typewriting Instructors</i>   |                                   |
| Shorthand and Typewriting Instructor.   | 335—15—500—20—580—Extn.—20—680.   |
| <i>VIII. Field Assistant</i>  |                                   |
| S.S.C. plus 6 months' Course in Agriculture.  | 260—10—390—15—420—Extn.—15—495.   |
| <i>IX. Tabaljis</i>   |                                   |
| Sangit Madhyama (Tabla) or a certificate from a Government recognised Sangit School of possessing 10 years' experience of playing Tabla or Certificate of proficiency from first class Music expert from the All India Radio. | 250—7—285—10—385— Extn. —10—435.  |



| Category  | Revised Pay Scale                |
|---|----------------------------------|
| 1   | 2                                |
| Rs.   |                                  |
| <i>IX. Tabaljis—contd.</i>  |                                  |
| Sangit Visharad, Gandharva Mahavidyalaya, Pune or any other equivalent diploma from the Government recognised Sangit Schools. | 250—7—285—10—385— Extn. —10—435. |

### OTHER DECISIONS

The additional pay for higher qualifications payable at different rates subject to a ceiling of Rs. 40 stands discontinued. However, in the case of those who were in service on 31st March 1976, the additional pay drawn should be taken into account for the purpose of pay fixation but it should not be treated as pay for calculating 5 per cent.

Statement 'C' showing the revised scales of pay of Teachers in non-Government Junior College (Higher Secondary) units attached to Secondary Schools or Colleges.

#### *Junior College Teachers*

| Serial No. | Category  | Revised Pay Scale  |
|------------|---|--------------------|
| 1          | 2   | 3                  |
| Rs.        |   |                    |
| 1          | Teachers with post-graduate degree in II Class plus B. Ed. or a diploma or Certificate in teaching approved by Government.  | 500—20—700—25—900. |
| 2          | Teachers in the Secondary Schools having the qualification of Bachelor's degree in II or Pass Class with B. Ed. and with 7 or 10 years' experience of teaching Standards VIII-X/XI appointed to teach the Junior College Classes attached to the Secondary Schools during 1975-76 and who have opted for the scale applicable to the Junior College Teachers. | 500—20—700—25—900. |

| Category   | Revised Pay Scale  |
|--|--------------------|
| 1  | 2                  |
|  | Rs.                |
| 3 Teachers with post-graduate degree in II Class appointed to teach the Junior College Classes in the scale of pay applicable to the Junior College teachers subject to the condition that they should acquire the professional qualification of B.Ed. or a Diploma or Certificate in teaching approved by Government within a period of 5 years from the date of their appointment failing which they will not be entitled to future increments in the scale applicable to Junior College teachers. | 500—20—700—25—900. |
| 4 Teachers with B. Com. (II-Class) with Chartered Accountancy.   | 500—20—700—25—900. |
| 5 Teachers with B. Sc. (at least II Class), B. Tech. appointed to teach the Junior College Classes subject to the condition that they should acquire professional qualification of B. Ed. or Diploma or Certificate in teaching approved by Government within a period of 5 years from the date of their appointment failing which they will not be entitled to future increments in the scale applicable to Junior College teachers.  | 500—20—700—25—900. |

*Note*—Other categories of teachers in the secondary schools appointed to teach the Junior College Classes attached to the respective schools in the scales applicable to them as the Secondary teachers will be governed by the revised scales applicable to the secondary teachers as indicated in Statement 'A'.

(Government Resolution, E. and Y.S.D. No. BPC. 1078/30 (I) XXX-XXXVII, dated 26th April 1978 read with G.R.E. and Y.S.D. No. BPC. 1078/129 XXX-XXXVII of 21st July 1978 and G.C.E. and Y.S.D. No. BPC. 1078/435-XXX-XXXVII, dated 26th October 1978)

(Please also see Annexures 55 and 60).

**APPENDIX SIXTEEN**  
**FORM OF LEAVE ACCOUNT**  
[Vide Rule 75.11.]

Name of employee ..... Date of birth .....

Date of commencement of continuous service .....

Date of compulsory retirement .....

*Note 1* : Period of extraordinary leave taken should be noted in red ink in Column (24) for remarks.

*Note 2* : The entries in columns (10) and (11) should indicate only the beginning and end of completed years of service at the time the half-pay leave commences. In cases where an employee completes another year of service while on half-pay leave the extra credit should be shown in columns (10) and (14) by making suitable additional entries and this should be taken into account when completing column (23).

*Note 3* : Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, i.e., fraction below half should be ignored and that of half or more should be reckoned as a day.

| Earned Leave  |      |  |  |   |  |                                    |                           |   |  |
|---|------|--|--|---|--|------------------------------------|---------------------------|---|--|
| Duty  |      |  | Leave earned<br>(in days)<br>(4)   | Leave at credit<br>(in days) [columns<br>(9) + (4)] sub. to<br>appropriate limit<br>(5) | Leave taken  |                                    |                           | Balance on<br>return<br>from leave<br>[columns<br>(5—8)]<br>(9) |  |
| From  | To   | Period<br>(in days)<br>(3)                 |  |   | From   | To                                 | No. of<br>days<br>(8)     |   |  |
| (1)   | (2)  | (3)  | (4)  | (5)   | (6)  | (7)                                | (8)                       | (9)   |  |
|   |      |  |  |   |  |                                    |                           |   |  |
| Half-pay Leave  |      |  | On private affairs and/or Medical<br>certificate                             |   |  | Leave taken                        |                           |   |  |
| Length of Service   |      |  | Credit of leave  |   |  | Against the earning on<br>half-pay |                           |   |  |
| From  | To   | Number<br>of<br>completed<br>years<br>(12) | Leave earned<br>(in days)<br>(13)  | Leave at credit<br>[columns (29)+(13)]<br>(14)  | From   | To                                 | Number<br>of days<br>(17) |   |  |
| (10)  | (11) | (12)                                       | (13)   | (14)  | (15)   | (16)                               | (17)                      |   |  |
|   |      |  |  |   |  |                                    |                           |   |  |
| Commutated leave on Medical<br>Certificate on full pay limited<br>to 240 days in entire service |      |  | Commutated leave<br>converted into<br>half-pay leave<br>[twice of col. (20)] | Total half-<br>pay leave<br>taken<br>[columns<br>(17)+(21)]                             | Balance on<br>return<br>from leave<br>[columns<br>(14)—(22)] |                                    |                           | Remarks   |  |
| From  | To   | Number of<br>days<br>(20)                  |  |   |  |                                    |                           |   |  |
| (18)  | (19) | (20)                                       | (21)   | (22)  | (23)   | (24)                               |                           |   |  |

**APPENDIX SEVENTEEN**  
**FORM OF DISCHARGE CERTIFICATE**

[Vide Rule 79.1.]

1. Name and address of the school issuing the certificate. ..
2. Full name of the teacher ..
3. Qualifications : .. ..
  - Degree/Diploma .. ..
  - Class .. ..
  - Year .. ..
  - University .. ..
4. Whether temporary/permanent ..
5. Service rendered (inclusive) .. from ..... to .....
6. Pay drawn : (a) ..
  - Rs. .... in the scale :
  - of ..... (b) .....
  - Allowance, if any (c) .....
  - Date of next increment ..
7. Whether due notice by either party was given or not\* ..
8. (a) Whether subscribing to the Government Provident Fund ..
- (b) Postal Saving Bank Account No.
9. Whether he has returned all school money and books, etc. ..
10. Remarks .. ..

Place :

**Signature of the Head  
of the School.**

Date :

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\* In the case of removal or dismissal it should be stated whether a regular enquiry was held into the charges framed against him.

**APPENDIX EIGHTEEN****FORM OF GENERAL REGISTER**

[Vide Rule 83-A. 1.]

1. Register No. . . . .
2. Name in full . . . . .
3. Caste with sub-caste [only in the case of pupils belonging to Backward Classes and Category among Backward Classes (e.g., S. C./S.T. etc.)]
4. Place of birth . . . . .
5. Date of birth, month and year according to the Christian era, both in words and figures.
6. Attestation of parent or guardian . . . . .
7. Last school attended . . . . .
8. Date of admission . . . . .
9. Paying or free . . . . .
10. Standard and class into which admitted.
11. Progress . . . . .
12. Conduct . . . . .
13. Date of leaving . . . . .
14. Standard and class from which left . . . . .
15. Remarks (Reason for leaving, fees paid or unpaid etc.).

*N.B.* : In the case of pupils born on or after 1st April 1967 the date of birth shall also be entered according to the New National Calendar.

(Please also see Annexure 36).

**APPENDIX NINETEEN****FORM OF ATTENDANCE REGISTER**

[Vide Rule 83-A. 2.]

*N.B.* : No erasures of any kind are permissible in this return ; corrections should be made in red ink and initialled.

School or Institution . . . . .  
 Attendance roll of division . . . . . Standard . . . . .  
 Class Teacher : Shri/Smt./Kum. . . . .  
 for the month of . . . . . 19 . . . . .

1. Serial No. .. .. .
2. General Register No. .. .. .
3. Free studentship or concession, if any
4. Total due including current month's fee
5. Fees paid ..... Date .....
6. Name of the student .. .. .
7. Attendance for the month .. .. .
8. Total days of attendance of the month
9. Remarks, if any .. .. .

## APPENDIX TWENTY

### FORM OF CONFIDENTIAL REPORT FOR TEACHERS IN RECOGNISED SCHOOLS

[Vide Rule 83-B.5.]

For the period from .....

Name of the teacher in full .....

Qualifications .....

Designation .....

Tenure (Permanent or Temporary)

Length of service in the institution on 1st April .....

Scale of pay ..... Pay on 1st April .....

Next increment on .....

Special pay or allowances .....

Subjects taught .....

I have formed the following opinion about the teacher's ability, work  
etc. ....

For the period from ..... to .....

**I. Class work—**

- (a) Knowledge and preparation of subject :
- (b) Knowledge of—
- (i) Medium of instruction :
- (ii) Hindi :
- (iii) English :
- (c) Power of exposition, illustration, questioning, etc. :
- (d) Ability and desire to create interest among pupils :
- (e) Class control and discipline . :
- (f) Influence over pupils, parents and colleagues :
- (g) General remarks on the class work :

**II. Extra-Class activities—**

- (a) Interest taken in sports, physical education, scouting, etc. :
- (b) Sincerity, loyalty, etc. :
- (c) Inclination to co-operate with the colleagues :
- (d) Fidelity in carrying out the instructions issued by the  
    Head of the school :
- (e) General remarks :

**III. Special remarks, if any—**

I give him the general remarks (excellent, very good, very fair, fair, poor.

Place :

Date :

Signature of Head Master.

(Please also see Annexure 9).

**APPENDIX TWENTY-ONE**  
**FORM OF APPLICATION FOR GRANT-IN-AID**

[*Vide* Rule 93.1.]

1. Name of the school with full address
2. Type of school .. .. Boys/Girls; Ordinary/Vocational
3. Medium of instruction .. ..
4. Name of the Society or controlling body and the date of its establishment and registration quoting the Act, etc.
5. Name and postal address of the Correspondent with the Department, and the Secretary of the Society.
6. Date of opening of the School
7. No. and date of the order of recognition together with the period of recognition.

(Attach a copy)

- |   |                 |                |           |              |
|---|-----------------|----------------|-----------|--------------|
| 8. Present pay of the members on the staff and their scales of pay. | Name of teacher | Qualifications | Salary on | Scale of pay |
|   | (1)             | (2)            | (3)       | (4)          |
9. Rates of fees standard-wise .. ..
  10. Number of pupils enrolled division-wise .. ..
  11. Details of financial position and sources of income other than school fees.
    - (a) Endowment .. ..
    - (b) Subscriptions .. ..
    - (c) Donations .. ..



## 12. Expenditure of the year on—

(1) Teaching staff .. ..

(2) Non-teaching staff ..

(3) Contingency .. ..

(4) Equipment—

\*(a) Expenditure upto 31st  
December.\*(b) Estimated expenditure from  
1st January to 31st March.\*(c) Actual expenditure for the  
preceding year.

\*N.B. : 11 (a) and (b) apply to schools seeking token grant and 11 (c) applies to schools seeking normal grant.

Place :

Date :

Signature of the Head Master.

## APPENDIX TWENTY-TWO

[Vide Rule 98.3.]

### *Minimum average attendance in Secondary Schools*

In supersession of the orders contained in Government letter, Education Department No. SSN. 1073/68698/E, dated 7th March 1975, and rules 98.1, 98.2 and 98.3 of the S. S. Code (Reprint 1971), Government is pleased to prescribe the following limits for minimum average attendance in Secondary Schools for the purpose of recognition and grant-in-aid and automatic cut in grant to be applied by the Education Officer of Zilla Parishad or the Educational Inspector, Greater Bombay when the average attendance is less than the prescribed limits :

*1. Secondary Schools in rural areas :*  
(Places having population of 10,000 or less)

| Period  | Average Attendance                                  | Penal Cut   |
|---|---|---|
| 1   | 2   | 3   |
| (A) During the first three years of opening of a class in a new secondary school, allowed to be opened on grant-in-aid basis. | Minimum average attendance in a class should be 20. | Penal cut in grant for average attendance below 20 shall be applied as follows :<br>(1) No grant at all shall be paid if the average attendance is less than 10.<br>(2) Penal cut of Rs. 500 shall be applied per class in which average attendance is 10 or more than 10 but less than 20. |
| (B) After a school has been in existence for three years or more.   | Minimum average attendance in a class should be 25. | Penal cut in grant for average attendance below 25 shall be applied as follows :<br><br>(1) No grant at all shall be paid if the average attendance is less than 10.  |

| Period | Average Attendance | Penal Cut |
|--------|--------------------|-----------|
| 1      | 2                  | 3         |

- (2) Penal cut of Rs. 1,000 shall be applied per class in which average attendance is 10 or more than 10 but less than 15.
- (3) Penal cut of Rs. 500 shall be applied per class in which average attendance is 15 or more than 15 but less than 25.

*II. Secondary Schools in Urban areas :*  
(Places having population of more than 10,000)

- |  |   |  |
|--|---|--|
| (A) During the first three years of opening of a class in a new school allowed to be opened on grant-in-aid basis. | Minimum average attendance in a class should be 25. | Penal cut in grant for average attendance below 25 shall be applied as follows :<br>(1) No grant at all shall be paid if the average attendance is less than 15.<br>(2) Penal cut of Rs. 500 shall be applied per class in which average attendance is 15 or more than 15 but less than 25.  |
| (B) After a school has been in existence for three years or more.  | Minimum average attendance in a class should be 30. | Penal cut in grant for average attendance below 30 shall be as follows :<br>(1) No grant at all shall be paid if the average attendance is less than 15.<br>(2) Penal cut of Rs. 1,000 shall be applied per class in which average attendance is 15 or more than 15 but less than 20.<br>(3) Penal cut of Rs. 500 shall be applied per class in which average attendance is 20 or more than 20 but less than 30. |

### III. ~~Minority Language~~ Secondary Schools and Schools in Tribal Areas:

|   |  |  |
|---|--|--|
| Schools allowed to be opened on grant in aid basis (Old as well as new Schools).  | Minimum average attendance in a class should be 12.                      | Penal cut in grant for average attendance below 12 may be applied as follows :<br>(1) No grant at all shall be paid if the average attendance is less than 8.<br>(2) Penal cut of Rs. 500 shall be applied per class in which average attendance is 8 or more than 8 but less than 12. |
| IV For Night High Schools located in Municipal Corporation cities the minimum average daily attendance should be 25. (Instead of the existing level of 30.) | No grant at all shall be paid if the average attendance is less than 15. | (a) Penal cut of Rs. 500 shall be applied per class in which average attendance is less than 25 but 20 or more than 20.<br>(b) Penal cut of Rs. 1,000 shall be applied per class in which average attendance is 15 or more than 15 but less than 20.                                   |
| V In places other than Municipal Corporation Cities, the minimum average attendance should be 20 per class.   | No grant at all shall be paid if the average attendance is less than 15. | (a) Penal cut of Rs. 500 shall be applied per class in which the average attendance is 15 or more than 15 but less than 20.  |

2. All cases of low average attendance should be decided hereafter as per above guidelines, Education Officer/Educational Inspector, Greater Bombay should maintain a register and record the name of the school and the divisions for which relaxation in average attendance is granted every year. The names of Secondary Schools that will require relaxation in average attendance for any of its classes/divisions continuously for three years beginning from June 1976 should be reported to Government through the Director of Education for decision whether their recognition be withdrawn.

3. The above orders should also be made applicable to Secondary Schools run by the local bodies viz. Zilla Parishads, Municipal Committees, Municipal Corporation, Cantonment Boards, etc.

(G. R. E. and Y.S.D. No. SSN. 1074/68698/VIII, dated 22nd April 1976 and Government letter No. SSN. 1077/79360 (2448-N) VIII. XXXVI, dated 22nd November 1977 and G.R. No. SSN. 5277/56522/VIII-XXXVI (1594-N), dated 9th December 1977).

**APPENDIX TWENTY-THREE**  
**FORM OF APPLICATION FOR BUILDING GRANT**  
*[Vide Rule 101.3]*

1. Name of the school .. .. .
2. Locality .. .. .
3. Class of the school under the Secondary Schools Code (Chapter I) .. .. .
4. The purpose for which the grant is claimed .. .. .
5. Amount of grant .. .. .
6. The total estimated cost and the proportion the grant bears to it.
7. Whether the school has received a building grant and/or loan before; if so, how much, and under what orders. .. .. .
8. If a deed has been executed, the last Government Resolution in the matter. .. .. .
9. Whether the site has been granted by Government; if so, under what orders and terms. .. .. .
10. Whether the school possesses site of its own and whether the title of the management to the site is good
11. Whether the plans and estimates have been approved by the authorities of Public work and Housing, the Education & the Public Health Departments
12. Whether the management is willing to execute a trust deed or agreement in case the grant is given.

Place :

Date :

(Signature)

## APPENDIX TWENTY-FOUR

[*Vide* definition (15) of Chapter I]

### OFFICERS WHO ARE DESIGNATED AS COMPETENT/ APPROPRIATE AUTHORITY

- |  |   |
|--|---|
| (1) Director ..  | .. 3.2(6), 44.1, 56.4.  |
| (2) Deputy Director ..   | .. 2.6, 4.1, 71.5 (iii).  |
| (3) Education Officer/Educational Inspector (Greater Bombay)/Deputy Director of Technical Education.                       | 2.6, 3.2(5), 5.2, 6.1, 8.1, 8.2, 8.3, (i) 9.2., 9.3, 9.4, 11.3, 13.2, 18, 20.1, 22.1, Note 2 below 22.2(vi), 22.3, 23, 24.2, 24.3, 24.4, Note below 24.4., 25, 26.3, 27, 38.1, 38.2, 38.3, 40.2, 52.1, 53.1, 55.1, 55.2, 55.3(c), 56.4, 56.5, 63.1(i), 64, 69.1(b), 76.1(iii), 77.2(2), 77.4, 79.1, 82.11, N. B. (5) under 88, 93.1, 93.2, 94.3, 94.4, 96.1, 96.2, Schedule A 1(b). |
| (4) Inspectress of Girls' Schools ..   | .. 9.2, 9.4, 11.3, 76.1(iii).   |
| (5) Maharashtra State Board of Secondary and Higher Secondary Education/Council for Indian School Certificate Examination. | 3.2(6), 44.1.   |

## APPENDIX TWENTY-FIVE

[Vide Note below Chapter I—Definitions]

## SPECIAL RULES APPLICABLE TO ANGLO-INDIAN SCHOOLS

1. *Definition.*—Anglo-Indian schools are those that teach through the medium of English and which were formerly governed by separate code and which, with their sections, primary, middle and secondary as one unit prepare for the Indian School Certificate Examination and which are ordinarily under an obligation to provide education to the children of the Anglo-Indian Community.
2. All existing Anglo-Indian schools in the State will continue to be recognised subject to the fulfilment of usual conditions.
3. The inspection and administration of Anglo-Indian schools shall be placed as far as possible under a single officer for the whole State.
4. The Government continues to recognise the courses of training for the Maharashtra Kindergarten and Junior School Teachers' Certificate and Trained Teachers' Certificate as are taught at present in the two training colleges in the State viz., (i) St. Mary's Training College, Pune and (ii) St. Margaret's Training College, Bombay, and to conduct the relevant examinations.
5. Anglo-Indian schools may have different terms. The first term may be from January to April and the second term from June to December with a short mid-term break for a few days in September, the terms varying slightly in accordance with the location of the school and climatic conditions.
6. Anglo-Indian schools shall not have less than 185 working days and 160 instructional days during an academic year.
7. Anglo-Indian schools may spread their teaching over six days or restrict them to five days in a week.

**ANNEXURE (1)**

[Vide Rule 71.5 (i)]

**Teachers in Non-Government Secondary Schools Taking Part in Political Meetings**

The Head of the institution should ordinarily decide whether the policy or programme of any political party offends against the limitations prescribed in (i) of Rule 71.5. Government may on its own accord, or on a reference from the Head of an institution declare that the policy or programme of a political party is such as to come within the limits in clause (i) of Rule 71.5.

(D.E.'s letter No. 600-C, dated 7th June 1963 to Heads of secondary schools in the State).

**ANNEXURE (2)**

[Vide Rule 88.1]

**Payment of Grants to Newly Opened Schools**

It has been decided that in case of new schools which have been recently taken on the aided list and have less than five years' standing the Education Officer of the district concerned is allowed to pay the instalments of grants provided that :

(i) The school is actually inspected or visited by the Education Officer or his representative before the issue of the first instalment of the grant and that the Education Officer is fully satisfied about the satisfactory working of the school.

(ii) Reports of such visit should be placed on the records of the office of the Education Officer.

(D.E.'s letter No. S-67 (c)-95-Genl-C-1, dated 9th September 1963, addressed to all E.Os.).

**ANNEXURE (3)****Service in Other States for Pay Fixation Purposes**

Government is pleased to direct that the previous service put in by a teacher in approved schools in the areas of the former Bombay State and in the areas of other States which now form part of the Maharashtra State should be counted for purposes of fixation of pay subject to the condition that the pay to be granted on appointment in a school in this State should be the last pay drawn in the scales of pay existing in those States or the pay admissible in this State by counting the previous service, whichever is less.

(Government Resolution, Education and Social Welfare Department, No. 1062-G of 25th September 1963).



**ANNEXURE (4)**[*Vide* Rule 8.3 (i)]**Permission to Open Parallel English Classes in Secondary Schools**

Government is pleased to direct that the powers to permit the schools to introduce the English medium in the secondary schools or to run parallel English classes in the secondary schools on usual conditions should be delegated to the Regional Deputy Directors of Education.

(Government letter No. SSN. 1663-102882-F of 22nd October 1963 to D. E.).

**ANNEXURE (5)**[*Vide* Rules 3.3, 7 and 97]**Non-Government Secondary Schools—Disciplinary action against the.**

According to Rule 7 of the S. S. Code, recognition of a school may be withdrawn as a disciplinary measure after following the procedure prescribed in the said rule. In this connection, it is pointed out that recognition of a school is a matter of satisfying academic standards and other facilities for teaching as laid down in Rule 3.2 of the Code. Withdrawal of recognition of a school in matters such as a dispute between it and one of its members for non-payment of dues etc., would, therefore, be unjustified and also unfair to the students. In such cases, action against the school concerned may be taken as per provisions of Rule 3.3 or Rule 97 of the Code.

(Director of Education's letter No. S-67(c) 146/G. 1/C of 30-11-1963 to E. Os., F. I., Gr. Bombay, I. G. Ss. and Regional Dy. D. Es.).

**ANNEXURE (6)**[*Vide* Rule 8.1]**Permission to Open Lower Standards V-VII in a Secondary School**

Government is pleased to direct that the powers to permit opening of lower standards V-VII in secondary schools, which run higher standards should be delegated to the Regional Deputy Directors of Education. While granting such permission, he should consider each case strictly on merits, the main consideration being whether there is a need for the lower standards in the school and whether opening of the same is likely to lead to unhealthy local competition.

(Government letter No. SSN. 1513/104106-E of 14-1-1964 to D. E.).

## ANNEXURE (7)

[Vide item (4) of (13)(A) of Schedule A]

**Admissibility of Items of Audio-Visual Education for purposes of Grant-in-aid**

The approved list of the various items pertaining to audio-visual education admissible for grant-in-aid is given below :—

*A. Recurring :*

- (a) Charge for the upkeep of the projection equipment such as repairs of the equipment, cost of the projection lamps and other accessories for working of the projection equipment;
- (b) Electricity charges if there is any separate meter for this purpose;
- (c) Radio licence fee;
- (d) Postage charges incurred in the despatch of film parcels;
- (e) Allowance to peon looking after audio-visual equipment;
- (f) Remuneration to the teacher in charge of audio-visual section of the school;

*(Please see Annexure 67).*

- (g) Stipend and T. A. to teachers attending Audio-Visual Training Courses and Seminars;
- (h) Expenditure on arranging audio-visual exhibitions ;
- (i)(a) Expenditure on normal maintenance of T. V. Sets in the schools subject to the limits fixed by the Department from time to time ;
- (b) Expenditure on replacement of major items in the T. V. Sets such as Tube, Antenna, etc. (which is not due to careless handling of the same) with the prior approval of the Educational Technology Cell. *(Vide G.R.,E. and Y.S.D., No. GAC. 1076/13400-XXX of 27th April 1976).*

*B. Non-Recurring :*

Expenditure on the purchase of the following equipment and material :—

- (1) 35 m. m. filmstrip projector,
- (2) Epidiascope,
- (3) 16 m. m. Sound/Silent Projector,
- (4) Generator where electricity is not available,
- (5) Overhead projector,
- (6) Gramophone,
- (7) Radio,
- (8) Tape Recorder,
- (9) Films and Filmstrips.

*(Govt. letter No. VES. 2563/156356-G, of 24th March 1964 to D.E.).*

**ANNEXURE (8)**

[Vide section II of Chapter III]

**Service Conditions of Teachers under Municipal Committee/Corporation**

In case of conflict between service conditions of teachers serving in secondary schools managed by the Municipal Committee governed by the statute and the service conditions of the teachers laid down in the Grant-in-aid Code for secondary schools, the former will prevail.

(Government Letter No. SSN. 3064/34764-G of 17th April 1964 to the Dy. D.E., Nagpur).

The Secondary Schools under the administrative control of the Municipal Corporation of Greater Bombay have to follow only pay-scales, rules regarding qualifications and such other conditions as are necessary for grant/recognition and not other service conditions which are laid down under the S. S. Code and the other executive orders issued by Government.

As for the question of the demand of teachers in Municipal Secondary Schools to apply municipal pay scales, it is for the Municipal Corporation of Greater Bombay to decide. It may be noted that the Government grant for these secondary schools will be based only on the pay scales prescribed for the non-Government aided secondary school teachers and not on the pay scales which are in existence under the Bombay Municipal Corporation for its own employees.

(Government Letter, Education and Youth Services Department, No. CEA. 1078/19017/XXVI of 29th September 1978).

**ANNEXURE (9)**

[Vide Rule 83(B)5]

**Confidential Record of Teachers**

Each non-Government secondary school should maintain annual confidential reports about the work done by the teachers in the schools, in the form laid down in Appendix 20 of the Secondary Schools Code.

**ANNEXURE (10)****Introduction of Sanskrit from June 1964 in Standard VIII**

Sanskrit should be introduced in Standard VIII from June, 1964 as it helps to improve the pupils' knowledge of Marathi and Hindi. Three periods per week should be devoted for its teaching by reducing one period each from mother-tongue, social and cultural activities and Hindi or English or Craft.

(Government letter, No. CAC. 1064/36924-E of 7th May 1964 addressed to the Director of Education).

(Director of Education's Circular letter No. S-63/84(2)-H, dated 29th May, 1964).

**ANNEXURE (11)****Giving Proper Guidance in Selection of Subjects**

It has been brought to the notice of this Department that students, particularly those coming from rural areas, who appear for the S. S. C. Examination need be given proper guidance at the time of selection of subjects, particularly optional subjects, with a view to enabling them to pursue study of the subjects in colleges after passing the S. S. C. Examination, if they intend to do so. Students experience great difficulty in seeking admission to courses which they have in view, as the subjects selected by them for the S. S. C. Examination do not necessarily fit in with the scheme of subjects which they intend to select for study in colleges after the S. S. C. Examination. The Heads of schools should give proper guidance to the students in selecting subjects at the appropriate time.

The Heads of schools should treat this as one of their obligations to guide the students appropriately in selecting group of subjects and optional subjects and such guidance at the appropriate time may help students to study subjects which will help them for further study as well as for further pursuit in life.

2 The Heads of schools should also be asked to give proper guidance to the students in selecting S. S. C. Examination centres. All centres do not necessarily provide for the examination of subjects taken up by the students for the S. S. C. Examination. A Student may take typewriting as one of the subjects and examination of typewriting may not be provided at the S. S. C. Examination centre which is close to the school.

(Director of Education's letter No. S-45 /290:C, dated 23rd July 1964, addressed to E.Os.).

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**ANNEXURE (12)**

[*Vide* Item 1(b) of Schedule B]

**Admissibility of Expenditure on Transit Pay**

The provisions in B. C. S. Rules are not applicable to teachers in non-Government secondary schools. The transit pay in respect of teachers transferred from one place to another by a management conducting a number of schools cannot, therefore, be held admissible for the purposes of Government grant-in-aid.

(Government letter No. SSN-1064-78-7383-E of 18th September 1964 to D. E.),

(*Please also see Annexure 57*).

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**ANNEXURE (13)**

*Deleted.*

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## ANNEXURE (14)

[Vide Rules 7 and 24]

## Unrecognised Non-Government Secondary Schools

## Precautions against Admissions to Unauthorised Classes run by the—

It has come to the notice of Government that some secondary schools which are unrecognised or whose recognition has been withdrawn, continue to function and admit pupils in their unauthorised classes. At the end of the academic year, representations are made to Government for grant or restoration of recognition on the plea that if this is not done the pupils admitted will suffer. This puts Government in a very embarrassing position.

2. Government has considered the matter carefully and has decided that as soon as such unauthorised schools are detected or recognition of a school is withdrawn for any reason, parents of the pupils should be informed by the Zilla Parishad Education Officer/Educational Inspector, Gr. Bombay/Inspectress of Girls' Schools of Regions that the school is unauthorised or that its departmental recognition has been withdrawn and that if they send their children to such a school they shall do so at their own risk and Government will not be responsible for any loss sustained by them as a result thereof. Government also desires that wide local publicity should be given in the local press by the Zilla Parishad Education Officer/Educational Inspector, Gr. Bombay/Inspectress of Girls' Schools of Regions notifying names of unauthorised and derecognised secondary schools at least twice in a year i.e. at the beginning of each school term.

(Government Circular, Education and Social Welfare Department, No. SSN. 3865-E of 26th March 1965).

## ANNEXURE (15)

[Vide Rules 3.2 (11) and 83]

**A Statement showing the particulars of some of the Important Registers and Records maintained in Non-Government Secondary Schools and the minimum period of their preservation**

| Serial No. | Name of Records   | Category and minimum period upto which the record must be preserved  |
|------------|---|--|
| (1)        | (2)   | (3)  |
| 1          | General Admission Register  | A—Permanent.   |
| 2          | Stock Register for Furniture, Library, Laboratory equipment, etc. | A—Permanent till the Registers are full. New Registers may be opened after carrying over of all live entries under the signature of Head Master. |

| Serial No. | Name of Records   | Category and minimum period upto which the record must be preserved          |
|------------|---|--|
| (1)        | (2)   | (3)  |
| 3          | Circular and order files .. ..  | A—Permanent.   |
| 4          | Provident Fund account Register ..  | A—Permanent.   |
| 5          | Head Master's Log Book .. ..  | A—Permanent.   |
| 6          | Cash Book .. .. .   | B—30 years.  |
| 7          | Pay rolls, Acquittance and pay fixation statements of staff.  | B—30 years.  |
| 8          | Inspection-Reports, including Audited Statements.   | B—30 years.  |
| 9          | Statistical Returns .. ..   | B—30 years.  |
| 10         | Service Books .. ..   | B—Till the teacher is working in the school and 2 years thereafter.          |
| 11         | Discharge certificate received from teachers employed.  | B—To be kept with the service book of the teacher and preserved accordingly. |
| 12         | Leaving Certificate received from other schools for incoming students.  | C (1)—10 years.  |
| 13         | Leaving certificates (counterfoils) issued to outgoing pupils.  | C (1)—10 years.  |
| 14         | Fee Receipt Books .. ..   | C (1)—10 years.  |
| 15         | Contingent Register and Bills and Vouchers.   | C (1)—10 years.  |
| 16         | Fee Collection Registers .. ..  | C (1)—10 years.  |
| 17         | Catalogue, Attendance Registers of pupils and staff.  | C (1)—10 years.  |
| 18         | Hostel Room-Rent Register .. ..   | C (1)—10 years.  |
| 19         | Miscellaneous correspondence of important nature.   | C (1)—10 years.  |
| 20         | Applications for free studentships and scholarships including office copies of the various concessions bills. | C (1)—10 years.  |
| 21         | Ledger showing receipt and expenditure including separate account for Term Fees.                              | C (2)—5 years.   |
| 22         | Inward and Outward Registers and stamp account.   | C (2)—5 years.   |

| Serial No.<br>(1)                | Name of Records<br>(2)   | Category and minimum period upto which the record must be Preserved<br>(3) |
|----------------------------------|--|--|
| 23                               | Answer books of the Annual Examinations of all standards (not to be returned to pupils.) | D—18 months after the result of the Examination is declared.               |
| 24                               | Casual leave applications from teachers and other staff.                                 | D—18 months (New file to be opened for each year).                         |
| A—Permanent ;<br>C (2)—5 years ; | B—30 years ;<br>D—18 months ;  | C (1)—10 years ;   |

(Director of Education's letter No. S-67 (c)-C, dated 25th April 1965, addressed to Heads of Secondary schools).

#### ANNEXURE (16)

[Vide Rule 2]

#### Opening of New Secondary Schools by Zilla Parishads

Government have decided that Zilla Parishads should be allowed, subject to prior approval of Government, to open secondary schools in/at the following areas/places :—

(1) Scheduled and Backward areas of the State which should be given priority ; and

(2) Places mentioned in the Education Survey 1957, where private agencies are reluctant to come forward for opening of such schools.

The above is of course subject to the fulfilment of the conditions laid down from time to time in the Secondary Schools Code. Secondary Schools that will be started with Standards VIII to X by the Zilla Parishads should be held eligible for grant-in-aid on the same lines as admissible under the rules to non-official voluntary organisations running secondary schools. The uncovered expenditure should be borne by the Zilla Parishads from their own resources.

(G.R., E. and S.W.D., No. SSN. 3804-E of 25th August 1965).

(Please also see Annexure 29)

#### ANNEXURE (17)

[Vide Rule 75.4]

#### Increment of Employees on Extraordinary Leave

The increment of an employee who is on extraordinary leave stands postponed by the period for which he has been on extraordinary leave.

(Government letter No. SSN-2165-111970-G of 11th December 1965 to the Director of Education).

(Please also see Annexure 62).

**ANNEXURE (18)**[*Vide* Rule 50]**Permission to contribute towards the National Defence Fund from Savings in Term Fee Account**

Non-Government secondary schools should be allowed, if they so desire, to contribute towards the National Defence Fund from the savings in the term fee account by curtailing expenditure particularly on school functions, festivals, excursions, visits, etc., provided the other legitimate activities for which the fee is meant do not suffer.

(Government letter No. SSN-1065-131404-E, dated the 24th December 1965, addressed to the Director of Education).

**ANNEXURE (19)**[*Vide* Rule 65(5)]**Shastri Degree of the Varanasi Sanskrit Viswa Vidyalaya**

Government is pleased to accept the recommendation of the Standing Sanskrit Committee to recognise the Shastri Degree of the Varanasi Sanskrit Viswa Vidyalaya as equivalent to B. A. Degree for the purpose of employment as teachers to teach Sanskrit in Government and non-Government secondary schools and for the purposes of pay scales etc.

(Government Resolution, Education and Social Welfare Department, No. SSN-3265-E of 3rd February 1966).

(Please also see Annexures 20 and 26).

**ANNEXURE (20)**[*Vide* Rule 65(5)]**Shastri Shiksha Examination of the Kendriya Sanskrit Vidyapeeth, Tirupati**

Government is pleased to accept the recommendation of the Standing Sanskrit Committee to recognise the Shastri Shiksha Examination of the Kendriya Sanskrit Vidyapeeth, Tirupati, as equivalent to the examinations of A., B.Ed. in this State for the purpose of employment as Sanskrit teachers in Government and non-Government secondary schools in the State provided they teach Sanskrit for at least  $\frac{3}{4}$  of the total duration of their work.

(Government Resolution, Education and Social Welfare Department, No. SSN-3265-E of 24th March 1966).

(Please also see Annexures 19 and 26).



**ANNEXURE (21)**[*Vide* Rules 61 and 63]**Appointment of Headmasters**

No distinction should be made between life members and non-life members in the matter of appointment to the posts of Headmaster/Assistant Headmaster/ Supervisors in non-Government secondary schools; and such appointments are made strictly as per provisions of Secondary Schools Code.

(Government letter No. SSN-2166-130272-G of 5th April 1966 to the Director of Education).

**ANNEXURE (22)***Deleted***ANNEXURE (23)**[*Vide* Rule 22.3]**Admission of Pupils Coming from Ceylon**

It has been brought to the notice of Government that a number of students whose parents left Ceylon for India for good were refused admission to schools in India on the grounds that the school leaving certificates of schools from Ceylon were not attested by the Inspector of Schools in Ceylon. As far as Ceylon is concerned the school leaving certificates are signed only by the respective Principals/Heads of Institutions for all official purposes and they are not required to be countersigned by the Inspector of Schools. The admission to pupils coming from Ceylon should, therefore, be granted on the strength of leaving certificates produced by them from schools in Ceylon without insisting on the counter-signature of Inspector of Schools in Ceylon. Other rules of admission, however, should be observed in such matters as usual.

(D.E.'s letter of No. S-36/134-C of 6th September 1966 to all E. Os.).

**ANNEXURE (24)**[*Vide* item 2 (a) of Schedule A]**Rent of School Building**

It has been decided that the rent of the school building for the purpose of annual grant-in-aid payable to the schools should be determined on the strength of a certificate from the Executive Engineer concerned showing the cost of the school building, inclusive of the cost of the material received free, free labour, etc. (and not on the valuation certificate of the building).

(D.E.'s letter No. S-67-(c)-20(2)-C of 7th October 1966 to all E. Os.)

(Please also see Annexure 54).

**ANNEXURE (25)**[*Vide* Rule 26]**Change in the Date of Birth**

In any circumstances, no permission to effect a change in the date of birth in the school register of an individual, who is not studying in a school or one who has passed S.S.C. Examination once and has enrolled himself again in the school for additional subjects, should be granted.

(D.E.'s letter No. S-37/27-C of 23rd December 1966 addressed to all C. E. Os. and E.I. Gr. Bombay).

(*Please also see Appendix six*).

**ANNEXURE (26)**[*Vide* Rule 65(5)]**Shastri Sanskrit Degrees of Swadhyaya Mandal, Pardi**

Government is pleased to accept the following new equivalence to Shastri Sanskrit Degrees of the Swadhyaya Mandal, Pardi, with academic qualifications in this State for the purposes of employment as teachers in Government and non-Government secondary schools provided they teach Sanskrit for at least 3/4 of the total duration of their work for the purposes of pay scales.

| <i>Name of Examination</i> | <i>Equivalent Status</i> |
|----------------------------|--------------------------|
| Kovid .. .. .              | S. S. C.                 |
| Pravin .. .. .             | Intermediate             |
| Sahitya Ratna .. .. .      | B. A. Degree             |
| Acharya .. .. .            | M. A. Degree             |

(G.R., E and S. W. D. No. SSN-3264-E, of 21st January 1967).

(*Please also see Annexures 19 and 20*)

**ANNEXURE (27)****Photographs of National Leaders****Display of . . . . .**

Government have decided that the photographs of the following National Leaders should be displayed in educational institutions :—

1. The President of India; past as well as present;
2. Mahatma Gandhi;
3. Chhatrapati Shivaji Maharaj;
4. Dadabhai Naoroji;
5. Lokmanya Tilak;

6. Sardar Patel;
7. Shri Jawaharlal Nehru;
8. Dr. Babasaheb Ambedkar;
9. Shri Lal Bahadur Shastri;

(Government Resolutions, General Administration Department, No. PPS-1063-B of 24th January 1961, No. PPS-1064-9876-1538-B of 30th July 1964, No. PPS-1065-B of 12th July 1965 and No. PPS 1065/66329-B of 11th April 1967, and G.R., E. and Y.S.D., No. 1076/1142-XXX-XXXVII, dated 31st March 1977).

### ANNEXURE (28)

[Vide Rule 77.2 and item 1 (d) of Schedule B]

#### **Termination of Services of a Teacher under Rule 77.2 (1) of the Secondary Schools Code**

A teacher would be entitled to the D.A. rates prescribed as per orders which were in force on the date of his discharge, accepted as proper and in accordance with the rule by the competent authority, i. e. the Regional Deputy Director of Education. If subsequently, i.e. after the date of discharge the D.A. rates come to be revised with retrospective effect, the discharged teacher would not be entitled to the benefit of such revised D.A. rates.

(Government letter No. INS-1067-68526-G, dated 6th September 1967, to Director of Education).

*(Please also see Annexure 33).*

### ANNEXURE (29)

[Vide Rule 2]

#### **District Committee for consideration of Applications for Opening Secondary Schools**

A District committee, to consider the applications received from private agencies and local bodies for the opening of secondary schools, would consist of :—

- (1) The Chairman of the Education Committee of the Zilla Parishad;
- (2) The Education Officer of the Zilla Parishad ; and
- (3) A member of the concerned Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education nominated by that Board.

(Government letter No. SSN-3867-E, dated the 27th December 1967, addressed to the Secretaries of Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education).

*(Please also see Annexure 16).*

**ANNEXURE (30)***Deleted***ANNEXURE (31)***[Vide Rule 72]***Eligibility of Higher Pay Scale when the Qualifications have been obtained without taking Prior Permission**

If the employee appears for the examination without permission from the management, it is breach of discipline and suitable action can be taken by the management against him. But if he is continued in service after taking such action he will be eligible for pay according to qualifications, provided there is a vacancy of a trained graduate teacher.

(Director of Education's letter No. 907-20-C of 20th March 1968 to Chairman, School Committee N.E. School, Poona and G.R., E. and S.W.D. No. SSN. 3870/86806 (II) E of 27th September 1971).

**ANNEXURE (32)***Deleted***ANNEXURE (33)***[Vide Rule 77.2]***Termination of Services as per Rule 77.2 (1)**

As laid down in Rule 77.2 (1) of the S.S. Code, a management can, with the prior approval of the Deputy Director of Education concerned, terminate the services of a permanent employee without assigning any reason, on giving him/her the prescribed compensation. The aforesaid provision obviously means that the management while acting under the said rule need not assign any reason to the permanent employee concerned whose services it is terminating, but that does not mean that the management need not communicate the reasons for terminating the services of the permanent employee to the Deputy Director. It will be impossible for him to decide whether to give his prior approval or not to the management terminating the services of a permanent employee unless the management first communicates to him, the reasons for such termination and he is convinced of the reasons. If the management refuses to give reasons in support of its proposal to terminate the services of a permanent employee, he may refuse his prior approval to such proposals.

2. The normal procedure for terminating the services of a permanent employee would be after holding a regular open enquiry against him/her for any of the charges for which his/her services are sought to be terminated. Only two exceptions are visualised to the aforesaid normal rule which may justify terminating the services of a permanent employee without assigning any reasons and without an open enquiry which if held, may create more problems than solving them. The first is when the services of a permanent employee are required to be terminated, because of his/her immodest or immoral behaviour

with a female/male student or such other action involving moral turpitude into which, if an open enquiry is held, undesirable social consequences may follow and which the school and the Deputy Director of Education are convinced, need to be avoided. The second is when the services of a permanent employee are required to be terminated for any anti-national activities, holding of an open enquiry into which, may not be advisable in the interest of national security or with a view to giving necessary protection to the person on whose information or complaint, the anti-national activities of the employee came to light. Barring these two types of cases, generally speaking, in other cases, the services of the permanent employees should be terminated only after holding an open enquiry as per the prescribed procedure.

3. However, there may be peculiar cases, not falling within any of the two types of cases mentioned in para 2 above, in the circumstances of which the Deputy Director of Education may feel personally convinced that the services of the permanent employee concerned may be allowed to be terminated without holding an open enquiry and without assigning any reasons. In such cases the Deputy Director of Education should be free to exercise his discretion and use his powers conferred on him by rule 77.2 of the S. S. Code.

Such cases would, however, be exceptional by their very nature.

(Vide G. L. No. SSN-1867/80582-G, dated 15th May 1968).

(Please also see Annexure 28).

#### ANNEXURE (34)

[Vide Rule 70]

#### Pension Scheme for the Employees in the non-Government Secondary Schools

I. Government directs that the pension, gratuity and other retirement benefits admissible to the Maharashtra State Government servants under the Revised Pension Rules, 1950 contained in Appendix XIV-C of Bombay Civil Services Rules, Volume II, as amended from time to time, the Family Pension Scheme sanctioned in Government Resolution, Finance Department, No. PBN-1464-3-64-X, dated the 8th May 1964 as amended from time to time should be made applicable to the full-time teaching staff in recognised and aided non-Government secondary schools in the State who retires on or after 1st April 1966.

II. For the purposes of this scheme—

(a) a non-Government secondary school includes an Indian English Middle School, a Middle School declared as a Secondary School, a Multipurpose Higher Secondary School or a Higher Secondary School managed by a private body, and recognised by the competent authority as such for the purpose of grant-in-aid from Government. Secondary Schools run by the Zilla Parishads or other local bodies shall thus stand excluded from the purview of this scheme.

(b) for the purpose of pensionable pay, pay means and includes,—

(i) Pay in the prescribed scale of pay ;

(ii) Personal pay granted to a teacher to save him from a loss in pay due to revision of pay scales ;

(iii) Additional pay for additional academic and professional qualifications admissible under the orders issued by Government from time to time ;

(iv) Alternative allowance drawn in the post of a Headmaster in lieu of the Headmaster's scale ;

(v) Supervisor's allowance drawn by Supervisors appointed under Rule 63 of the Secondary Schools Code.

*Note.*—If a teacher has, during the last three years of his service, been absent from duty on leave with allowance, his pay for that period should be taken at what it would have been, had he been on duty at any time during the first six months of the period of leave :

Provided that the benefit of higher officiating or temporary pay should be given only if it is certified that the teacher concerned would have continued to hold that higher officiating or temporary appointment but for his proceeding on leave.

(c) A " Teacher " means a full-time teacher and includes a Headmaster/Headmistress and a full-time special teacher working in a non-Government secondary school

(d) " Post training service " means the services rendered by a teacher after having obtained any professional qualification (*viz.* B.Ed., Dip. Ed., etc. or other equivalent qualification) recognised by the Department as a training qualification and in the case of deemed trained teachers, the service rendered with effect from the date on which he is treated as deemed trained.

2. The Regional Deputy Director of Technical Education in the case of technical high schools shall be the competent authority to sanction pension, gratuity, family pension and other retirement benefits admissible under the scheme.

3. (i) The teachers who were in service in non-Government secondary Schools on 31st March 1966 and the teachers who were due to superannuate before 1st April 1966 but who were granted extension in service with the previous approval of the Education Officer concerned, for a period beyond 1st April 1966 and were eligible for the contributory provident fund benefits, should be given an option to elect either to continue under the Contributory Provident Fund Scheme or to come under this scheme. The teachers who have retired on or after 1st April 1966 and prior to the date of issue of this resolution should exercise their option on or before 30th June 1969. The

teachers who were in service on 31st March 1966 but who have not retired on the date of issue of this resolution should exercise their option on or before 30th June 1969. The option once exercised shall be final. The options should be exercised in writing in the form prescribed (Appendix 'A') and communicated to the Regional Deputy Director of Education or the Regional Deputy Director of Technical Education through the Education Officers concerned. The teachers who do not exercise the option within the stipulated period shall be deemed to have opted for the retention of the benefits admissible to them before 1st April, 1966. Where a teacher has died on any date from 1st April, 1966 to 30th June, 1969, both days inclusive, without exercising any option or where a teacher who was entitled to exercise an option in accordance with these rules has died without it before the expiry of the date on or before which he had to exercise the option, his family may be given the benefit of these rules or may be allowed the benefits of Contributory Provident Fund whichever is more favourable to them. The Pension sanctioning authorities should work out the benefits admissible under both alternatives (i.e. the existing Contributory Provident Fund and the Revised Pension Rules, 1950) after taking into account the quantum of Contributory Provident Fund as well as family pension and prepare pension papers accordingly with necessary sanctions.

(ii) The teachers who have opted for the pension scheme may be allowed to credit to their Provident Fund maintained by the private managements their own contribution under the non-contributory Provident Fund Scheme in future. On retirement the amount of contribution made by them together with interest standing to their credit in the Provident Fund may be paid to them.

(iii) The amount of contribution paid by the managements of non-Government secondary schools together with interest thereon standing at the credit of the teachers opting for pension scheme on 30th June, 1969 should be credited to the State Government under the Head of Account "XLVIII, contribution and recoveries towards Pension and other retirement benefits", after the correctness of the amount are verified and certified by the Regional Deputy Director of Education or Regional Deputy Director of Technical Education.

4. Teachers recruited on or after 1st April, 1966 shall automatically be governed by this scheme. Such teachers will not be allowed to opt for the Contributory Provident Fund Scheme.

5. The age of superannuation for the purpose of these orders will be 58 years in the case of teachers in non-Government secondary schools in Western Maharashtra and Marathwada regions. In the case of teachers who were in permanent service on 1st January, 1966, in non-Government secondary schools in Vidarbha, the age of superannuation will be 60 years and for others it will be 58 years.

6. The teachers who have completed more than two years of continuous post-training service will be treated as holding permanent posts substantively for the purpose of this scheme.

7. In computing the length of qualifying service for pension under this scheme, all previous service, whether temporary, officiating or permanent, either in one or more than one non-Government secondary school, shall be taken into account. Subject to the general condition that the period of each break does not exceed 6 months and the total period of six breaks hereinafter referred to do not exceed two years, breaks in service on account of any of the reasons listed below *not exceeding six in number*, should not be treated as interruptions entailing forfeiture of past service :

(1) Break in service on account of resignation of the teachers from a non-Government secondary school, provided it is followed by his taking up service as a teacher in another recognised non-Government secondary school and is not intervened by his taking employment in any other capacity. Out of the maximum number of six breaks that can be condoned, not more than three breaks should, however, be on account of such resignations.

(2) Termination of service due to no fault of the teacher or on account of the circumstances beyond the control of the teacher. If the services of a teacher have been terminated on disciplinary grounds after following the prescribed procedure, such break in service cannot be condoned and the services rendered by the teacher in the school from which his services are so terminated on disciplinary grounds will not account for pension.

8. The teachers who have been taken by the managements on their own supervisory staff should be eligible for the benefits of pension provided such persons were originally appointed as teachers and have put in a minimum service of five years as teachers and are reverted back to their posts of teachers within a period of six months from the date of issue of this resolution. The service rendered by them as supervisors will be counted for pension as a special case. This concession will not be applicable to teachers who will be appointed to the posts of supervisors on or after the date of issue of this resolution. Supervisors appointed under Rule 63 of the Secondary Schools Code will be eligible for pension as in the case of other teachers.

9. The salary scales of teachers are unrationalised in the sense that the element of dearness allowance is not merged in these scales. The new scales of pay that will be decided in the light of the State Pay Commission's recommendation and brought into force from 1st April, 1966 will be the rationalised scales of pay. In the case of those teachers who do not elect the rationalised scales of pay term 'Pay' for the purpose of pension and gratuity will include dearness pay the quantum of which will be calculated in accordance with the orders issued by Government from time to time in respect of Government servants drawing pay in the unrationalised scales of pay.

10. The general provisions of Chapter XI of Bombay Civil Services Rules, Volume I, will be applicable in granting retirement benefits to teachers under this scheme, except where otherwise provided.

11. The pension papers of the teachers entitled to pension, gratuity, etc. under this scheme should be prepared by the Educational Inspector, in the case of teachers working in non-Government secondary schools in



Greater Bombay, and by the Education Officer of the Zilla Parishad concerned, in the case of teachers working in non-Government secondary schools in the districts on the basis of the service records maintained by the managements of the schools concerned. The entries in the service books of the teachers will be made and attested by the managements of the schools concerned. Such entries should be verified annually by the Education Officers of the district concerned or by the Educational Inspector, Greater Bombay, as the case may be, and a certificate of verification recorded in the service books. The Educational Inspector, Greater Bombay or the Education Officer, Zilla Parishad concerned, as the case may be, should forward the pension papers duly completed with his recommendations to the Regional Deputy Director of Education or to the Deputy Director of Technical Education concerned, who will sanction the pension, gratuity etc., and forward the pension papers to the Accountant General, Maharashtra I, Bombay or the Accountant General, Maharashtra II, Nagpur, as the case may be. The pension, gratuity etc., so sanctioned will be payable from Government Treasuries. The Accountant General, Maharashtra I, Bombay or the Accountant General, Maharashtra II, Nagpur, will pre-audit the claim and issue a pension payment order and/or a gratuity payment order on the treasury from which the pensioner desires to draw pension/gratuity under intimation to the Regional Deputy Director of Education or Regional Deputy Director of Technical Education, as the case may be.

III. The grant of anticipatory pension and/or gratuity to such of the teachers as are governed by the scheme will be regulated in accordance with the Government Resolution, Finance Department, No. PEN. 1066/33/66-X, dated the 1st December, 1966 and the pension and/or gratuity will be authorised, drawn and remitted or disbursed by the pension sanctioning authorities.

(Government Resolution, Education and Social Welfare Department, No. SSN. 3365/G, dated the 4th November, 1968).

The pension scheme has also been extended to the full-time non-teaching staff in aided non-Government Secondary Schools.

(Vide G.R., E.D., No. SSN. 1369/9980-G, of 30th August 1972).

The pension scheme has also been extended to employees (teaching as well as non-teaching staff) in aided secondary schools run by Municipal Councils and the Municipal Corporations *mutatis mutandis* as in the case of non-Government aided Secondary Schools.

(G.R., E. and S.W.D., No. SSN. 1969-G, dated 15th October 1971 and G.R., E. D. No. PEN-1072/82636-G II, dated 15th March, 1973).

(Please also see Annexure 69).

## ANNEXURE (35)

Government have accepted the following recommendations of the Night School Committee :—

*Recommendations*

Sr. No.

- 1 The institution of night high school should be retained after re-organising it on efficient lines and special encouragement should be given for opening such schools where a need for them arises.
- 2 The day schools should be permitted to run night high schools as an extension shift.
- 3 In future, as far as possible, day school managements should be allowed to organise night high schools as an additional part-time activity.
- 4 The Municipal Corporations should be allowed to come in the field and to establish night high schools.
- 5 Night high schools started by the Municipal Corporation should be held eligible for grant-in-aid on the same basis as the other non-Government schools.
- 6 Part-time schools on the night school pattern should not be permitted for the present for boys and men but part-time afternoon or morning schools may be permitted to be opened for those girls and women who cannot attend a day high school.
- 7 The size of a class of a night school should be up to 40 and Rule 13 of the grant-in-aid code laying down the maximum number of pupils in different standards should be suitably amended.
- 8 The option of having 2½ hours or 3 hours work per day should be given to the individual schools and that the total number of working hours for each kind of night high school should be prescribed.
  - (1) For Night High Schools working for 2½ hours a day, 282 total working days should be prescribed out of which 260 days should be instructional days.
  - (2) For Night Schools working for 3 hours a day, 240 total working days should be prescribed, out of which 220 days should be instructional days.
- 9 While admitting pupils to night high schools the Headmaster should satisfy himself that they cannot attend a day high school on account of a genuine personal difficulty of the type referred to above and before admitting them record a certificate to the effect that he has satisfied himself after due enquiry that the pupils cannot attend a day high school.

- 10 While effecting admissions to night high schools, a certificate of the previous school attended by the pupil should be insisted upon. If there is a lapse of some years, a test should be given and the admission so effected that the pupil should be able to appear for the S. S. C. examination before he or she attains the age appropriate for appearing as a private candidate, but in no case direct admission to the top standard of a night high school should be allowed.
- 11 In framing of the time-table in a night high school, the traditional practice of framing time-table on the lines of day high school should be given up and the time-table should be so framed as to provide intensive teaching in periods of longer duration in those subjects which are proposed to be taught by the usual class-room teaching method.
- 12 With regard to the teaching methods also, good deal of new experimentation will have to be done. The emphasis in teaching should, therefore, shift from verbalism on the part of the teacher to the form of assignments which the teacher should briefly explain to the pupils. Pupils will then study the topic on the lines of the assignment.
- 13 The night high schools should organise extra curricular activities on Sundays or Holidays. This, no doubt, amounts to encroachment on the few holidays that the boys employed in factories get ; but considering that after all they are only boys, possibly a few hours spent in extra curricular activities on a holiday will make their holiday actually more enjoyable. The only precaution that will have to be taken will be not to make presence at the extra curricular activity on a holiday obligatory.
- 14 (a) The basis of the grant-in-aid to the night high schools should continue to be the same as at present. They will continue to get grants as day high schools get i. e., according to new formula (*vide* Government Resolution, Education and Social Welfare Department, No. GAC. 1068-E, dated 15-4-1968);
- (b) The fee rates should also continue to be at one-half the fee rates prescribed for the day high schools.
- 15 No cut should be imposed for results above 20 percent of passes and for 20 percent and less passes, a cut should be imposed on the following lines:—

| <i>Result percentage</i> | <i>Amount of cut</i> |
|--------------------------|----------------------|
| 0 to 10 .. .. .          | 10 Per cent          |
| 11 to 15 .. .. .         | 7½ Per cent          |
| 16 to 20 .. .. .         | 5 Per cent           |

Subject to the remarks the percentage of cut in maintenance grant, so far as aided Night High Schools in Western Maharashtra are concerned, should be imposed for the low percentage of S. S. C. Examination result as follows :—

| <i>Percentage of Result</i> | <i>Amount of cut</i> |
|-----------------------------|----------------------|
| 0 to 10 .. .. .             | 5 Per cent           |
| 11 to 15 .. .. .            | 2½ Per cent          |
| 16 to 20 .. .. .            | 1 Per cent           |

16. The condition of minimum daily average attendance in a class in respect of night high schools should be relaxed to 20 pupils for deciding the eligibility of grants payable in 1967-68 and 1968-69 (*vide* Government Resolution, Education and Social Welfare Department, No. SSN. 1067-E, dated 22-2-1968.)

(G.R.,E. and S.W.D., No. 3464/36304(II)-E of 21st November 1968).

The decision on recommendation at Serial No. 16 is superseded *vide* orders issued in G. R., E. and Y. S. D., No. SSN. 5277/56122/VIII-XXXVI (1594-N) of 9th December 1977, printed in Appendix 22.

Decisions of Government on the remaining recommendations are as follows :—

| Serial No. | Recommendation | Decision of Government |
|------------|----------------|------------------------|
| 1          | 2              | 3                      |

- 17 For adults either separate classes should be started under Social Education Schemes on the lines of the Condensed Courses or Correspondence Courses should be organised. Correspondence Courses should also be organised for pupils who do not have the facility of joining any night high school and who cannot appear for the S. S. C. Examination as private candidates on account of age restriction. Such pupils taking advantage of the Correspondence Courses should be held eligible for appearing for the S. S. C. Examination if they have satisfactorily undergone the courses. Recommendation is not acceptable to Government.

| Sr. No. | Recommendation  | Decision of Government   |
|---------|---|--|
| 18      | <i>Recommendation No. 3.</i> —The admission of adults to night high schools should be discouraged. Gradually, the admission should be so restricted that boys or girls admitted to the night high school should be able to appear for the S. S. C. Examination before attaining the age fixed for private candidates. | The recommendation is not acceptable to Government.  |
| 19      | <i>Recommendation No. 8.</i> —In future, Corporation and Municipalities should be encouraged to take up the responsibility of organising part-time schools (with Standards V-VII) which may be suitably aided by Government.  | The Director of Education, Maharashtra State, Pune has brought this recommendation to the notice of the Municipalities to ascertain the possibility of running Standards V-VII. No definite proposals in this regard have, however, been received so far from these bodies. Such proposals, if and when received, should be considered on merit. |
| 20      | <i>Recommendation No. 16.</i> —The night high schools should use Audio-Visual equipment on as large a scale as possible in order to remove the monotony that the verbal teaching is likely to create.   | The expenditure on purchase of Audio-Visual equipment is an admissible item of expenditure according to the New Grant-in-Aid formula, provided the expenditure is within 12 per cent of the total admissible expenditure of the school.  |
| 21      | <i>Recommendation No. 18.</i> —A greater variety of trades and crafts should be included in the S. S. C. Examination syllabus for meeting the needs of the night high school pupils on the condition that these should be relaxed so far as the night high schools are concerned.                                     | The State Board of Secondary and Higher Secondary Education has revised the S. S. C. Examination curriculum introducing a variety of subjects under 'work Experience'. However, exemption from practicals of science subjects or Work Experience cannot be allowed.  |

| Sr. No.                   | Recommendation  | Decision of Government |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
|---------------------------|---|------------------------|--------|--------------|--|-----|-----|-------------------------|-----|----|---------------------------|----|----|-------------------|----|----|--------------------|----|----|------------|----|----|--|
| 22                        | <p><i>Recommendation No. 21.</i>—The teachers should be required to put in 10 hours of actual teaching work per week and that they should be paid a consolidated pay as shown below :—</p> <table border="1" data-bbox="153 451 590 630"> <thead> <tr> <th></th> <th>Bombay</th> <th>Other places</th> </tr> <tr> <th></th> <th>Rs.</th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>B.A. or B.Sc., B.T. . .</td> <td>100</td> <td>80</td> </tr> <tr> <td>B.A. or B.Sc., S.T.C. . .</td> <td>90</td> <td>70</td> </tr> <tr> <td>B.A. or B.Sc. . .</td> <td>80</td> <td>60</td> </tr> <tr> <td>S.S.C., S.T.C. . .</td> <td>70</td> <td>50</td> </tr> <tr> <td>S.S.C. . .</td> <td>60</td> <td>40</td> </tr> </tbody> </table> |                        | Bombay | Other places |  | Rs. | Rs. | B.A. or B.Sc., B.T. . . | 100 | 80 | B.A. or B.Sc., S.T.C. . . | 90 | 70 | B.A. or B.Sc. . . | 80 | 60 | S.S.C., S.T.C. . . | 70 | 50 | S.S.C. . . | 60 | 40 | <p>As per Government Resolution, Education Department, No. INS. 1070-G, dated 15th July 1974, Government has already prescribed principles for fixation of pay and allowances etc. to part-time employees in non-Government Secondary Schools including Night High Schools. No action on this recommendation is, therefore, necessary.</p> |
|                           | Bombay  | Other places           |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
|                           | Rs.   | Rs.                    |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
| B.A. or B.Sc., B.T. . .   | 100   | 80                     |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
| B.A. or B.Sc., S.T.C. . . | 90  | 70                     |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
| B.A. or B.Sc. . .         | 80  | 60                     |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
| S.S.C., S.T.C. . .        | 70  | 50                     |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |
| S.S.C. . .                | 60  | 40                     |        |              |  |     |     |                         |     |    |                           |    |    |                   |    |    |                    |    |    |            |    |    |  |

The managements, however, may be permitted to prescribe pay scales provided the minimum of the respective scales is in accordance with the table given above. It is further recommended that the present incumbents of the posts of teachers as on 1st June 1964, shall have the option of continuing the present position or of accepting the new arrangement.

- |    |   |  |
|----|---|--|
| 23 | <p><i>Recommendation No. 22.</i>—In the case of a teacher who has put in two years' or more but less than ten years' service in the same school, three months' notice or in lieu of notice three months' pay and in the case of a teacher who has put in ten or more than ten years' service in the same school, six months' notice or in lieu six months' pay should be given if his services are to be terminated by the management without assigning any reasons. No teacher shall leave service without giving a calendar month's notice or in lieu of notice on payment of one month's salary.</p> | <p>As per Rule No. 67.1(a) of S. S. Code the service condition rules governing the termination of employment of full time employees are also applicable to part-time employees in non-Government Secondary Schools. The staff in a night High School is treated as part-time staff and hence the aforesaid rule is applicable to the employees in Night High Schools. No action on this recommendation, therefore, is necessary.</p> |
|----|---|--|

| Sr. No. | Recommendation   | Decision of Government   |
|---------|--|--|
| 24      | <i>Recommendation No. 23.</i> —The Headmaster of a night high school should be a full-time Headmaster.   | Night High Schools work upto 3 clock hours. In night high schools, there are no other activities except academic teaching. Hence the recommendation is not acceptable.   |
| 25      | <i>Recommendation No. 24.</i> —The pay scales and service conditions for Headmasters in night high schools should be the same as those prescribed for day high school headmasters.   | As regard the pay scales of Headmasters of night high schools, their pay will be fixed as per the principles laid down in Government Resolution, Education Department, No. INS. 1070-G, dated 15th July 1974 which is applicable to staff employed both in Day Schools as well as Night High Schools. As regards service conditions, Rule 67.1 (a) of S. S. Code is applicable to the staff of Night High Schools which is treated as part-time staff. No action on this recommendation is, therefore, required. |
| 26      | <i>Recommendation No. 25.</i> —The Headmasters who would be getting the scale of Rs. 200-300 should be allowed to work for five hours a week in a Day High School. The present incumbents of the posts of headmasters as on 1st June 1964 shall have the option of continuing the present position with the present conditions or to accept the new arrangement of a full-time headmaster. In the case of all new appointments of headmasters the recommendations of a full-time headmaster shall be applicable. |  |
| 27      | <i>Recommendation No. 26.</i> —The Night High School managements should be allowed to employ full-time clerks permissible in a Day High School with the same strength or to employ twice the number of part-time clerks. The scale of pay for the part-time clerks should be half of that for the clerks in the Day High School.   | Night High Schools work upto 3 clock hours. It is not considered necessary to create full-time posts of clerks in Night High Schools.  |

| Sr.<br>No. | Recommendation   | Decision of Government  |
|------------|--|---|
| 28         | <i>Recommendation No. 27.</i> —The expenditure incurred on remuneration to the promoter should be held “inadmissible” but “approved” so far as the schools existing on 1st June 1964 are concerned but in the case of Night High Schools started thereafter, this kind of expenditure should be treated as “unapproved”. | Under the revised formula of grant-in-aid to Secondary Schools, the category of “inadmissible but approved” expenditure does not survive as the new formula of grant-in-aid leaves no surplus. Question of taking any action on this recommendation does not now arise. |

(G.R., E. and Y.S.D. No. SSN. 3464/36304/VIII-XXXVI(264 0), dated 13th February 1978)

### ANNEXURE (36)

[*Vide* Rules 26. 4 & r.d § 3

#### Mention of Caste and Sub-caste in School Record

It has been decided by Government that the words “Caste” and “Sub-caste” except in the case of pupils belonging to Backward classes, should not be used in the records of educational institutions.

(G.R.E. and S.W.D. No. GAC/1068/47948/E, dated the 23rd December 1968).

(*Please also see Appendices FOUR, SIX and EIGHTEEN*).

### ANNEXURE (37)

[*Vide* Rule 94.6]

#### Payment of Grants during the First year to newly Started Secondary Schools by the Teachers' Societies.

Government have decided that the new secondary schools started by the societies formed by teachers may be paid salary grants under Rule 94.6 of the Secondary Schools Code on consideration of the merits and circumstances of the case of each individual school, on the clear understanding that they are liable to be adjusted against grants which may become payable to these schools in future years in normal course. At the time of such adjustment (or recovery) in future, any argument that such adjustment would adversely affect the financial position of the schools and that they will not be able to pay the salaries of the teachers at that time will not be entertained. The proposal to treat such schools as “Old Schools” and give them normal maintenance grants from the very first year of their opening cannot be accepted nor can any token grants be paid to them owing to non-availability of funds.

(Government Letter No. SSN. 3368/68798-E, dated the 20th February 1969, addressed to the Deputy Director of Education, Nagpur).



**ANNEXURE (38)***Deleted***ANNEXURE (39)***[Vide item 18 of Schedule A]***Treating Persons Deputed to Attend Scout Rallies/Jamborees on Duty**

Whenever teachers from Government as well as non-Government secondary schools, Officers of Education Department like Assistant Deputy Educational Inspectors, Educational Inspectors etc. who are required to attend to duties on the eve of any functions, Rallies, Jamborees, instructional courses in future arranged by or under the instructions of the Maharashtra State Bharat Scouts and Guides, Bombay or Vidarbha Branch of Maharashtra State Bharat Scouts and Guides, Nagpur, should be treated as on duty and they should be held eligible for travelling allowance and daily allowance as admissible under the rules and the expenditure on this account should be met from their respective establishments. The period of their absence from headquarters should be treated as on duty for the purpose of Rule 74 of the Bombay Civil Services Rules.

The expenditure on account of travelling allowance and daily allowance of the Heads of non-Government educational institutions should be held admissible for grant at the rate of T.A. and D.A. as per Government rules and should be met from the provision made for payment of maintenance grants to such institutions.

The expenditure on travelling allowance and daily allowance that will be incurred by the Zilla Parishads on account of deputation of Heads of Government institutions transferred to Zilla Parishads should be admitted for grant as per rules.

(G.R.,E. and S.W.D., No. SCG. 1069/C/84590 of 10th October 1969).

**ANNEXURE (40)***Deleted***ANNEXURE (41)***[Vide Chapter IV]***Salient Features of the Revised Procedure for Disbursement of Grant-in-aid**

(i) The Director of the concerned Department will nominate one or two Gazetted Officers under him in each area, namely, account jurisdiction under the Pay and Accounts Officer, Bombay/Accountant-General, Maharashtra II, Nagpur/Accountant-General, Maharashtra I, Bombay, as Drawing and Disbursing Officer for the purpose of grants sanctioned by Government, by him or by his immediate subordinates. No authority from the audit office for the withdrawal of such funds is necessary.

(ii) The Drawing and Disbursing Officer will prepare a bill in the form given in Appendix I to this annexure and attach thereto a copy of the sanction for payment of grants-in-aid. The certificates regarding fulfilment of conditions which may be pre-requisite for the payment of grants-in-aid will also be furnished on the body of the bill. The bill, duly completed, shall be presented at the District Treasury for arranging payment.

(iii) *Local payments of grant-in-aid bills* will not be made in cash. All local payments will be made only by Bank Drafts or by Cheques. The State Bank of India at Poona, where the payment will normally be made, has agreed to issue Bank Drafts on their City Branch in Poona, if requested to do so and on other Branches of the State Bank of India in the State as also on any Treasury Agency. At places, where there are no remittance facilities, Bank Drafts on the adjoining Sub-Treasury/Branch of the State Bank of India/Hyderabad may be obtained in consultation with the grantee institutions.

(iv) *For outstation payments*, a formal application should be made to the Treasury Officer for a Demand Draft in favour of the grantee when submitting the bill to him and the manner in which the payment is desired should also be indicated in the drawer's receipts on the bill as prescribed in Clause (XII) of the Maharashtra Treasury Rules, 1953.

(v) The Drawing Officer should arrange for the disbursement of the grant-in-aid in cash or by delivery of Cheque/Demand Draft to the grantee either in person or by registered post as may be necessary and obtain acquittance in the form given in Appendix II to the annexure. The acquittance should be passed on to the Accountant-General, Maharashtra I, Bombay/The Pay and Accounts Officer, Bombay/Accountant-General, Maharashtra II, Nagpur, as the case may be, on receipt after giving reference to the bill in which the amount was drawn. The receipts may be forwarded to the Accountant-General, Maharashtra I, Bombay/The Pay Accounts Officer, Bombay/Accountant-General, Maharashtra II, Nagpur, as the case may be, in two batches on 1st and 15th of each month.

(vi) The Drafts or Cheques should be sent immediately to the grantees concerned and it should be ensured that no funds are withdrawn towards the close of the financial year with a view to avoiding lapse of grants.

(vii) The Drawing Officer should keep a Register of Valuables in the form given in Appendix III to this annexure for watching the disposal of Drafts or Cheques obtained in favour of grantees.

(G.R.F.D., No. GIA/1170/2308/70/VII, dated 5th December 1970).

## APPENDIX I

State

### Grant-in-aid Bill (For use by Departmental Authorities)

Plan/Non-Plan

No.

Head of Account :

Received the sum of Rs. .... (Rupees .....)  
 being the amount sanctioned under Government of Maharashtra .....  
 Department, *Vide* Resolution No. ....  
 dated ..... (copy enclosed) for disbursement to .....

\*Certified that—

(i) The grantee has executed the requisite bond/has been exempted from executing a bond, in consultation with Finance Department/Law and Judiciary Department.

(ii) I have no reason to believe that the grantee institution is involved in corrupt practices.

Signature of Drawing Officer .....

Place ..... Stamp of Office .....

Date .....

---

\*Strike out whatever certificate is not applicable.

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## APPENDIX II

(Form of Acquittance for Grant-in-aid)

Received a sum of Rs. ....

(Rupees.....)

by Cash/Cheque/Demand Draft from .....

on account of grant-in-aid sanctioned, *vide* .....

dated .....

(Signature of grantee)

Date .....

Before me

Date ..... (Signature of Drawing and Disbursing Officer)

### APPENDIX III

#### Register of Valuables

| Serial No. | No., date and amount of the grant-in-aid bill through which the amount is drawn | Name of the party in whose favour cheque/ demand draft is required | Number, date and amount of cheque/demand draft along with date of receipt | Number and date of letter forwarding cheque/demand draft to the party/individual | Signature of drawing officer | Date of receipt of the acquittance of party/ individual | Date of cancellation (in case cancelled). | Date of correction, etc. | Remarks |
|------------|---|--|---|--|------------------------------|---|---|--------------------------|---------|
| (1)        | (2)   | (3)  | (4)   | (5)  | (6)                          | (7)   | (8)                                       | (9)                      | (10)    |
|            |   |  |   |  |                              |   |   |                          |         |

**ANNEXURE (42)**[ *Vide* Rule 102 ]

**Rules for the Scheme of Extension of Government Guarantee to loans  
offered by Scheduled Banks to Managements of Private  
Aided Secondary Schools for Construction of or  
Extension to their School Buildings**

**1. Objective :**

The objective of the scheme is to extend Government guarantee to loans offered by Scheduled Banks to managements of private aided secondary schools for construction of or the extension to their school buildings.

**2. Scope and Eligibility :**

An application for Government guarantee will be entertained only for a loan offered by a Scheduled Bank for construction of or extension to a school building of an *aided* secondary school in existence for *at least five years* and managed by an educational institution registered under the Bombay Public Trust Act, 1950.

**3. Mode of Submission of Application :**

(i) When an institution applies to a Scheduled Bank for loan for construction of or extension to its school building and intends to apply subsequently for Government guarantee for such amount of loan as may be offered to it by the Bank, the institution should initially endorse a copy of its application for bank loan to the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay.

(ii) If the Bank concerned informs the institution of its willingness to advance loan to it, the institution should apply for Government guarantee to the loan offered, in the prescribed form appended to these rules, together with the documents listed below. The application for Government guarantee should be addressed to the Secretary to the Government of Maharashtra, Education, Employment and youth Services Department, Mantralaya Annexe, Bombay 400 032 but should be submitted through the Education Officer of the Zilla Parishad/Educational Inspector, Greater Bombay, who should forward it with his remarks to the Regional Deputy Director of Education of the region for onward transmission, with his own remarks, to Government.

***Documents to be Attached with the Application :***

(a) Certified copy of the Certificate of Registration and of the up-to-date Declaration of the Trust (*i.e.*, the Constitution of the Institution) ;

(b) The letter or the certificate (in original) from the Scheduled Bank declaring its willingness to advance loan of a specified amount to the institution and for which guarantee is sought from Government;

(c) Copies of annual report and audited statement of accounts together with Auditor's report thereon, for each of the three years preceding the year in which the application for Government guarantee to the bank loan is made;

(d) A certified copy of the record of rights or extract of City Survey records of the land on which construction of the proposed new school building or extension to the existing school building is proposed to be undertaken.

(e) Copy of the plans and estimates of the proposed construction work of the school building duly approved by Chartered Architects.

(f) A statement or certificate, duly supported by documentary evidence showing that the institution has collected on its own at least twenty-five per cent of the cost of the proposed construction work of the school building.

#### 4. *Limit and Conditions of Government Guarantee :*

(i) The maximum amount of bank loan for which Government guarantee may be extended in an individual case shall not exceed Rs. 50,000 or the amount equal to fifty per cent of the cost of the proposed school building construction work, whichever is less.

(ii) Where the institution has not been able to collect in advance its full contribution towards the cost of the building (*i.e.*, the cost of the building not covered by the Bank loan), the Bank should release the loan in two instalments as under :

(a) Half of the amount of the loan should be released on production of satisfactory proof by the institution that it has collected its own contribution of equal amount;

(b) The remaining half amount of the loan should be released on production of satisfactory proof by the institution that it has collected its own further contribution equal to the said amount.

(iii) The institution shall have to execute in favour of Government an undertaking to the effect, *inter alia*, that :

(a) it will produce to Government its records and accounts to prove its stability and soundness;

(b) Government shall have the right to conduct an inspection of its records and accounts at any time during the pendency of guarantee;

(c) in case of default in payment of the bank loan, it shall be open to Government to recover from the institution, without prejudice to other remedies, the amount due as arrears of land revenue.

(iv) In addition to the undertaking mentioned in (iii) above, the institution shall have to execute in favour of Government in the prescribed form a guarantee bond, indemnity bond, a deed of second mortgage, and/or such other documents as the Government may prescribe from time to time.

(v) If the institution does not avail of the bank loan within a period of three months from the date of approval of Government guarantee to such loan, the guarantee shall stand automatically terminated.

**5. Guarantee Fee :**

A fee should be charged annually for the facility of Government guarantee made available to the institution, at such rates as may be laid down by Government from time to time.

**6. Admissibility of Rent for Purposes of Grant-in-aid :**

Rent of the school building constructed out of bank loan guaranteed by Government will be admitted for grant in accordance with the usual sanctioned rates in that behalf. The expenditure on repayment of the bank loan will not, however, be admissible for grant.

(G.R.E.S. and S.W.D. No. SSN. 1170/31184-W, dated 6th January 1971).

Government is pleased to direct that :—

(1) The Scheme in question will also be applicable for construction of hostel buildings attached to the aided secondary schools, hostels for girls and hostels attached to technical institutions such as Technical Schools and I.T.Is. The hostels attached to technical institutions, Hostels for girls and hostels in Scheduled areas should be given priority in extending Government Guarantee to the loans advanced to them by the banks.

(2) The present limit of Rs. 50,000 of the Bank loan for which Government Guarantee may be extended in any individual case should be raised to Rs. 2 lakhs or 50 per cent of the cost of the proposed School/Hostel Building construction work, whichever is less.

(3) The guarantee will be extended to the loans offered by both Scheduled as well as Urban Co-operative Banks.

(4) The condition of five years of existence for a recognised and State aided school, eligible for Government Guarantee, should be reduced to three years.

(5) The maximum amount upto which guarantee can be sanctioned (for Schools and Hostels) in any financial year should not exceed Rs. 1 crore, out of which, Rs. 10 lakhs should be earmarked for buildings of the hostels attached to secondary schools and Rs. 90 lakhs for Secondary School buildings.

(G.R.E.D. No. SSN. 1171/71658-W, dated 20th June 1973).

*Form of application for Government guarantee to loan offered by a Scheduled Bank to an institution running an aided secondary school for construction of or extension to its school building*

To

The Secretary to the Government of Maharashtra,  
Education, Employment and Youth Services Department,  
Mantralaya Annexe, 4th Floor,  
Bombay 400 032.

[Submitted through the Education Officer, .....  
(Name of the Zilla Parishad)]

Zilla Parishad/Educational Inspector, Greater Bombay, Bombay]

Sir,

I/We .....  
 [Name(s) and designation(s) or office(s) held under the Institution]

hereby apply for Government guarantee to a loan of Rs. ....  
 (amount in numbers)

(Rupees ..... )  
 (amount in words)

offered to us by .....  
 (Name and address of the Scheduled Bank)

..... for construction of/extension to the  
 building for .....  
 (Name of the school)

at .....  
 (Name of place of location of school)

District.....  
 (Name of the district)

I/We have gone through the rules for the scheme of extension of Government guarantee to loans offered by Scheduled Banks to managements of private aided secondary schools for construction of or extension of their school buildings, approved by Government and set out in Appendix A attached to Government Resolution, Education, Sports and Social Welfare Department, No. SSN 1170/31184-W, dated 6th January 1971 and undertake strictly to abide by them.

I/We furnish below the required particulars to enable Government to consider this application. I/We certify that they are true and correct to the best of my/our knowledge. I/We attach the prescribed documents herewith.

1. Name of the Institution (*i.e.* the Public Trust managing the school for the building of which loan has been sought)
2. When was the Institution registered under the Bombay Public Trust Act, 1950 ? (A certified copy of the Certificate of Registration and of the up-to-date Declaration of the Trust,



- i.e.* of the Constitution of the institution should be attached. A copy of the Annual Report and audited statement of accounts together with the Auditor's Report thereon, for each of the three preceding years should also be attached).
3. Name of the secondary school (for the building of which the loan has been offered by the Bank) and its location, and the year in which it was started.
  4. The standards which the school is recognised to teach and the present strength of pupils in each of the standards as also the total number of pupils in the school.
  5. Whether the school is held at present in rented premises or its own premises? Give brief particulars of the present accommodation of the school (such as total number of rooms, area, etc.)
  6. Name of the Scheduled Bank which has offered the loan and the amount of loan for which Government guarantee is sought (The letter or the Certificate from the Scheduled Bank concerned offering a specific amount of loan should be attached in original).
  7. Particulars of land, building and such other fixed assets mortgaged by the Institution to the Bank as security for loan and the estimated value of each such item of security.
  8. The purpose for which the Bank loan has been offered, *i.e.* whether for construction of new building or extension of the existing building (A copy of the plans and estimates of the construction work approved by Chartered Architects should be attached.)
  9. Whether the institution holds clear title to the land on which the building is proposed to be constructed (A certified copy of the record of rights or of the extract from City Survey records should be attached).

10. How does the institution propose to meet the residual cost of construction? (Mention the amount which the institution has already collected on its own as Reserve Fund, Building Fund, etc., and where it is deposited. Documentary evidence for the amount actually collected for the construction work should be adduced).
11. Whether any building grant and/or loan by Government in the past has been sanctioned to the institution and if so, how much? If the institution was sanctioned any loan by Government what is the amount of loan and interest still remaining to be repaid? Has the institution paid the due instalments of loan and interest regularly in the past?
12. Whether the institution is prepared to pay annually the prescribed guarantee fee if the Government decides to extend guarantee to the loan offered to it by the Bank?
13. Whether the institution is ready to execute guarantee bond, indemnity bond, mortgage deed, and such other documents as the Government may prescribe as a condition precedent to the extension of guarantee and also abide by other conditions, if any, which the Government may deem fit to impose? If so, name(s) and designation(s) or office(s) held of the person(s) or body (*i.e.* Committee, etc.) competent to sign these documents on behalf of the institution may please be specified.

Yours faithfully,

Name :

Designation or Office held  
under the institution :

(Signature of Applicant)

Name :

Designation or Office held  
under the institution :

(Signature of Applicant)

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ANNEXURE (43)  
*Deleted*

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ANNEXURE (44)  
*Deleted*  

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## ANNEXURE (45)

[Vide Rules 61 and 63]

**Seniority List of Teachers in the Non-Government Secondary Schools**

Government has decided to lay down the following revised guidelines for fixation of seniority of teachers in non-Government secondary and higher secondary schools.

2. For the purpose of fixation of seniority of teachers in non-Government secondary and higher secondary schools the following categories of teachers in the ladder of seniority should be taken into account :

*Category A* : This category is applicable to :

**HIGHER SECONDARY SCHOOLS ONLY**

M.A., II/M.Sc., II/M.Com., II/M.Sc. (Agriculture), II,B.T./B.Ed.

Teachers of the above qualification appointed in higher secondary schools and teaching a subject offered by them at their Master's Degree Examination to the top standard of the higher secondary school.

*Category B* : Holders of :

M.A./M.Sc., B.T./B.Ed., or its equivalent ; or  
B.A./B.Sc., B.T./B.Ed. or its equivalent ; or  
B.A./B.Sc., Dip. T. (old two year Course) ; or  
B.A./B.Sc., S.T.C./Dip. Ed./Dip. T. (one-year Course) with 10 years post S.T.C., etc., service.

*Category C* : Holders of :

B.A./B.Sc., S.T.C./Dip. Ed. (one-year Course) or its equivalent.

*Category D* : Holders of :

S.S.C., S.T.C./Dip. Ed.,/Dip. T. (one-year Course) or its equivalent.

*Category E* : Untrained Graduates or holders of equivalent qualifications.

*Category F* : Untrained Matriculates or holders of equivalent qualifications.

*Category G* : The rest.

*Note 1* : For the purposes of categories B, C and D mentioned above, teachers with S. T. C., T. D., Jr. P. T. C., Dip. T., Dip. Ed. (Post S. S. C. One-Year Course) qualifications appointed on or after 1st October 1970 will be considered as untrained and their seniority should be fixed in the E or F Category of untrained teachers, as the case may be.

*Note 2* : The following training qualification which can be secured two years after S. S. C. Examination should, however, be considered as training qualification for the purpose of seniority even after 1st October 1970 :

- (i) D. Ed. (2 years).
- (ii) T. D. (Bombay University).
- (iii) Dip. Ed. (Nagpur University).

**Note 3.** Seniority of M. A. (M.Sc.) M.Com., B.Ed. and B.A. (B.Sc.) B.Com., B.Ed., teachers would be common and their seniority would be determined on the basis of length of service after B.Ed. in the school or schools of the same Management. There would not be a separate category 'A' for determining the seniority of the teachers in Higher Secondary Schools.

(G.R.E. and Y.S.D. No. HSC. 1076/419/XX-XXI of 6th May 1976).

**Note 4.** In the case of teachers whose date of continuous appointment in one and the same category is common, the teacher who is senior by age will be treated as senior.

3. The categories mentioned above represent the ladder of seniority and have been mentioned in descending order. The *inter se* seniority of teachers falling in any single category should be determined on the basis of their length of continuous service in that category, in a single school or in schools run by the same management.

4. If a management runs S.S.C. level school(s) as well as Higher Secondary School (s), higher seniority of M.A., II/M.Sc., II, B.T./B.Ed. teachers (by virtue of their falling in category A) should be considered only while making appointment to the post of Headmaster of Higher Secondary School. For the purpose of making appointments to the posts of Headmaster/s and Supervisor/s in its S.S.C. level schools M.A., II/M.Sc., II, B.T./B.Ed. teachers should NOT be considered as belonging to a higher category of seniority (category A). They should be considered as part of teachers in category B, the *inter se* seniority of teachers in this category B (to be considered while making appointments to the posts of Headmaster/s and Supervisor/s in S.S.C. level schools) being determined in accordance with provisions of paragraph 3 above.

5. The seniority of non-Government secondary school teachers in Nagpur Region (now Nagpur and Amravati Regions) who were permanent on 31st December 1965 should not be disturbed. Their seniority should continue to be determined as per statutory provisions contained in the M.P. Secondary Education Act, 1951 and the rules made thereunder. If any of such teachers, however, improves his qualifications and goes to the higher category, these revised guidelines of seniority will apply so far as the determination of his seniority in the higher category is concerned.

6. Seniority lists of non-Government secondary school teachers prepared as per D.E.'s Circular No. 907/65-C, dated 27th July 1966, should be revised in the light of these guidelines. However, appointments of Headmasters already made after taking into consideration seniority of teachers determined on the basis of old guidelines should not be cancelled. The persons concerned should continue as Headmasters.

7. Any departure from the aforesaid revised guidelines by any management should be allowed only after the prior approval of the Regional Deputy Director of Education concerned, who may consider each case on its merits.

(D. E.'s Circular No. AMS. 6169/10440-C, dated 11th May 1971).

(Please also see Annexure 52).

**ANNEXURE (46)**

[Vide Rules 61 and 63]

**Appointment of Special Subject Teachers as Headmasters/Supervisors**

A special teacher in Sanskrit, Hindi, etc., who holds special qualifications which have been specifically declared by Government as equivalent to B.A./M.A., B.T./B.Ed., etc., should also be held eligible for promotion to the post of Headmaster/Assistant Headmaster/Supervisor in schools provided he fulfils the other conditions regarding the teaching experience as laid down in Rule 61-1 (a) of the Secondary Schools Code.

(G.L. No. SSN. 1868/113030-G, dated 29th September 1970).

(Please also see Annexure 47).

**ANNEXURE (47)**

[Vide Rules 61 and 63]

**Appointment of Special Teachers as Headmasters**

A graduate teacher with Diploma in Physical Education (Kandiwali) qualification should be held eligible for promotion to the post of Headmaster/Assistant Headmaster, provided the teacher concerned possesses at least five years total teaching experience in secondary schools out of which at least two years should be post-D.P.Ed. service.

(G.L. No. SSN. 1868/113030-G, dated 26th August 1970).

(Please also see Annexure 46).

**ANNEXURE (48)***Deleted***ANNEXURE (49)**

[Vide Rule 77-3]

माध्यमिक शाळा संहितेच्या नियम ७७-३ (१) प्रमाणे संस्था चालकांनी शिक्षकाबाबत करावयाच्या चौकशीविषयी

(१) माध्यमिक शाळा संहितेच्या नियम ७७-३ (१) प्रमाणे संस्था चालकांनी शिक्षकांबाबत अगर मुख्याध्यापकाबाबत करावयाची अंतिम चौकशी कोणत्याही परिस्थितीत चौकशी समिती नेमल्यापासून दोन महिन्यात संपूर्ण करून, कारवाई करावी. त्याप्रमाणे संस्थेने वरील मुदतीत कारवाई न केल्यास याबाबतचा खात्याचा अंतिम निर्णय दोन्ही बाजूंवर बंधनकारक राहिल.

(२) शिक्षकांनी चौकशी समितीवर निवडलेला प्रतिनिधी, चौकशीचे वेळी हजर ठेवण्याची जबाबदारी संबंधित शिक्षकांवर आहे व त्याप्रमाणे ती जबाबदारी त्याने पार न पाडल्यास पुढील चौकशी, चौकशी समितीवरील इतर सभासदांनी पूर्ण करावी व त्यावरील निर्णय शिक्षकांवर बंधनकारक राहिल.

(शिक्षण संचालक यांचे पत्र क्र. अमाशा.-४१६९/२५६९६-क, दिनांक ८-१०-१९७०).

**ANNEXURE (50)**

[Vide Rule 74]

It has been represented to Government that the non-Government Secondary School teachers/Head Masters nominated as members on the committees appointed by Government are not treated as on duty when they are required to attend the meetings of the said committees.

Government is pleased to direct that whenever any teacher/Head Master is nominated as a member on a Committee appointed by Government the period spent by the teacher/Head Master in attending the meetings of the committee should be treated as duty.

(Government Circular, Education, Sports and Social Welfare Department, No. SSN. 2170/91204-G, dated 6th October 1970).

**ANNEXURE 51**

[Vide Item 1(g) of Schedule A]

**Payment of Hill Station Allowance to the employees in non-Government Secondary Schools**

Government has sanctioned uniform rates for payment of Hill Station Allowance to its staff working at Hill Stations with effect from 1st April 1971 under Government Resolution, Finance Department No. CPA. 1071/809/XVIII, dated the 3rd June 1971. Government is now pleased to direct that if any Secondary School at the specified Hill Station pays to its staff Hill Station Allowance at the rates prescribed for Government Servants, the expenditure incurred by the management will be admissible for payment of maintenance grant.

2. Necessary amendment to the description of sub-item (g) of item (1) mentioned in Schedule A of the S.S. Code should be made.

(G.R., E. and S.W.D. No. INS. 1071/G, dated 9th December 1971).

**ANNEXURE (52)**

[Vide Rules 61 and 63 and Annexure 45]

**(Seniority list of teachers in the non-Government Secondary Schools)**

The Director of Education has issued orders in the circular, dated 11th May 1971 as to how the seniority of teachers in Secondary Schools should be determined. Accordingly, in category 'B' of the circular, teachers holding qualifications of B.A./B.Sc., S.T.C./Dip. Edn./Dip. T. (one year's course) with

10 years' post S.T.C. etc. service, are also included along with B.A., B.Ed. etc. teachers. However, a point has been raised in this respect as to how the post-10 years' S.T.C. service should be counted for putting the teachers in that Category, whether only post-graduate S.T.C. service or 10 years' post S.T.C. prior to graduation can also be considered.

2. The above point is being clarified as follows for information and guidance. A B.A./B.Sc. teacher who has to his credit at least 10 years' service of post-S.T.C. /Dip. Ed./ Dip. T. (one year's course) etc. after graduation will be entitled to have his seniority being fixed according to the length of service in category ' B ' after leaving first 10 years' above type of service. In short, B.A./B.Sc. teachers with 11 years' post-S.T.C. etc. service will be equal to 1 year's B.A., B.Ed. teacher for the purpose of seniority.

3. A point has also been raised as to whether in view of guidelines of fixing seniority vide Director of Education's circular, dated 11th May 1971, the appointments of Heads, Supervisors, etc. already made as per old guidelines should be regularised. In this respect, it is clarified that the appointments of Heads, Assistant Heads, Supervisors, etc. already made as per old guidelines need not be disturbed. But appointments that are to be made hereafter should be made as per revised guidelines. The appointments of supervisors are generally made on rotation system as per rule 63 of the S. S. Code. Therefore, after rotation period of present supervisors is over, new appointments of Supervisors may be made as per new guidelines.

(Director of Education's circular, No. AMS. 6169/10440/C, dated 27th March 1972).

## ANNEXURE (53)

[Vide Rule 67-6]

### Change in the entries in date of birth of Teachers in non-Government Secondary Schools

It has been brought to the notice of this office that in certain cases, the entries in respect of date of birth of teachers in school record are incorrect and particularly in view of pension scheme, the teachers are eager to get the wrong entries in respect of date of birth in school records duly corrected. The matter was referred to Government for consideration. Government have now directed that the wrong entries of birth date of teachers in non-Government Secondary Schools should not be changed unless the provision of rule 171 (copy enclosed) of the Bombay Civil Services Rules are satisfied and unless the permission is granted by the regional Deputy Director of Education concerned. You are accordingly requested to bring the above requirements to the notice of all teachers in your school for their information and guidance. They should also be informed that with a view to regularise the position the teachers already in service and in whose case the wrong entries of birth dates in records need to be

corrected, they should apply to the Regional Deputy Directors of Education through proper channel after fulfilling the requirements of rule 171 of the B.C.S. Rs. and get the permission to correct wrong entries within a period of two years from the date of issue of this circular and the teachers newly appointed thereafter will have to get wrong entries of birth dates duly corrected, if necessary, within a period of 2 years from the date of their appointment.

(D.E's Circular No. AMS. 1570/1/27124/C, dated 4th April 1972).

**“ An Extract of Rule 171 of the B.C.S. Rs. ”**

171. In the service book every step in a Government servant's official life, including temporary and officiating promotions of all kinds, increments and transfer, and leave of absence taken, should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the office. If the Government servant is himself the head of an office the attestation should be made by his immediate superior. Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post should also be recorded in the service book and duly attested after verification. The date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect stating the nature of the document relied on. In the case of a Government servant, the year of whose birth is known but not the date, the 1st July should be treated as the date of birth. When both the year and the month of birth are known, but not the exact date, the 16th of the month should be treated as the date of birth. In the case of a Government servant who is only able to state his approximate age, and who appears to the attesting authority to be of that age, the date of birth be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment. When the date, month and year of birth of a Government servant are not known and he is unable to state his approximate age, the age by appearance as stated in medical certificate of fitness, in the form prescribed in Rule 11, should be taken as correct, he being assumed to have completed that age on the date the certificate is given, and his date of birth reduced accordingly. When once an entry of age or the date of birth has been made in a service book, no alteration in the entry should be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error. Officers of a rank not lower than the Principal District Officer in the Department concerned may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

Finger prints of the Government servant should be recorded in the Column headed “ Personal marks of identification ” in the service book itself. The impressions should not be taken on separate slips of paper and pasted to the service book.

*Exception.*—When a military employee is transferred to a civil department and assumes a civilian status or when a military employee discharged from the army without earning a pension is employed in a civil department in which his



military service counts towards the date of birth to be entered in his service book or roll shall be either that entered by the Military authorities in his form of attestation when he first joined the army or, if at the time of attestation he stated only his approximate age, the date arrived at by deducting the number of years representing his age from his date of appointment.

*Note 1.*—The latest discharge certificate printed as Appendix-VIII(A) issued to Military employees on release of discharge does not provide for the age on the date of attestation or enrolment. It does, however, provide *inter alia* for (i) age at the time of completion of the certificate; and (ii) date of enrolment. In such cases the age at the time of enrolment attestation should be worked out as indicated below :—

(a) Calculate the difference between (i) the date of commanding officer's signature (vide space provided below serial No. 8 in the certificate) and (ii) the date of enrolment.

(b) Deduct the period calculated as per (a) above from the age at the time of completion certificate. (The date of commanding officer's signature is the same as the date of completion of the certificate vide serial No. 2 in the certificate).

“Once the age at the time of enrolment is calculated the date of birth should be calculated as per the exception above.”

*Note 2.*—Cases in which the date of birth has been deducted by any other method from the age at appointment or attestation, or cases in which Government have passed specific orders except a particular date of birth, need not be re-opened.

## ANNEXURE (54)

[Vide Item 2 of Schedule A]

### Clarification regarding cost of building for deciding reasonableness of rent under item 2(iii) (a) of the Schedule 'A' of the Secondary Schools Code

The Secondary Schools Code laid down the basis on which reasonable nominal rent should be paid to the managements of non-Government Secondary Schools having their own buildings, or schools which are located in buildings belonging to the Trust or managements sponsoring such institutions, rent is to be limited to  $7\frac{1}{2}$  per cent of actual cost of construction as shown in the certified accounts of the institution, *plus* municipal taxes, *plus* six per cent value actually paid for land as per documents or reasonable calculations. The code provides that the rent should not exceed  $7\frac{1}{2}$  per cent of the cost incurred as certified by the Executive Engineer.

(2) It has, however, been noticed that in a number of cases, there is no uniformity in calculating the capital value of the building. This has naturally resulted in certificate being submitted to Government having different and varying financial implications which appear to be some times exaggerated. The Executive Engineers appear to be under the impression that the cost of the building has to be calculated on the basis of the prevailing market rate. It is obvious that if the existing market rate is applied to buildings constructed years ago, the rent even if calculated at  $7\frac{1}{2}$  etc., would get inflated.

(3) The following instructions are, therefore, issued for the information and guidance of the Executive Engineers who are primarily concerned with the issue of certificate regarding reasonableness of rent :—

(i) The Executive Engineers should call for audited Statement of accounts from the managements of the educational institutions or sponsoring bodies owning the buildings and calculate the reasonableness of the nominal rent of the building taking into consideration the actual certified cost of the building incurred by the Management when the building was constructed and also the cost of land when it was actually purchased as certified by the Chartered Accountants in the audited statement of accounts submitted to the Charity Commissioner.

(ii) The Executive Engineer should communicate the rent so calculated to the Divisional Deputy Director of Education concerned along with calculation sheet and the statement of accounts received from the Management.

(iii) On receipt, the Divisional Deputy Director of Education should verify from the records whether the rent is calculated on the basis as laid down above and communicate the management of the school accordingly.

(iv) In case of additions and alterations, the Executive Engineer should call for from the managements, the statements of actual cost incurred by them as certified by the Chartered Accountants and issue revised rent certificates having regard to the actual cost of additions and alterations.

(4) The instructions mentioned above will on the one hand achieve uniformity of the certificates of reasonableness by the Executive Engineers and on the other reduce the cost of grant payable on rent.

The Executive Engineers are requested to adhere to the instructions indicated in para 3 above in respect of cases pending with them for issue of certificates for reasonableness of rent. The certificates pending to be issued for the current financial year and those to be issued for the next financial year onwards should be based on the instructions above.

(Government Circular, Education Department, No. GAC. 1072/E, dated 5th November 1972)

*(Please also see Annexure 24).*

### ANNEXURE (55)

[vide Rule 68.5]

#### **Holding Special Teachers eligible for pay scales of General Teachers**

In Government Circular, Education Department, No. INS. 1072-G, dated 19th July 1972 orders have been issued that special teachers should be held eligible for pay scales sanctioned for General Teachers on the former's obtaining higher qualifications subject to the following conditions :—

(I) Hindi and Sanskrit Teachers should be given B.A., B.T., or M.A. (II) B.T. scales on acquiring B.A., B.T. or M.A. (II), B.T. qualifications respectively.

(2) Special Teachers who possess certain qualifications in their own special subjects which have been recognised as equivalent to B.A./M.A.(II) and B.T./B.Ed. for the purposes of pay scales from time to time, should be given the respective pay scales as admissible to General Teachers.

(3) Special Teachers in Drawing, Craft, Music, Physical Education, etc. should be given the B.A., B.T. or M.A. (II), B.T. scale (on acquiring those qualifications) only if they are appointed as general teachers by the Managements and *not* automatically, i.e. while they continue to teach their own subjects.

Government is now pleased to further clarify that the special teachers in Sanskrit and Hindi who possess qualifications in their subject which have been declared equivalent to B.A./M.A.(II) etc., and in addition professional qualifications such as S.T.C., T.D., B.T. or B.Ed. or their equivalent qualifications etc., should be held eligible for the respective pay scales admissible to B.A., S.T.C./B.A., B.T./M.A. (II), B.T., etc., as the case may be, subject to the fulfilment of general orders regarding entry into service prior to 1st October 1970 in the case of S.T.C. and other equivalent qualifications. These orders shall apply to special teachers in Drawing, Craft, Music, Physical Education, etc., also subject to the conditions stipulated in para 2 of Government circular, Education Department, No. INS. 1072-G, dated 19th July 1972.

(Government Circular, E.D. No. INS. 1072/G, dated 20th February 1973).

*(Please also see Appendix 15).*

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#### ANNEXURE (56)

[*vide* Rule 88.2(a)]

#### **Scheme for payment of salaries and allowances to the teaching and non-teaching staff of aided non-Government Secondary Schools through Co-operative Banks**

The question of evolving a procedure of regular monthly payment of salaries to the teaching and non-teaching staff working in aided non-Government private Secondary Schools (including those managed by the Local Bodies) was under consideration of Government for sometime past. A Pilot Scheme was introduced in 5 districts of the State for this purpose during the year 1971-72 (*vide* Government Resolution, Education, Sports and Social Welfare Department, No. SSN. 1867-G, dated 6th April 1971). The working of this scheme in these 5 districts was reviewed by Government and it has now been decided that the procedure with some modifications should be extended to all aided non-Government Secondary Schools in the State, managed by private managements and Local Bodies *excluding* Secondary Schools managed by Bombay Municipal Corporation and Ex-Government Secondary Schools under Zilla Parishads. A comprehensive scheme is accordingly approved by

Government with a view to mitigating the grievances of teaching and non-teaching staff working in non-Government aided secondary schools in regard to delayed or irregular payments. It is also intended to help the managements by releasing salary grants every month in advance (instead of in four quarterly instalments) so as to ensure that teaching and non-teaching staff get their pay and allowances every month regularly.

2. Under the revised procedure of payment of salary grants the managements of all aided non-Government Secondary Schools, Higher Secondary Schools, Technical Schools and Night Schools will be eligible to receive maintenance grant as per rules in force from time to time subject to the availability of funds. Salary and non-salary grants will be paid as mentioned below :—

(a) Advance Salary grants in 12 monthly instalments equal to the monthly expenditure on salaries and allowances of the approved staff minus 1/12 of the recoverable tuition fee of the preceding year or the actual tuition fee credited in the co-operative bank upto 14th instant of that month, whichever is less.

(b) Non-salary grants (Building rent, expenditure on contingencies on admissible items etc., in two instalments (in June and December) in a financial year on the basis of expenditure incurred in the previous financial year and approved for purpose of grant by the competent authority.

3. (a) *Opening of the joint account in the name of the Management.*—The Head Master of the Secondary School should open a joint account in the nearest co-operative bank in the district for this purpose from the list of rural and urban co-operative banks on behalf of the management or local body, as the case may be. The account should be opened in the name of the management of the particular institution or the concerned Local body, as the case may be, which means that there will be as many accounts in the name of the management or the local Body as the number of Secondary Schools managed by them. The accounts will be opened and operated under the joint signature of the Head Master and the Education Officer of the Zilla Parishads/Educational Inspector, Greater Bombay. As there will be no withdrawals from this joint account, cheque books will not be issued by the Co-operative Banks. While opening the account the name of the management or the local body and the name of the school should be clearly mentioned so that the accounts of two or more Secondary Schools run by the same management or the local body, are not mixed in operation.

(b) *Opening of accounts by staff employed in the aided non-Government Secondary Schools.*—The employees of the institution will simultaneously open account in the same bank. Every employee in clear or short-term vacancy should also open an account in the same bank immediately on his appointment in the school. This account will be operated by the employee himself and will be used under this scheme for the purpose of crediting the salaries and allowances to be received by him from time to time.

4. (a) With a view of release of salary grant every month, Education Officers of all Zilla Parishads/Educational Inspector Greater Bombay, are required to maintain a schedule of approved staff in respect of each school (teaching and non-teaching) appointed in accordance with the staffing pattern prescribed and the norms laid down in this behalf by the State Government from time to time. The salary grant bills should be prepared and submitted in triplicate by the Head Master in the prescribed Proforma to the Education Officer of Zilla Parishad concerned/Educational Inspector, Greater Bombay, as the case may be, by 15th of each calendar month. He should obtain and attach to the bill credit balance certificate of fees indicating the amount of fees credited upto 14th of the month. Such certificates would be issued by the co-operative banks to Head Masters.

The details in aforesaid Proforma should be scrutinised with reference to the schedule of staff approved by the competent authority and maintained by the school and also the admissibility of pay and allowances in accordance with the orders issued by Government from time to time. Further deductions on account of absence, leave, provident fund etc., should also be checked and the bills should be passed for payment by Education Officer/Educational Inspector subject to the availability of funds, by 20th of every calendar month. Two copies of the detailed pay bill showing the amounts passed against the name of every teacher, and the deductions made, if any, with necessary endorsement should be sent to the District co-operative bank along with a cheque. The third copy of the detailed bill should be retained by the Education Officer/Educational Inspector, as the case may be, for record. The Education Officer, Zilla Parishad/Educational Inspector, Greater Bombay, as the case may be, will prepare a consolidated grant-in-aid bill in the prescribed Proforma for a group of convenient number of Secondary Schools, duly scrutinised and submit it to the District Treasury/Pay and Accounts Office, Bombay, for encashment. After the bill is passed by the District Treasury/Pay and Accounts Officer, Bombay, the Education Officer/Educational Inspector, Greater Bombay, as the case may be, should collect the cheque that would be issued in favour of the District Co-operative Bank and hand it over to the District Co-operative Bank, along with the statement of schools concerned in whose favour the cheque is issued and the two copies of the detailed bills in respect of each of the schools after obtaining receipt (in duplicate) therefor in the prescribed proforma. In respect of District Treasuries, which do not issue cheques, the District Treasury Officers will endorse the consolidated grant-in-aid bill for payment. Such bills should be collected by the Education Officer and presented on the counters of the State Bank of India or any other bank duly authorised by Government to transact Government business. The bank should issue two separate cheques, one for salary grants in favour of the District co-operative bank and the other representing the provident fund deductions in favour of Education Officer.

The Education Officer/Educational Inspector, Greater Bombay should ensure that the cheques are handed over to the District co-operative bank on or before 28th of every month.

(b) The District Co-operative Bank on receipt of the cheque should make necessary arrangements to transfer the amount to the concerned branches with the names of the schools and the account Nos. to which the amounts are to be credited. The Branch Offices of the District Co-operative Banks should credit the amount to the concerned accounts of the schools and then transfer salary credits to the individual accounts of school staff on or before the 7th of each month and intimate accordingly to the Head of the secondary school by endorsement on the copy of salary grant bill that should be returned to the school. The Banks should communicate the credits afforded to the Education Officer of Zilla Parishad/Educational Inspector, Greater Bombay and the District Co-operative Bank. The schools after getting this intimation from the Branch of the District Co-operative Bank will consider the payment as having been made to the concerned employees and will immediately obtain their signature on the revenue stamp affixed on the copy of the salary grant bill returned by the Co-operative Bank along with the certificate of encashment. This will complete the procedure from the stage of preparation of bills to the stage of payment to the concerned employees.

(c) The Head Masters of the secondary schools should submit the acquittance for grant-in-aid (in duplicate) in the prescribed *pro forma* on receipt of the detailed bill after credit of salaries to concerned accounts of the staff from the co-operative bank to the Education Officer/Educational Inspector, Greater Bombay, as the case may be, with the salary bill of the subsequent month.

(d) With regard to the non-salary bills, the existing procedure will continue with the only difference that the bills will be preferred only twice in a year viz., in June and December (instead of in 4 quarters as at present). The *pro forma* to be used for this purpose and the procedure of submission of bill as followed at present, will continue to be followed henceforth. The Education Officer of Zilla Parishad/Educational Inspector, Greater Bombay, as the case may be, will scrutinise these bills with reference to the admissibility of the items and the availability of funds and then pass them for payment.

(e) Each Education Officer/Educational Inspector should maintain school-wise register for grants paid to aided non-Government secondary schools in the prescribed *pro forma*.

5. According to the grant-in-aid formula, the tuition fees recoverable on account of fee paying students pertaining to the previous year are to be deducted while paying grant-in-aid for the current year. Secondary schools should, therefore, credit upto the 14th of every month an amount equal to 1/12th of the total amount of tuition fees so recoverable during the preceding year. If, however, in any month the amount of fees so credited is less than 1/12th of the total amount of fees recoverable during the preceding year, the monthly salary grant would be paid in excess to meet the salary claim preferred for that month ; but it should be ensured that the short amount of fees so credited is deducted from the non-salary grants payable to the school in June and December every year.

6. \* \* \* \* \*

7. In exercise of the powers conferred on it by clause (a) of sub-section (2) of section 261 of the Maharashtra Zilla Parishads and Panchayat Samities Act, 1961, Government is pleased to requisition the service of Education Officers of Zilla Parishads for implementing the scheme of payment of salaries and allowances to the teaching and non-teaching staff of aided non-Government secondary schools through co-operative banks.

8. Sanction is accorded to the payment of managerial charges at 1/5th per cent to the co-operative banks to whom the work is entrusted.

(G.R. Education Department, No. SSN. 1867/76142/G, dated 29th May, 1973).

#### ANNEXURE (57)

[vide Item I (b) of Schedule B]

#### **Admissibility of expenditure on deputation allowance paid to Government servants on deputation by the Managements of non-Government Secondary Schools**

Government have informed that the expenditure on deputation allowance at 20 per cent paid to Government servants on deputation by the managements of non-Government secondary schools cannot be admitted for grant.

(Director of Education, Poona's letter No. AMS. 3969/26058/C, dated 11th December, 1973).

*(Please also see Annexure 12)*

#### ANNEXURE (58)

[vide Note below Rule 82.1]

#### **Date of retirement of teaching and non-teaching staff including Class IV servants on the establishment of non-Government Secondary Schools/Junior Colleges of Education (Pre-Primary and Primary Training Colleges.)**

According to the existing pension rules, the retirement of teaching and non-teaching staff of the non-Government secondary schools and non-Government Junior Colleges of Education (Pre-Primary and Primary Training Colleges), takes effect from the afternoon of the actual date of their superannuation. This, however, creates complications in calculation of pay and allowances, pensionable pay, qualifying service etc. In order to simplify the accounting work, Government is pleased to direct that the teaching and non-teaching staff of non-Government secondary schools and non-Government Junior Colleges of Education (Pre-Primary and Primary Training Colleges) in the State shall retire from service with effect from the afternoon of the last day of the month in which their date of retirement according to rules falls.

2. These orders should take effect from 1st November 1975 *i.e.* in respect of persons retiring from service on or after 1st November 1975.

3. Government is also pleased to direct that in case of persons who have already proceeded on leave preparatory to retirement but would be retiring on or after 1st November, 1975 the intervening period between the date of expiry of leave preparatory to retirement and the date of retirement determined in accordance with the decision in paragraph 1 above shall be treated as duty for all purposes and the persons concerned deemed to have retired with effect from the date determined in accordance with para. 1 above.

(G.R., E. and Y.S.D. No. TCM. 2876/24944/XXVII, dated 25th October 1975).

### ANNEXURE (59)

[*vide Rule 75.2*]

#### Aided non-Government Secondary Schools—Grant of concessions under the family planning scheme to the employees in the.....

Government has decided that the following concessions should be granted to the employees in aided non-Government secondary schools in the State on the occasions mentioned below, in order to enable them to undergo sterilisation operation and take such rest as is considered necessary immediately after the operation :

| Occasion  | Concession   |
|---|--|
| (i) Vesectomy or tubectomy operation.                         | (i) Special Casual Leave not exceeding six working days. |
| (ii) Female employees undergoing non-puerperal sterilisation. | (ii) Special Casual Leave not exceeding 14 days.         |

*Note 1.*—The special casual leave on the above two occasions can be combined with ordinary casual leave or regular leave provided the application is supported by a Medical Certificate.

*Note 2.*—The concession in (ii) above should also be granted to female employees who have three or more living children and who undergo sterilisation.

|   |   |
|---|---|
| (iii) Female employees undergoing I.U.C.D. insertion.   | (iii) Special casual leave on the day of insertion on production of a medical certificate.          |
| (iv) Employee whose wife undergoes a Gynaec Sterilisation (Tubectomy operation without delivery). | (iv) Special Casual Leave not exceeding seven days, subject to production of a Medical Certificate. |

*Note 1.*—The special casual leave can be combined with ordinary casual leave or regular leave provided the application is supported by a Medical Certificate by the doctor who actually performs the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife.

*Note 2.*—Special casual leave not exceeding four days should be granted to the employee whose wife undergoes tubectomy operation immediately after the delivery subject to production of Medical Certificate from the doctor who actually performs the operation.

(G.R.E. & Y.S.D. No. NRN. 1875/229/XXX-XXXVII of 20th September, 1976).



**ANNEXURE (60)**

[vide Rules 57.5, 57.8, 61.2 (c), 63 and Appendix Fifteen]

**Admissibility of clerical staff and scale of pay on the basis of enrolment of students of the non-Government aided Secondary Schools**

In order to observe uniformity all over the State in regard to the question of determining the clerical staff and scales of Head Masters in non-Government aided secondary schools, a reference was made to Government.

Government have now informed that the date "first August" of the respective academic year has been decided as the basis for (i) determining the clerical staff admissible to the school, (ii) determining the No. of Supervisors admissible to the school and (iii) determining pay scales/allowance admissible to the Head Master of the school.

(D.E.'s letter No. ASV. 1074/21684/C, dated 20th July, 1977).

**ANNEXURE (61)**

[vide Rule 105]

**Incentive grants to well-managed non-Government aided Secondary Schools in the State**

1. The question as to what positive incentive could be given to encourage consistently good management, administration and high academic performance of non-Government aided secondary schools in the State and thereby provide additional impetus towards improvement of educational standards was under consideration of Government for some time past. Government considered the question carefully and has decided that from every district, 2 per cent of the existing recognised non-Government aided secondary schools, subject to a minimum of two in each district, which have been consistently well managed and have a high academic record should be selected and should be given special incentive grants as follows, by way of encouragement and recognition of their good work and to serve as an example to other schools to improve their management and academic performance and qualify for similar grants in future :

(i) Special grant-in-aid for purchase of Science equipment and audio-visual aids, not exceeding Rs. 5,000 and,

(ii) Special grant-in-aid for purchase of library and reference books, maps, charts and other teaching aids, not exceeding Rs. 5,000.

2. For selection of schools for award of incentive grants to the non-Government secondary schools, Government is pleased to lay down the following norms :—

(i) The schools should be divided into categories as shown under :

(A) Schools in urban areas, situated at places having populations of 30,000 or more (1971 census) each.

(B) Schools in rural areas situated at places having population of less than 30,000 (1971 census) each.

At least one school situated in rural areas *i.e.* (B) above should be selected. If no such school in rural area is available, fulfilling the norms prescribed by Government, then only a school from urban area should be considered in lieu thereof ;

(ii) The schools concerned should have at least seven years standing ;

(iii) Results of the S. S. C. Examinations (March/April) for the previous five years should not be less than 60 percent and 50 percent in case of schools in areas (A) and (B), referred to above respectively. Result percentage should be calculated on the number of students passed to the number of students on roll as on 1st October of the academic year ;

(iv) The school should be properly managed as per conditions laid down in the Secondary Schools Code and Government orders issued from time to time ;

(v) The school environment should be clean, healthy and conducive to high educational attainment ;

(vi) The school should be contributing towards the Educational and/or social development of the community by organising some innovative efforts in a sustained manner ; and

(vii) Alongwith academic performance of the school (*i.e.* percentage of results), its achievements in co-curricular and extra-curricular activities, extent of various efforts undertaken to improve the performance of backward students and towards development of backward students and towards development of talent, involvement of the school and the community in various activities for mutual benefit, should also be taken into account.

3. For selection of the schools for award of incentive grants to the non-Government Secondary Schools, the District Selection Committees comprising of the following members should be constituted in each District.

(a) Regional Deputy Director of Education .. Chairman

(b) Chairman, Education Committee of Zilla Parishad or Chairman, Education Committee, Municipal Corporation, Greater Bombay in case of Greater Bombay. Member.

(c) One Principal and Hon. Director of Extension Services Department of the College of Education in the District (To be nominated by the Director of Education if there are more than one Colleges of Education in the District concerned). Member.

- (d) One retired State or National Awardee Secondary Member.  
School teacher/Head Master (to be nominated by  
the Regional Deputy Director of Education).
- (e) Education Officer of the Zilla Parishad/Educational Member/  
Inspector, Greater Bombay. Secretary.

The Education Officers of the Zilla Parishads and the Educational Inspector, Greater Bombay should submit their proposals for consideration of the District Selection Committee in the proforma prescribed by the Director of Education through the Regional Deputy Director of Education by the 31st August and the necessary steps should be taken to make payment of special incentive grants to the schools concerned as soon as the Committee finalises and declares its results, through the Regional Deputy Directors of Education, not later than 31st December of the year.

4. The meetings of the District Selection Committee should be held at the District Head Quarters. The non-official members of the Committee should be held eligible for first class railway return fare, if they undertake travel by railway, but their incidental charges and daily allowance should be calculated at the rates as per Scale II of Rule 1 (i) (b) of Section I of Appendix XIII-A B.C.S.R. Volume II. The T.A. and D.A. of non-official members travelling by means other than railway should also be calculated at the rates as per Appendix XIII-A B.C.S.R. Volume II. The non-official local members of the committee should be held eligible to conveyance allowance at the rates laid down under Government Resolution, Education Department, No. LID. 2571/54942/A dated 21st February 1971. The expenditure on T.A. and D.A. to the non-official members should be debited to the head "277-Edn-B-Secondary Education (i) Inspection (i) (1) Inspection of Secondary School" Demand No. 72 and should be met from the sanctioned grant under the major head of account "277-Edn." by re-appropriation during the current financial year.

(G.R.E. and Y.S.D. No. SSN. 1075/2816/XXVI, dated 27th July 1977).

#### ANNEXURE (62)

[Vide Rule 75.4]

#### Postponement of date of increment of M.L.As./ M.L.Cs. on Extra-ordinary Leave

"Your proposal that the period of absence of teachers in non-Government Secondary Schools elected/nominated as M.L.As./M.L.Cs. [which is at present treated as leave due and admissible or as extra ordinary leave, if no leave is admissible, under your Circular No. 600-C(N), dated 29th September 1953] should be allowed to be counted for the purpose of increments is hereby approved. The provisions in Annexure 17 of the S. S. Code will, however, continue to operate in the case of teachers in non-Government Secondary Schools other than M.L.As./M.L.Cs."

(Government Letter, E. and Y.S.D. No. NKN. 1676-607/XXX.XXXVII of 26th August 1977 addressed to the Director of Education, M. S. Para-1).

(Please also see Annexure 17)

## ANNEXURE (63)

[Vide Rule 57.1]

**Recruitment of teachers in Secondary Schools**

Under Government Resolution, Education Department No. STC. 2274/5772(ii)/W, dated 7th February, 1974, Government had directed that from 7th February 1974 onwards, no untrained graduate or under-graduate teacher should be appointed in any secondary school in the State. Only in case any Management, inspite of advertisement and other efforts made to secure the services of trained teachers did not get trained teachers for appointment, the Education Officers/Educational Inspectors were authorised to permit the appointment of untrained teachers if they were fully satisfied that the Management had made sincere efforts to secure the services of trained teachers but it was unable to secure them.

2. It has been observed that despite the above Government directive and despite easy availability of trained candidates seeking employment, the number of untrained graduate teachers in particular, working in secondary schools, has been increasing substantially from year to year.

It is imperative that, in the interest of improving the standard of education, only trained persons are appointed as teachers in secondary schools. Government has, therefore, decided that effective steps should be taken to ensure that no untrained persons are hereafter (i.e. on or after the date of this Government Resolution namely 20th April 1978) be appointed either for the first time or reappointed (in cases in which their services had earlier been terminated) as secondary teachers. Government is accordingly pleased to direct that the posts of under-graduate secondary teachers which are vacant or which may become vacant or may be newly created in future in non-Government aided secondary schools (including Technical High Schools) and also in similar schools run by Zilla Parishads, Municipal Corporations/Councils etc. should be filled hereafter by appointing only persons who have passed at least the B. S. C. or equivalent examination and who possess the D. Ed. or equivalent recognised training qualifications. Similarly, the posts of graduate secondary teachers which are vacant or which may become vacant or may be newly created in future in the aforesaid schools should be filled hereafter by appointing only persons who possess :

(i) At least B. A. or B. Sc. degree of a recognised University and have passed the said degree examination with at least one subject (other than compulsory English) which is taught as school level subject in the prescribed course for secondary standards (Standards VIII-X); and

(ii) B. Ed./ B. T. or its equivalent recognised training qualification :  
*Provided that if a person possessing B. Sc., B Ed. qualifications does not, despite public advertisement and other efforts, become available for appoint-*

ment to a vacant post of teacher for teaching Mathematics and/or Science subjects, an untrained person possessing at least B. Sc. degree of a recognised University and who has passed the said degree examination with at least one subject (other than compulsory English) which is taught as school level subject in the prescribed course for secondary standards (i.e. Standards VIII-X), may be appointed to fill the post. The person so appointed should, however, be clearly informed at the time of his appointment (by inserting a specific clause to that effect in his order of appointment) that he shall have to acquire at his own cost (i.e. without any financial assistance from the State Government in any form), the B. Ed. or equivalent qualification.

The Director of Education should review after the lapse of two years or so the position regarding availability of trained Science graduates and send proposals to Government as to whether the relaxation made in favour of untrained Science graduates in the proviso above may be further continued or may be dispensed with.

3. Government is further pleased to direct that if any persons are hereafter appointed in contravention of the stipulations laid down in the preceding paragraph, their salary and allowances shall not be paid under the scheme for payment through Co-operative Banks of the salaries etc. of teaching and non-teaching staff of non-Government aided Secondary Schools, nor shall the expenditure incurred by the Managements concerned on payment of salary etc. of such persons be held admissible for Government grant.

4. Government has also decided that, with a view to clearing as expeditiously as possible the backlog of untrained graduate teachers who have already entered into the service of secondary schools so far, the non-Agricultural Universities in the State should be requested to institute as early as possible by mutual co-operation and co-ordination, a well-planned, academically sound and financially viable Vacation (Contact)-cum-Correspondence Course to enable, *inter alia*, such in-service untrained graduate secondary teachers to acquire the B. Ed. training qualification at their own cost and convenience but without having to undergo the B. Ed. Course as full-time students in the Colleges of Education. The Director of State Institute of Education, Pune, should liaise with the Universities for this purpose. Pending institution of a Vacation (Contact)-cum-Correspondence Course, untrained graduate teachers in service in secondary schools may seek on their own admission to Colleges of Education on the clear understanding that if they take admission they will not be entitled to any financial assistance in any form from Government during their B. Ed. training period in these Colleges.

(Government Resolution, Education and Youth Services Department No. SSN. 2678; XXX.XXXVII, dated 20th April 1978).

## ANNEXURE (64)

[Vide Rule 82]

**Age of superannuation of employees in non-Government Secondary Schools and their re-employment after Superannuation**

Government has issued orders under Government Resolution, Education and Youth Services Department No. SSN. 2676/61243/XXX-XXXVII dated the 27th October, 1976 to the effect that barring the concessions granted under para 2 of Government Resolution, Education and Youth Services Department No. SSN. 2676/31231/XXX-XXXVII, dated the 30th August, 1976, the age of superannuation of all employees in non-Government Secondary Schools should be 58 years and that no re-employment beyond the age of 58 years should be granted except in the case of National/State Awardee Teachers/Head Masters. On reconsideration, it has come to the notice of Government that the Awardee teachers and others cannot be treated differently in the matter of extension of service, as such, special treatment in favour of the National/State Awardee Teachers would be violative of the Article 14 of the Constitution of India. In view of this, Government has decided that the concession of granting extension of service on the basis of a teacher/Head Master having won National/State Award would not be legally sustainable. Government has, therefore, decided to withdraw the concession of re-employment granted to Awardee Teachers/Head Masters beyond the age of 58 years hereafter. However, the following concessions will be continued :

(i) The age of retirement of teachers in Non-Government Secondary Schools in Vidarbha who were confirmed on 31st December 1965 should be 60 years.

(ii) Re-employment of teachers/Head Masters be continued upto the end of a particular academic term in the event of the teacher/Head Master attaining the age of superannuation in the middle of that particular academic term.

(iii) The age of superannuation in the case of Class-IV employees in non-Government Secondary Schools should be 60 years.

2. The concession at (ii) in para 1 above, will however, be subject to the fulfilment of other conditions prescribed in Rule 82.2 of the Secondary Schools Code.

3. The orders contained in the above paras should be brought into force with immediate effect.

## ANNEXURE (65)

[Vide Rule 77.7]

**Payment of notice pay in lieu of notice by employees of non-Government Secondary Schools while leaving service**

According to revised Rule 77.7(ii) of the Secondary Schools Code as prescribed under Government Resolution dated 28th February 1977 an employee of the non-Government Secondary School desirous of leaving the service of his/her own has to pay *one month's or three months' pay including allowances*, as the case may be, in lieu of notice. On reconsideration, Government has now decided that the employee of the non-Government Secondary School desirous of leaving service should be required to pay *one month's or three months' pay* as the case may be; excluding all allowances, in lieu of notice.

2. Government has also decided that the amount of the notice pay should be restricted to the pay for the period for which the notice period falls short of the prescribed period of one month/three months. In other words, if a permanent employee who is required to give three months' notice gives a notice of one month only, he/she will have to pay an amount equal to his/her pay for the remaining period of 2 months only, while if a non-permanent employee who is required to give one month's notice gives a notice of only 15 days, he/she will have to pay an amount equal to his/her pay for a period of 15 days only.

3. The Director of Education, Maharashtra State, Pune, should be requested to bring these orders to the notice of Managements/Heads of all Non-Government Secondary Schools and to forward necessary proposal for amendment to the Secondary Schools Code.

(Government Resolution, E. and Y.S.D. No. SSN. 2678/73/XXX-XXXVII, dated 19th August 1978).

## ANNEXURE (66)

[Vide Rule 75.6(iii)]

**Terms and conditions of encashment of surrendered leave**

The terms and conditions on which the non-teaching staff in aided non-Government Secondary Schools, Junior Colleges of Education and Junior College (Higher Secondary) units attached to Secondary Schools should be granted the concession of encashment of surrendered leave, shall be as follows :

(i) The employee who takes earned leave for a period of not less than thirty days, should be allowed to surrender the balance of the earned leave (or any portion thereof) to his credit on the date of commencement of

leave, at his option, subject to maximum of thirty days and he should be granted leave salary, Dearness allowance and C. L. A. as admissible under the rules for the period of the leave surrendered.

(ii) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave. Application for surrender of earned leave should be made along with the application for grant of leave.

(iii) The number of days of earned leave surrendered under these orders should be reckoned as surrendered on the date of commencement of actual leave taken and deduction from the leave account of the employee on that date.

(iv) The total of the earned leave actually availed of and the earned leave surrendered should not exceed the maximum leave admissible to the employee at any one time.

(v) In the cases of the employees who are on the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of compulsory retirement.

(vi) The leave salary and allowances admissible for the leave surrendered should be at the rate of leave salary and allowances admissible at the commencement of earned leave. For this purpose, a month should be reckoned as 30 days, irrespective of the month in which the leave is availed of.

(vii) The amount of leave salary and allowances for the surrendered leave may be paid in advance but not earlier than six days before the commencement of leave. The leave sanctioning authority should insert a clause in the sanctioning order itself to the effect that in case the leave had to be cancelled by the competent authority before the date from which the employee was to proceed on leave, the amount of leave salary and allowances for the surrendered leave will have to be refunded forthwith by the employee in one instalment or adjusted in full in the first monthly pay/leave salary bill of the employee. The leave salary for the period of surrendered leave is not liable to deductions on account of Provident Fund subscriptions, house-rent and re-payment of any advances, etc. and repayment of any dues to Co-operative Societies etc.

(viii) The concession should be admissible to the employees who are on foreign service or on deputation.

(ix) The benefit of surrender of earned leave should not be allowed in cases of leave preparatory to retirement.

(x) An employee who is permitted to surrender his leave should not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him.

(xi) In case of compulsory recall to duty, an employee should be allowed to enjoy the balance of his earned leave before expiry of the period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with the benefit of surrender of earned



leave, whichever is earlier. It is obligatory for the leave sanctioning authorities to grant leave to such an employee during the prescribed period if he applied for it. If, however, an employee concerned himself does not ask for being allowed to enjoy the balance of the earned leave, the balance of the earned leave would lapse and the said period would be debited to his leave account as if he had enjoyed it.

(xii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered, in the case of employees, details of the surrendered leave should be noted in their service books and in their leave accounts when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service book and the leave account should be furnished by the school in the bill in which the leave salary for the surrendered leave is drawn.

(xiii) The maximum earned leave that could be surrendered should be limited to 30 days in a financial year, on the date of commencement of earned leave for a period of not less than 30 days.

(xiv) The benefit of surrender of earned leave shall not be allowed more than once in any financial year.

(xv) On return from leave, the employee should serve the school or college for a period of not less than the period of earned leave surrendered.

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#### ANNEXURE (67)

[Vide Item 13(A)(4) of Schedule A]

Government has decided that the teacher in charge of Audio Visual Section should be paid remuneration at the uniform rate of Rs. 20 per mensem subject to the following conditions :—

(1) The teacher should possess a Diploma in Audio Visual Education from the Maharashtra State Institute of the Audio Visual Education or any other recognised institutes.

(2) The teacher should arrange at least forty Film Shows in a year.

*(Please also see Annexure 7).*

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#### ANNEXURE (68)

[Vide Rule 65(2)(iii)]

Under Government Resolution, Education and Social Welfare Department No. PHE. 1069-C-463, dated 30th August 1969 referred to above orders were issued that the teachers with S. S. C. plus C. P. Ed. (one year qualification) who are already in service in the Secondary Schools in the State or the candidates with the aforesaid qualifications who may enter service till 31st May 1971 in secondary schools in the State should not be regarded as untrained.

It has come to the notice of Government that the teachers possessing C. P. Ed. qualification who were in service on or before 31st May 1971, are treated as untrained, if they leave the first school and join another after 31st May 1971 by the new Managements on the ground that C. P. Ed. is not recognised as a teaching qualification after 31st May 1971. Government is now pleased to clarify for the guidance of all concerned that according to the orders referred to above, C. P. Ed. qualification should be recognised as a training qualification in respect of teachers who were in service on or before 31st May 1971 and were reappointed in other secondary schools after 1st June 1971 and that they should be treated as trained matriculates.

(Government Resolution, Education and Youth Services Department No. INS. 1077/386/XXX-XXXVII, dated 6th March 1978.)

The demand made by various Associations of the teachers, and the teachers' representatives that the teachers who acquired the said training qualification i.e. C. P. Ed. before 31st May 1971 should be regarded as trained even if they had entered service for the first time on or after 1st June 1971, was under consideration of Government for sometime past.

Government has carefully considered the demand and has now decided that the teachers who acquired the said training qualification i.e. C. P. Ed. before 31st May 1971, but might have entered service on or after 1st June 1971 should be treated as trained teachers with effect from 1st April 1976, for the purpose of revised pay scale of Rs. 290-540 sanctioned with effect from 1st April 1976 for teachers with " Matric/S.S.C. and one year Certificate Course in Physical Education " qualifications. They should also be treated as " trained " for all other purposes such as security of service, status etc. provided that they were in continuous service, as Physical Education teachers till the date of issue of these orders.

(Government Resolution, Education and Youth Services Department No. INS. 1076, 545/XXX-XXXVII, dated 20th September 1978.)

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### ANNEXURE (69)

[Vide Rule 70]

The scheme for grant of pension to the teaching and non-teaching staff in non-Government aided Secondary Schools in the State of Maharashtra has been introduced under Government Resolution, Education and Social Welfare Department, No. SSN. 3365-G, dated the 4th November 1968 and Government Resolution, Education Department, No. SSN. 1369/9980/G, dated the 30th August 1972. In accordance with these orders those who have opted for the pension scheme and those who have been brought under the pension scheme have been allowed to credit to their Provident Fund Accounts maintained by the Private Management, their own contribution under the non-contributory Provident Fund Scheme.

2. The question of dis-continuance or otherwise of the scheme of non-contributory Provident Fund in respect of these employees of non-Government aided Secondary Schools was under consideration of Government for some time past. The representatives of the teachers/employees have also represented that the interest earned by the employees on their Provident Fund balances in the Postal Saving accounts under the existing scheme is much less than that earned by the Government employees on their Provident Fund balances under the General Provident Fund Rules and, therefore, demanded interest at the rate payable by Government to the Government employees. The matter was considered further and it has been decided as under :—

(i) *Continuance of the non-contributory Provident Fund Scheme.*—The scheme of non-contributory Provident Fund in the case of employees of the non-Government recognised aided Secondary Schools, who have opted for the pension scheme and who have been brought under the pension scheme introduced by Government, should be continued. The orders laying down the rules to regulate the Provident Fund for the employees in the pensionable service in recognised aided non-Government Secondary Schools and special schools should be issued separately.

(ii) *Accumulated balances in the Postal Saving Bank accounts and the closure of the accounts.*—The Provident Fund Post Office Saving Bank accounts of the employees who are covered by the Pension Scheme should be closed and the accumulated balances at the credit of the respective employees should be transferred to the Government Accounts in the respective treasuries. The Education Officer of the Zilla Parishad, the Educational Inspector, Greater Bombay, or the Regional Deputy Director of Technical Education should obtain an application from the employee concerned to close the account in the Postal Saving Bank as also the authorisation to draw the amount on his behalf in the prescribed postal form and transfer the accumulated balances to the Government account as directed above. The amount withdrawn from the Postal Saving Bank should be credited immediately to Government account and intimation to that effect should be given to the concerned Deputy Director of Education and the Director of Education, Poona. The Postal authorities should be requested to make the payment of the accumulated balances by cheque or by demand draft, wherever possible, and *not* in cash. The Post Master General, Maharashtra Circle, Bombay, has been requested by Government in the matter separately. In case, however, the payment cannot be made by cheque or by demand draft by the Postal Saving authorities in certain cases and the payment is made in cash, the amount of cash should *not* be kept by the Education Officer of the Zilla Parishad, the Educational Inspector, Greater Bombay or the Regional Deputy Director of Technical Education, as the case may be, for more than one day. The amount in cash should be credited to Government account immediately. Under no circumstances these accumulated balances should be passed on to the management of the non-Government recognised aided Secondary Schools or to the employee.

(iii) Procedure for exhibiting the accounts of the Fund in Government Accounts.—(a) The accumulated balances when drawn should be credited to the Head “ (3) State Provident Fund-Other Miscellaneous Provident Funds-Aided Secondary and Special Schools-Staff-Provident Fund”.

The orders laying down the scheme for payment of salaries to the teaching and non-teaching staff of the aided non-Government Secondary Schools have been issued in Government Resolution, Education Department, No. SSN. 1867/76142-G, dated the 29th May 1973. The procedure for deduction of the monthly contribution from the respective employee and its credit to the Government Account has been laid down in the said orders and the proforma appended thereto. The monthly receipts as a result of the contribution made by the respective employees should be credited to the above Head of Account. The amount of interest at the rates prescribed by Government in the case of General Provident Fund of Government employees from time to time, should also be credited to the respective accounts of the employees under the above Head.

(b) The amount of interest payable by the State Government towards the accumulated balances as also on the contribution made during the year, would be a “ Charged ” item of expenditure to the State Government. The expenditure on this account should be debited to the Head “ 16-Interest on Debts and other obligations-A-Interest on Public Debt and other obligations-2-Interest on Un-funded Debt-(v) State Provident Funds-Interest on other Miscellaneous Provident Funds-(k)-Interest on Provident Fund Accounts of aided Secondary and Special School-Staff Provident Fund-charged.” The necessary appropriation on this account should be provided for accordingly under the above head of account in the Budget every year. The expenditure for the year 1973-74 should be accounted for in the revised estimates for the current financial year.

(c) The expenditure on account of repayment of the amount at the credit of the respective employees, after their taking over by Government as directed above along with interest thereon, on their retirement etc. should be debited, to the head mentioned in Para 2(iii)(a) above. The necessary provision on this account should be made in the Budget every year. The expenditure if any, for the year 1973-74 should be accounted for in the revised estimates for the current financial year.

3. Government is also pleased to direct that the accumulated balances in the postal savings bank in respect of those employees of aided recognised non-Government Secondary Schools, who have *not* opted for the pension scheme and who continue to be governed by the contributory Provident Fund Scheme, should also be taken over by Government closing down their accounts and they should be transferred to the Government accounts in the respective treasuries as per the orders issued in para. 2 above. The other instructions issued in para. 2 above should also be followed in the case of contributory Provident Fund of these employees. The expenditure on account of Government's contribution to the Fund should be debited to the head “ 65-Pensions

and other retirement benefits-G-Donations to Provident Fund-G(4) Government Contribution in respect of the Contributory Provident Fund for the subscriber serving in the non-Government aided Secondary Schools ”

4. The Education Officers of Zilla Parishads/Educational Inspector, Greater Bombay should give numbers to the accounts of all the employees districtwise e.g. (i) Aurangabad-1, (ii) Ratnagiri-1 and communicate these numbers to the respective employees through the Head Masters of the Schools. There should be no separate numbers to the teaching and non-teaching staff. They should also maintain the necessary Registers for maintaining the Provident Fund Accounts.

5. Sanction is accorded to the opening of Budget Heads of Accounts as indicated below for recording the transactions in respect of non-Contributory/Contributory Provident Fund of the Aided Secondary/Special Schools :—

## (A)

|               |   |
|---------------|---|
| “ Section     | .. S. Unfunded Debt.  |
| Major Head    | .. State Provident Fund.  |
| Minor Head    | .. Other Miscellaneous Provident Fund.  |
| Sub-Head      | .. Aided Secondary and Special School Staff Provident Fund.                   |
| Detailed Head | .. (1) Non-Contributory Provident Fund.<br>(2) Contributory Provident Fund. ” |

## (B)

“ 16-Interest on Debts and Other Obligations-A. Interest on Public Debt and other obligations-2. Interest on Unfunded Debt-(v). State Provident Fund-Interest on Other Miscellaneous Provident Funds-(k) Interest on Provident Fund Accounts of Aided Secondary and Special School Staff Provident Fund-charged.”

## (C)

“ 65-Pension and other retirement benefits-G-Donations to Provident Fund-G(4) Government Contribution in respect of the Contributory Provident Fund for the subscriber serving in the non-Government Aided Secondary Schools.”

The heads at ‘ B ’ and ‘ C ’ above should be accounted for separately under Education Department, under Demands No. 49 and 54, respectively during the year 1973-74.

6. The Director of Education, Poona should be the Controlling Officer responsible for the Budget proposals and control over expenditure under the heads mentioned in para. 5 above. He should also be responsible for carrying out the reconciliation of the figures under the above heads in respect of these funds with those in the books of the Office of the Accountant General, Maharashtra, Bombay and Nagpur.

(G.R., E.D. No. SSN. 3373/G, dated 11th May 1973.)  
(Please also see Annexure 34).

## ANNEXURE (70)

**Uniform Pattern of Education (10+2+3): Government policy decisions regarding Junior College (Higher Secondary) Classes**

Government of Maharashtra adopted the Uniform Pattern of Education (*i.e.* 10+2+3) progressively from the year 1972. Accordingly, the first S.S.C. Examination at the end of Std. X, in accordance with this pattern, was held in March/April 1975 and the *plus 2* stage of higher secondary, which has now been designated as the Junior College stage, has been progressively introduced throughout the State from the academic year 1975-76.

The Government orders issued from time to time on various issues relating to the Junior College Pattern are as under :—

**I. Fee rates for First Year Junior College and Second Year Junior College**

(1) The rates of tuition fee, science laboratory fee, admission fee, term fee and deposit for library and laboratory for First Year Junior College and Second Year Junior College classes attached either to schools or colleges be as follows with effect from the academic year 1976-77 :

| Area  | Deposit (once only) for |                           |                   |                         |         |            |     |            |     |
|---|-------------------------|---------------------------|-------------------|-------------------------|---------|------------|-----|------------|-----|
|   | Tuition fee per month   | admission fee (once only) | Term fee per term | Laboratory fee per term | Library | Laboratory |     |            |     |
|   | Rs.                     | Rs.                       | Rs.               | Rs.                     | Rs.     | Rs.        | Rs. | Rs.        | Rs. |
| (a) Greater Bombay FYJC                                       | 20                      | 20                        | 20                | 22                      | 10      | Refundable | 15  | Refundable |     |
| S.Y.J.C. .. .. .  | 22                      | 22                        | 22                | 24                      | 10      | Do.        | 15  | Do.        |     |
| (b) Corporation areas of Pune, Nagpur, Sholapur and Kolhapur. |                         |                           |                   |                         |         |            |     |            |     |
| F.Y.J.C. .. .. .  | 18                      | 18                        | 18                | 22                      | 10      | Do.        | 15  | Do.        |     |
| S.Y.J.C. .. .. .  | 20                      | 20                        | 20                | 24                      | 10      | Do.        | 15  | Do.        |     |
| (c) Areas other than those in (a) and (b) above.              |                         |                           |                   |                         |         |            |     |            |     |
| F.Y.J.C. .. .. .  | 16                      | 16                        | 16                | 22                      | 10      | Do.        | 15  | Do.        |     |
| S.Y.J.C. .. .. .  | 18                      | 18                        | 18                | 24                      | 10      | Do.        | 15  | Do.        |     |

*N.B.*—The admission fee and term fee are at the rate of the tuition fee charged per month for the respective standards. If both the standards of First Year Junior College and Second Year Junior College are attached to an institution, admission fee should be charged only once at the time of admission of a student to any one of these standards in that institution.

(Government Resolution, E. and Y.S.D. No. HSC. 1076/419. XX-XXI, dated 6th May 1976).

(2) The rates of Laboratory fees have been raised to Rs. 35 per term for both F. Y. J. C. and S. Y. J. C. Classes from the year 1978-79, as per G.R.E. and Y.S.D. No. HSC. 1078-XX-XXI dated 20th May 1978.

(3) The subject ' Home Science ' has been included both under Arts and Science streams in the *plus 2* stage of education. The Junior Colleges teaching Home Science course either under Arts or under Science stream, should charge the Laboratory fee at the rates as prescribed above per term for the F. Y. J. C. and S. Y. J. C. Classes and the same should be held reimbursible under the E.B.C. concessions scheme.

(G.R.E. and Y.S.D. No. HSC. 1076/73951/XX-XXI, dated 15th January 1977).

(4) *Mode of Charging of fees.*—The Secondary/Higher Secondary Schools running Junior College Classes generally recover the tuition fees for Junior College Classes on monthly basis as in the case of school classes whereas the colleges generally recover the tuition fees for Junior College classes on term basis as in the case of their degree classes. Whatever system of recovering the tuition fees, (either monthly or per term) was prevalent in the school/college concerned in respect of school/degree classes, should be followed by it in respect of recovery of tuition fee for Junior College classes attached to it. However, the term fee and Laboratory fee in respect of Science stream should be recovered by all the institutions on term basis and the Library and Laboratory deposit should be recovered in one instalment.

(5) *Mode of Refund of fees.*—(a) If a student informs the institution *before the commencement of the academic year*, that he wants to withdraw and he cannot continue his education in the same institution for any reason, the institution concerned should refund the tuition fee, term fee, Laboratory fee (if any) and Library and Laboratory deposits, if any, actually recovered from the student in full. The admission fee may, however, be retained by the institution.

(b) If a student desires to withdraw and applies for refund of fees *after the commencement of the academic year*, the institution concerned should retain the admission fee, term fee, and Laboratory fee (if any), in full and also the proportionate amount of tuition fee till the end of the month in which the refund is claimed, if the fee is recovered on term basis. The remaining amount of tuition fee, if any, should only be refunded. The library deposit and laboratory deposit should also be refunded. If, however, the tuition fee is recovered on monthly basis the student will not be entitled to any refund of tuition fee for and upto the month in which the refund is claimed.

(Government Circular E. and Y.S.D. No. HSC. 1076/419-XX-XXI, dated 7th August 1976).

(6) *Fee rates in unaided Junior Colleges.*—The unaided Junior Colleges may be allowed to charge tuition fees at rates higher than the standard rates prescribed by Government for Junior College classes with the previous approval of the Director.

(G.R.E. and Y.S.D. No. HSC. 1076/72212-XX-XXI of 31st December 1976).

## II. *Income-limit for E.B.C. Concessions*

Students studying in First Year Junior College Classes and Second Year Junior College classes will, from the academic year 1976-77, be entitled to E.B.C. Concession provided the total income of their parents/guardians does not exceed Rs. 1,800 p. a.

(Limit of income increased to Rs. 4,800 p.a. as per G.R.E. and Y.S.D. No. EBC. 1778/XXXV, dated 24th July 1978, which is applicable from the academic year 1978-79).

## III. *Minimum average attendance.*

No grant will be paid for any class of First Year Junior College/Second Year Junior College unless :

(i) there is minimum daily attendance of thirty students in the class, so far as a Junior College class attached to a Secondary School/College located in an educationally backward district or a class exclusively for girls or a class in which instruction is imparted through a minority language, is concerned ;

(ii) in other cases, there is minimum average daily attendance of forty students in the class.

*Explanation.*—(1) Kolaba, (2) Chandrapur, (3) Bhandara, (4) Yeotmal, (5) Nanded, (6) Parbhani, (7) Bhir and (8) Aurangabad have been classified as educationally backward districts.

(G.R.E. and Y.S.D. No. HSC. 1076/419/XX-XXI, dated 6th May 1976).

## IV. *Sanctioning of additional divisions*

Additional divisions of First Year Junior College/Second Year Junior College shall be opened in accordance with the scale indicated in the following table :—

| Enrolments | No. of Divisions |
|------------|------------------|
| 50-100     | 1                |
| 101-180    | 2                |
| 181-260    | 3                |
| 261-340    | 4                |
| 341-420    | 5, and so on.    |

However, where the size of available class-rooms (as is likely to be the case particularly in respect of Junior College classes attached to secondary schools) does not permit admission of eighty students (which is the norm underlying the aforesaid table), the additional number of divisions may be allowed on the basis of the capacity of the class-rooms. Even in such cases, however, the rule of minimum average daily attendance of forty, as mentioned at (ii) under III above, will have to fulfilled.

(G.R., E. & Y.S.D. No. HSC/1076/419/XX/XXI, dated 6th May 1976.)



### V. Qualifications of teachers

(a) *Full-time teachers.*—(1) The prescribed qualifications for teachers of Junior College classes attached to schools as well as colleges should be Master's Degree in Second Class in the respective subjects *plus* B.Ed. or a Diploma or Certificate in Teaching, approved by the Education Department. However, until further orders, teachers with M.Sc. (Second Class) or higher qualification in Physics, Chemistry and Mathematics or M.A. (Second Class) or higher qualification with Mathematics or M.Com. (Second Class) will be considered as eligible to teach the Junior College classes ; they will have, however, to acquire the professional qualification of B.Ed. or a Diploma or Certificate in Teaching approved by the Education Department within a period of five years failing which they will not be entitled to future increments in the scale of Rs. 300—650.

(G.R., E. & Y.S.D. No. HSC-1076/419;XX/XXI, dated 6th May, 1976)

(2) In addition to the teachers with the above-mentioned qualifications, the teachers with the following qualifications should also be considered eligible for appointment to teach the Junior College Classes in the scale of Rs. 300—650:—

(i) *B.Com. (Hnd Class), with Chartered Accountancy.*—Such teachers are already having the professional qualification of Chartered Accountancy and hence they will not be required to acquire the professional qualification B.Ed. or Diploma or Certificate in teaching approved by the Education Department.

(ii) *B.Sc. (at least Hnd Class), B.Tech.*—Such teachers will be required to acquire the professional qualification of B.Ed. or Diploma or Certificate in teaching approved by the Education Department within a period of five years from the date of their appointment failing which they will not be entitled to future increments in the scale of Rs. 300—650.

(G.R., E. & Y.S.D. No. HSC-1076/54178-XX/XXI, dated 12th November, 1976)

(3) Teachers having M.A. qualification in First Class and appointed by the colleges/schools during the year 1976-77 and 1977-78 to teach Junior College classes attached to them for non-availability of fully qualified and trained teachers should be held eligible for the scale of Rs. 300 - 650. Such teachers, if on the basis of the review, are required to be continued beyond the academic year 1977-78 should acquire the prescribed training qualification (*i.e.* B.Ed. or Diploma or Certificate approved by the Department) within a period of five years from the date of their appointment failing which they will not be entitled to future increments in the scale of Rs. 300—650.

(G.R., E. & Y.S.D. No. HSC-1077 52271,XX/XXI, dated 23rd May, 1977)

(4) Secondary Higher Secondary Schools or Colleges running the Junior College classes may be allowed to appoint teachers with post-Graduate degree in Hnd Class in the *respective subject* for teaching Junior College Classes in the scale of Rs. 300 - 650 subject to the condition that they should acquire professional qualification in teaching *i.e.* B.Ed. or a Diploma or a Certificate in

teaching approved by the Education Department within a period of five years from the date of their appointment failing which they should not be held entitled for future increments in the scale of Rs. 300—650.

These orders are given retrospective effect from the academic year 1975-76 in respect of all such teachers including those appointed by the institutions with or without the approval of the Regional Deputy Director of Education concerned.

(G.R., E. & Y.S.D. No. HSC. 1077/52271/XX)XXI, dated 9th November, 1977)

(5) If teachers *possessing* the abovementioned prescribed qualifications are not available, the Director of Education may relax the above qualifications on the basis of the merits of each case. Teachers in respect of whom the academic or professional qualifications are so relaxed, will have, however, to acquire the prescribed qualifications within a period of five years.

(G.R., E. & Y.S.D. No. HSC-1076/419/XX)XXI, dated 6th May, 1976)

(b) *Part-time teachers.*—It may be necessary to engage part-time teachers in certain optional subjects such as Book-keeping and Accountancy, Biology, Geology etc. The qualifications prescribed for full-time teachers for the Junior College classes will also be applicable to them. Director of Education may relax the qualifications in suitable cases as mentioned under (a) above.

(c) *Teachers teaching technical subjects.*—For teaching optional technical subjects to Junior College classes, teachers having (i) Diploma in Engineering with three years' teaching experience or three years' professional experience and (ii) teachers having Degree in Engineering/Technology, should be held eligible.

(d) *Teachers teaching Art subjects.*—For teaching optional Art subjects, teachers possessing the following qualifications shall be considered eligible :—

(i) A Diploma in Drawing and Painting/Commercial Art in at least 2nd Class, awarded by the Government of Maharashtra, or a Degree in Fine Art/Commercial Art of a statutory University in at least 2nd Class or an equivalent qualification recognised by the Government of Maharashtra and the A.M. (Art Master) Certificate or A.M. Diploma in at least 2nd Class, awarded by the Government of Maharashtra.

(ii) As a temporary measure, candidates with A.M. qualification who have worked as Art Teachers in secondary schools for a minimum period of ten years, should be held eligible for teaching Junior College classes.

*Note.*—The candidates who have not undergone the revised Diploma Course mentioned above and/or who possess Art Master qualification should be held eligible to teach Junior College classes provided they have undergone the Refresher Course in the "Foundation course" conducted by the Directorate of Art.

(e) *Hindi teachers.*—The teachers in Hindi having academic and training qualifications recognised as equivalent to those mentioned in (a) above should be held eligible for appointment as Hindi teachers.

(G.R., E. & Y.S.D. No. H.S.C. 1076/419/XX)XXI, dated 6th May, 1976)

(f) *Teachers for Defence Studies.*—(1) A person who has studied “Defence Studies” as a subject at a Post-Graduate or a Graduate Degree Course and has obtained that degree.

(2) A Graduate in any faculty and a “Commissioned” Officer in the N.C.C. Senior Division, with 3 years’ experience/N.C.C. Junior Division with 5 years’ experience.

Or

(3) A Graduate degree in any faculty plus the B.Ed. degree with 7 years’ teaching experience in Secondary School and minimum ‘C’ Certificate of the N.C.C. Division.

(G.R., E. & Y.S.D. No. HSC. 1376/20692/XX)XXI, dated 19th May, 1977)

(g) *Physical Education and Work Experience teachers.*—(i) D.P. Ed. or B.Ed. (Physical Education) teachers with seven years’ Post-Training experience, if they are B.A. (II)/B.Sc. (II)/B.Com. (II) class or ten years’ experience, if they are B.A./B.Sc./B. Com. (Pass class) should be held eligible to the pay scale of Rs. 300—650.

(ii) Teachers with Certificate in Physical Education (C.P.Ed.) should be paid a special pay of Rs. 50 per month, in addition to their grade pay according to qualifications, as sanctioned to the teachers in whose respect conditions of qualifications and/or experience are relaxed if they are appointed to teach the subject of Physical Education to Junior College Classes.

(iii) Teachers teaching Work Experience should be held eligible for a special pay of Rs. 50 per month in addition to their grade pay according to the qualifications, as sanctioned to the teachers in whose respect conditions of qualifications and/or experience are relaxed. Such teachers should have, however, undergone the required orientation course in Work Experience organised by the Department.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX)XXI, dated 6th May, 1976)

#### VI. Pay-scales of teachers

(a) *Full-time teachers.*—Teachers, possessing prescribed qualifications as mentioned under V(a) (i) above teaching First Year Junior College and Second Year Junior College classes should be held eligible for a running scale of Rs. 300—15—450—E.B. —20—550—25—650. However, college teachers who had not completed two years of service as on 7th February 1975 and who are determined as surplus to the requirements of the colleges and who are absorbed in the Junior Colleges for teaching Junior College classes to be attached to the colleges should be held eligible for the above scale viz., Rs. 300—650 or their old collegiate scale (Rs. 300—600 or Rs. 400—800 as the case may be), as per the option to be exercised by the teachers concerned. Such teachers should, however, be required to obtain B.Ed. or Diploma or Certificate approved by the Department within a period of five years failing which they will not be entitled to future increments. In cases where relaxation in qualifications is sanctioned by the *Director of Education (vide V (a) above)*,

the teacher concerned should be held eligible to draw a special pay of Rs. 50 per month in addition to his own grade pay according to qualifications as laid down in Government Resolution, Education and Social Welfare Department, No. INS. 1069-G, dated 30th August, 1969 so long as he teaches Junior College classes. He will *not* be eligible for the pay-scale of Rs. 300--650 laid down for Junior College teachers till he has acquired the prescribed qualifications.

*N.B.*—The scales of pay of teaching staff in Junior Colleges have been revised as per G.R. E. & Y.S.D. No. BPC. 1078/3001/XXX/XXXVII, dated 29th April, 1978. Please *vide* Appendix: 15 of S. S. Code.

(b) *Part-time Teachers.*—There may be cases where full-time teachers may not be available at the Junior College level to teach a particular subject such as Book-keeping and Accountancy, Biology, Geology etc. in the Junior College classes, even though there is full-time work available. There may also be cases where full-time work is not available to justify appointment of a full-time teacher. In both these cases, managements may appoint qualified part-time teacher(s) on a fixed remuneration of Rs. 10 per clock hour of actual teaching work, including tutorials. Such part-time teachers should be held eligible to get remuneration equal to their average weekly earnings during the vacations also, *provided* they actually do the work of assessment of exercise books, answer books of terminal, annual or periodical examinations, in addition to their teaching work. If qualified teachers are not available at the place where the Junior College is located, for teaching certain specialised optional subjects, qualified part-time teachers from nearby places may be appointed with the prior permission of the Regional Deputy Director of Education concerned and the expenditure on payment to them of a lump-sum monthly amount (to be determined by the Regional Deputy Director of Education) to cover the expenditure on T. A. and Daily allowance shall be held admissible for grant.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May, 1976)

## VII. *Work-load and Vacations*

(a) For teachers of Junior College classes attached to schools or colleges, the instructional work-load shall be (i) 17 clock hours if the average attendance of the class is more than 50 and (ii) 18 clock hours if the average attendance of the class is less than 50. The Junior College authorities should adjust their daily time-table and vacations in such a way that the prescribed curriculum is completely covered.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May, 1976)

(b) *Minimum work-load required to treat the Junior College Teachers as full-time.*—A Junior College teacher, who has less than  $\frac{3}{4}$ th of the prescribed work-load of 17/18 clock hours is to be regarded as a part-time teacher and such he will be eligible for the remuneration @ Rs. 10 per clock hour sanctioned to the part-time teachers appointed to teach Junior College Classes.

(Govt. letter, E. & Y.S.D. No. HSC. 1377/56055/XX/XXI, dated 21st February, 1977)

### VIII. *Curriculum, text-books and examinations*

The academic control over the Junior College stage shall vest in the Maharashtra State Board of Secondary and Higher Secondary Education which shall prescribe and regulate the curriculum, text-books and other cognate academic matters and shall also conduct the public examination at the end of the Second Year of the Junior College. The annual promotion examination at the end of the First Year Junior College shall be held as an internal examination by the institution itself running the First Year Junior College classes, in accordance with such guidelines as may be issued by the Maharashtra State Board of Secondary and Higher Secondary Education.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976.)

### IX. *Scheme of subjects*

The scheme of compulsory and optional subjects for the junior colleges and the medium of instruction has already been prescribed by the Maharashtra State Board of Secondary and Higher Secondary Education. The same is given in Appendix "A" for ready reference.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976.)

### X. *Administration and control of Junior College classes*

The Regional Deputy Directors of Education should administer and control the functioning of Junior College classes attached to secondary schools or colleges within their respective jurisdiction.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976.)

### XI. *Permission to open classes of Junior College*

Secondary Schools and Colleges allowed to open Junior College classes should restrict themselves to the number of divisions as well as streams sanctioned to them by the Director of Education/Director of Technical Education. Expenditure on divisions and streams not sanctioned or in excess of those sanctioned will not be held admissible for grant. Similarly, provision for teaching an optional subject shall not be made unless :—

(a) for teaching Urdu, Pali, Sanskrit, Persian, Philosophy, Psychology, Modern Foreign Language, Drawing (Fine Art), Dancing, Indian Music and Foreign Music, a minimum of Ten students (each) are available ; and

(b) for teaching any optional subject other than that mentioned in (a) above, a minimum of Twenty students (each) are available.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976.)

(c) *Grouping of students for teaching Language subject.*—Where, for the teaching of language subject at the Junior College level, 20 or more students offering that language subject are not available and wherever the contents of the language subject are common for students joining the different faculties, (viz. Arts, Science, Commerce), whether at collegiate or Junior College level, there should be no objection to the students under different faculties being combined to form a class of minimum 20 students for that language subject.

(Govt. letter, E. & Y.S.D. No. HSC. 1076/48214/XX/XXI, dated 19th July 1976.)

(d) Provision of teaching Marathi in the institution conducting Junior College classes through the medium of instructions other than Marathi.

A number of non-Marathi students joining the Junior College classes attached to the colleges, with medium of instructions other than Marathi desire to offer and learn Marathi at lower level, because, *inter alia*, the study of this language enables them to enlarge their social contacts and also improve their employment prospects, as Marathi is the state language of Maharashtra. The colleges conducting Junior College classes as well as collegiate classes should make provision for teaching Marathi at lower level and indicate it in their prospectus. If a minimum number of twenty students for providing this facility is not available in a class, arrangement should be made for teaching Marathi to a group of 20 students, if available from different faculties (*viz.* Arts, Science and Commerce) wherever the syllabi/contents of this language subject are common for students joining different faculties. Any attempts to deliberately dissuade students from offering Marathi at lower level will be viewed seriously by Government.

(Govt. letter, E. & Y.S.D. No. HSC. 1976/55751/XX/XXI, dated 15th September 1976.)

(e) *Change in the Division of Arts into Commerce stream or vice-versa.*— Any institution which has been allowed a Division of Arts, may start a division in Commerce, if required number of students is not available for the Arts stream but it has the prescribed number of students for Commerce stream and *vice-versa*.

Any institution which has been allowed one Division of Arts and one Division of Commerce may open both the Divisions of any one of these streams depending upon the availability of the prescribed number of students and qualified staff.

Thus the total number of Divisions allotted to that institution will remain constant but the institution will have freedom to interchange these two streams.

(G.R. E. & Y.S.D. No. HSC. 1075/R.I, II, dated 24th June 1975.)

## XII. Admissions

(A) (i) *Admissions to First Year Junior College Classes.*—(a) Students who have passed the new 10 year S. S. C. Examination of the Maharashtra State Board of Secondary and Higher Secondary Education should be admitted to F.Y.J.C. Classes straight way without requiring them to produce any "eligibility certificate".

(b) Students who have passed the Old S. S. C. Examination of the Maharashtra State Board of Secondary Education should be admitted subject to their fulfilling the conditions laid down in Government Circular, Education Department No. HSC 1075/XX. XXI dated 4th October 1975. These students also should not be required to produce any eligibility certificate.

(c) Students who have passed the S. S. C. or equivalent examination (I. C. S. E. etc.) of any other statutory or recognised Board in India, should be admitted on production of eligibility certificate from the Maharashtra State Board of

Secondary and Higher Secondary Education, Pune, in accordance with the instructions laid down in Government Circular, E.D. No. HSC. 1075/XX/XXI, dated 4th October 1975.

(ii) *Admissions to Second Year Junior College Classes.*—The only condition of eligibility for admission to the Second Year Junior College Class is the production of a certificate from a recognised institution to the effect that the student concerned has passed the annual examination held by it at the end of the First Year Junior College Class. No separate admission test should, therefore, be held to regulate admissions to Second Year Junior College Classes.

(Govt. Circular, E. & Y.S.D. No. HSC. 1076/37834/XX/XXI, dated 19th April 1976.)

(B) (i) The Heads of Junior Colleges should not admit students over and above the norms fixed under Government Resolution, Education and Youth Services Department No. HSC. 1076/419/XX/XXI, dated 6th May 1976, without prior permission of the Regional Deputy Directors of Education.

(ii) The Deputy Directors of Education should ensure that admissions are properly given in accordance with the norms and no institution in the locality suffers or requires to close down the classes due to excess admissions in other institutions in the said locality.

(iii) The admissions of the Junior College Classes at the Regional Head Quarters should be finalised by the Regional Deputy Directors of Education concerned. The admissions from other districts should be finalised by the Deputy Directors of Education with the help of the Education Officers of the Zilla Parishads of the Districts concerned from their regions.

(D.E.'s Circular, No. HSC. 2078/Adm./XII/HS, dated 11th August 1978.)

(C) *Eligibility Certificate for Admissions.*—The Maharashtra State Board of Secondary and Higher Secondary Education should issue a final eligibility certificate in respect of the cases in which the equivalence has already been decided. However, in respect of the cases in which the equivalence has not been decided, the Board should issue a provisional eligibility certificate and the final eligibility certificate should be issued after getting the clearance of the case from the "Equivalence Committee" of the Board.

In both the cases, the Board may charge a fee of Rs. 10 once only at the time of issue of the final eligibility or Provisional Eligibility Certificate as the case may be.

(Govt. Corrigendum, E. & Y.S.D. No. HSC. 1076/42272/XX/XXI, dated 19th October 1976.)

(D) *Admissions to Science Stream.*—From the academic year 1976-77 for admission to First Year Junior College Class (Science Stream) minimum 40 per cent marks in Science subject (s) at the S.S.C. or equivalent examination should be a pre-condition. In other words, a student seeking admission to F. Y. J. C. Class (Science Stream) should not be held eligible for such admission unless he has secured minimum 40 per cent marks in Science subject at the S.S.C. or Equivalent Examination.

Science subject (s) will include " Science, General Science, Physics, Chemistry, Biology, Physiology and Hygiene and other comparable Science subjects in which the Board concerned holds its own Examination ".

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 3rd June 1976).

(E) *Migration of students of F. Y. J. C. and S. Y. J. C. Classes.*—Students already admitted in the Secondary Schools/Colleges having Junior College Classes should not ordinarily be permitted to seek admissions in other institutions where facilities of the same course exist, during the same academic year except for very few genuine reasons such as change in residence or change in course and with the prior permission of the competent authority.

(Govt. Order, E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 4th October 1977)

### XIII. *Classification of subjects in three main streams*

The classification of subjects under the three main streams (Arts, Science and Commerce) for the purpose of introducing optional subjects for a batch of Twenty or more students should be as specified in Appendix ' B '.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976 )

### XIV. *Payment through co-operative banks*

The scheme of payment of salaries and allowances to the teaching and non-teaching staff of aided non-Government secondary schools through co-operative banks (as sanctioned in Government Resolution, Education Department, No. SSN. 1867/76142-G, dated 29th May 1973 and further orders issued in that behalf from time to time), should continue to operate in respect of the staff of Junior College classes attached to schools. Even for the teaching staff of Junior College classes attached to Colleges, it has been decided in principle that the scheme of payment of salary and allowances through co-operative banks shall be extended to them. The date from which this scheme will be implemented in respect of them will be notified as soon as the quantum of teaching staff for the junior college classes attached to each college is determined and approved and the necessary administrative arrangements for implementation of the scheme are completed.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX/XXI, dated 6th May 1976.)

### XV. *Service conditions of teaching and non-teaching staff of Junior Colleges.*

The service conditions of teaching and non-teaching staff of Junior Colleges should be the same as presently prescribed for the teaching and non-teaching staff of secondary schools under the Secondary Schools Code. This would primarily mean that a member of the teaching and non-teaching staff of a Junior College will be deemed to be permanent on completion of two years of continuous service after he has acquired the prescribed minimum academic as well as professional qualifications. However, teachers who have already been confirmed should continue to be recognised as such. The pension scheme



will continue to apply to the full-time teaching and non-teaching staff of aided and recognised Junior College classes attached to schools as it does to the full-time teaching and non-teaching staff of aided and recognised secondary schools.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX-XXI, dated 6th May 1976)

*XVI Bank guarantee for construction of building by managements of non-Government secondary schools running Junior College classes.*

The bank guarantee scheme for the construction of school buildings made applicable to secondary schools under Government Resolution, Education Department, No. SSN. 1170/31184-W, dated 6th January 1971, should be extended to buildings proposed to be newly constructed or to the work of extension of existing buildings for the purpose of accommodating exclusively the Junior College classes.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX-XXI, dated 6th May 1976)

*XVII. Head-master's allowance*

A head-master of a secondary school to which the Junior College classes have been allowed to be attached will be the head-master for Junior College classes also and he should be held eligible to receive a special pay of Rs. 50 per month in addition to his emoluments as head of the secondary school. This special pay should be treated as pay for all purposes including pension, so long as he holds charge of Junior College classes. There should be no separate head for Junior College classes attached to a college; the principal of the College will be the administrative Head of both the units viz. the College as well as the Junior College classes attached to the college.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX-XXI, dated 6th May 1976)

*XVIII Additional staff for secondary schools which have started Junior College classes with science stream.*

(a) Secondary schools which have been permitted to open and attach Junior College classes with science stream have been sanctioned following additional staff and the same should be continued by them till the Junior College classes with science stream continue :—

(i) Laboratory Assistant (Rs. 115-215) (S.S.C. or its equivalent .. 2 examination with Physics and Chemistry).

(ii) Laboratory Attendant (Rs. 95-3-125-E.B.-3-146-4-150) for .. 1 those who have studied upto pre S.S.C. class (i.e. Standard IX passed so far as 10 years' S.S.C. course is concerned and standard X passed so far as 11 years' S.S.C. course is concerned) with Physics and Chemistry.

(Rs. 75-1-80-2-90-E.B.-2-100 for those who possess qualifications lower than those mentioned above.)

*N.B.*—The Scales of pay of Non-teaching staff appointed for Junior College Classes of Science Stream attached to Secondary Schools have been revised as per G.R., E. & Y.S.D. No. BPC. 1078/177-XXXX-XXXVII, dated 21st August 1978.

(b) The Library of the Junior College classes attached to the secondary schools should be entrusted to any member of the teaching or non-teaching staff and he should be held eligible for an allowance of Rs. 60 per month for extra work of Two clock hours a day for Five days in a week.

Schools having an independent post of a full-time Librarian or a part-time Librarian should entrust the library work of the Junior College classes to the same full-time or part-time librarian and he should be held eligible for an allowance of Rs. 60 per month provided he is required to do the extra work of library on account of addition of Junior College classes.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX-XX-II., dated 6th May 1976)

(c) Laboratory Assistants employed for Science divisions of Junior College classes may be treated as employees of vacation Department. They may be given the benefit of summer and winter vacation.

(Govt. letter, E. & Y.S.D. No. HSC. 1376/41269/XX-XXI, dated 14th October 1976)

(c) Non-teaching staff to be appointed in the Secondary Schools, having Junior College classes.

The Number of Divisions and the strength of Secondary as well as Junior College Classes should be considered while determining the Non-teaching staff permissible to the Secondary Schools which have been allowed to open and attach Junior College classes as also for determining the allowance of Head Masters and the posts of Supervisors. The entire salary expenditure on such non-teaching staff should, however, be debited to the Secondary Section.

(Govt. Letter, E. & Y.S.D. No. HSC. 1376/57512/XX-XXI, dated 26th August 1976)

### *XIX. Protection to non-teaching staff in secondary schools.*

As a result of closure of old Standard XI in secondary schools in western Maharashtra, the pay-scales of non-teaching staff, which were adversely affected due to the provisions regarding the staffing pattern laid down in the Secondary schools Code, were protected. The same protection will be continued to that staff in the subsequent years also. Similar protection to the pay-scale was extended to the head-masters of schools and the same should also continue. As the Joint, Second, Assistant, Senior or Junior heads are to be given pay-scales or duty allowance next below the scale or duty allowance of the head-masters of the schools, the protection of pay-scale will also be extended to the joint, Second, Assistant, Senior or Junior heads of the secondary schools.

The posts of supervisors are created on the basis of the number of divisions in the school. No separate pay-scale for these posts has, however, been sanctioned. The question of giving protection to the pay-scale of supervisors does not, therefore, arise.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX)XXI, dated 6th May 1976)

## XX. Grant-in-aid to Junior Colleges

Last year, the Junior College classes attached to secondary schools were governed by the grant-in-aid formula applicable to secondary schools and those attached to colleges in Vidarbha and Marathwada were governed by the grant-in-aid formula applicable to colleges. From the academic year 1976-77, however, a uniform grant-in-aid formula will be applicable to Junior College classes attached to secondary schools as well as to colleges. Managements of secondary schools as well as colleges to which Junior College classes are attached should, therefore, keep separate accounts of receipts (fees etc.) as well as expenditure of Junior College classes from June, 1976.

The following new grant-in-aid formula should apply to Junior College classes attached to schools as well as colleges from June, 1976 :-

Grant payable during a financial year shall be equal to :-

A. (i) The entire anticipated expenditure for that year, in respect of the staff approved by the Education Department authorities for Junior College classes, on salaries and allowances at sanctioned rates and contribution of the Management to the provident fund scheme,

*Plus*

(ii) 80 per cent of the actual expenditure incurred in respect of Junior College classes during the previous year on admissible items of expenditure (*other than* staff salaries and allowances, Provident Fund contribution and rent) as set out in Schedule 'A' of the S. S. Code. The amount of such 80 per cent, grant shall not, however, exceed Rs. 2,400 per division of science stream and Rs. 2,000 per division of Arts/Commerce stream.

*Minus*

B. The total amount of tuition fees, recoverable at sanctioned rates only from fee-paying students of Junior College classes during the preceding year.

*N. B.—*(i) Secondary schools in which Junior College classes (Higher Secondary classes are attached were hitherto paid grant-in-aid on their expenditure on secondary as well as Junior College classes in accordance with the grant-in-aid formula applicable to secondary schools. They were not, therefore, entitled to reimbursement of tuition fees on behalf of various types of fee concession-holders studying in secondary as well as Junior College classes. However, so far as Junior College classes attached to colleges are concerned, fees on behalf of various types of fee concession-holders studying in these classes were being reimbursed to the colleges. In view of the coming into force of the new grant-in-aid formula as above, from the academic year 1976-77 (i.e. from June 1976 onwards), managements of colleges to which Junior College classes are attached will NOT henceforth (i.e. from June 1976 onwards) be entitled to reimbursement of tuition fee, on behalf of various types of concession-holders (E. B. C., S. C. and S. T., freedom-fighters' children and dependents, etc.) studying in Junior College classes. Managements of schools and colleges to which Junior College classes are attached should, however, continue to invite applications for exemption from payment of fees from eligible students studying in Junior College classes, scrutinise them and get them sanctioned by competent authorities in accordance with the existing rules. This is necessary for determining the number of fee-paying students from whom the fee is directly recoverable (*vide item B* of the grant-in-aid formula). In future, i.e. from June 1976

onwards, only the authorised fees *other than tuition fee* (for example, admission fee, term fee, etc.) on behalf of fee concession-holders of different types studying in Junior College classes will continue to be reimbursed *but not tuition fee*.

(ii) Junior College classes attached to secondary schools as well as colleges will normally be housed in the existing building of the school or college concerned. No separate grant in respect of rent will, therefore, be admissible for Junior College classes. Grant in respect of rent should be claimed by the Management of the school/college to which the Junior College classes are attached, in accordance with the grant-in-aid formula applicable to the school/college, while claiming grant for the school/college. However, if the Management is required to *hire independent accommodation exclusively* for housing Junior College classes or if the Management constructs a separate building or undertakes extension of its existing school/college building for the *exclusive use* of the Junior College classes, full (100 per cent) grant on rent for the previous year for such independent hired accommodation or in respect of the new building constructed or the extended portion of the existing building, will be paid in accordance with the provisions of item 2 of Schedule A of the Secondary Schools Code. Such grant will be released in two instalments ; one in June and the other in December.

The year 1976-77 being the first year in which the aforesaid grant-in-aid formula will come into force, some special provisions for the implementation of the formula during the transitional period of that year will be necessary. These shall be as follows :—

#### *Junior College classes attached to secondary schools*

(i) As regards the salaries and allowances, the managements concerned would have already claimed them for the months of March, April and May, 1976, in respect of teachers of secondary schools as well as Junior College classes, as per the grant-in-aid formula which is applicable to secondary schools. While claiming the salaries and allowances for these three months (payable in April, May and June, 1976 respectively), they would have credited or would be crediting to the co-operative banks for each of these three months 1/12th of the tuition fees recoverable from fee paying students in secondary classes as well as Junior College classes during the previous year (i.e. 1975-76). From June, 1976, however, the Junior College classes would be regarded as an independent unit and, therefore, they should claim *separately* in respect of Junior College classes, (a) the full emoluments (i.e. the salaries and allowances, and special pay and graded allowances, if any) of two teachers per division *plus* (b) the amounts by way of graded allowances, or special pay of Rs. 50 per mensem if any, paid to other teachers for teaching Junior College classes.

(ii) If more than 2 teachers per division are entitled to the Junior College scale of Rs. 300—650 by virtue of putting in some work at the Junior college level and having the prescribed qualifications for entitlement to this scale, then the expenditure on pay and allowance of such teachers (in excess of two) should be claimed under and debited to the Secondary Section. This is only to ensure that the debiting of the salary etc., expenditure to junior College Classes is restricted to the quantum of teaching staff required for shouldering the work load at Junior College level and that there is proper balance and proportion in the salary etc., expenditure debited to Secondary level and Junior College level.

(Government Addendum No. HSC. 1076/48294/XX-XXI, dated 7th August 1976)

(iii) If on the basis of the number of optional subjects taught in a particular division, batches of students formed for practical work/tutorial etc., and the total number of periods per week per division, it is found that the number of two teachers per division is inadequate, the Deputy Directors of Education of the region may decide such cases on merits, on verifying the total number of periods per division per week subject to the fulfilment of other conditions such as minimum number of 20 students for each optional subject and the total work-load and accord sanction for appointment of additional full time/part-time teachers.

(Government letter, E. & Y.S.D. No. HSC. 1877/57501/XX/XXI, dated 12th August 1977.)

(iv) As regards the crediting of tuition fees recoverable from fee-paying students of Junior College classes from the month of June, 1976 onwards the managements concerned should credit into the co-operative banks the amount of recoverable tuition fees from fee-paying students for the month of June 1976 at the revised sanctioned rates, before 15th of June 1976. Similarly, for the subsequent months, i.e. from July 1976 onwards, recoverable tuition fees for the month concerned should be credited into the co-operative banks before the 15th of that month. As the tuition fee for twelve months is recoverable in a year whatever may be the months in which the academic year may begin and end, if the tuition fee for more than one month is recovered by the school in any month, the entire amount of such recoverable tuition fees (for more than one month) shall be credited to the co-operative bank before the 15th of the month in which such amount is recoverable. The academic year usually begins in the month of June in a year and ends in the month of May next year. However, in a particular year, when it begins in the month of July, while admitting the students in that month, the schools may recover the tuition fee both for the months of June and July of that year. Thus, while admitting students to First Year Junior College in July 1976, tuition fee for two months i.e. June and July 1976 will be recoverable from fee-paying students. The amount of tuition fee in respect of fee-paying students in Junior College classes actually credited from June 1976 to March 1977 should be reconciled with the amount of tuition fee which was recoverable for the said months and the shortfall should be adjusted while releasing the instalment of non-salary grant payable in December 1977.

(v) For the year 1976-77 secondary schools with Junior College classes attached should claim grant in respect of contingent expenditure equal to the actual amount of contingent expenditure incurred during 1975-76 on secondary as well as Junior College classes or the amount equal to the 12 per cent off their expenditure during 1975-76 on salaries and allowances of their teaching and non-teaching staff for both secondary and Junior College classes, *whichever is less*. No separate grant on contingent expenditure in respect of Junior College classes will thus be payable to them as per item A(ii) of the grant-in-aid formula. Contingent expenditure incurred by schools from 1st April 1976 upto the end of May 1976 on classes of secondary school as well as of Junior College should be treated as contingent expenditure incurred for secondary school classes and grant on such contingent expenditure should be claimed during the year 1977-78 as per grant-in-aid formula applicable to secondary schools.

The managements should, however, maintain from June 1976 onwards, that is from the beginning of academic year 1976-77, a separate account of contingent expenditure in respect of Junior College classes and from 1977-78 onwards, claim grant on such expenditure in accordance with item A(ii) of the grant-in-aid formula, in two instalments one in June and the other in December. There will be certain items on which contingent expenditure incurred is common and cannot be precisely divided and attributed to the Junior College classes or the secondary school classes. Expenditure on such items should be divided on *pro rata* basis between the secondary classes and the Junior College classes in the ratio of the number of students in the secondary classes to those in Junior College classes. On the portion of such common expenditure proportionately attributed to Junior College classes, grant shall be claimed in accordance with item A(ii) of the formula.

*Junior College classes attached to colleges*

(i) In accordance with the existing procedure colleges to which Junior College classes were attached during the year 1975-76 would be entitled during the current year 1976-77 to Government grant on their approved expenditure (including contingent expenditure) on admissible items incurred during the previous year (i.e. 1975-76), both in respect of college classes and Junior College classes, as per the formula applicable to colleges. Even though most of the F. Y./P.U.C./P.D. classes will be discontinued in the colleges from June, 1976, colleges will be paid Government grant during the year 1976-77 on the basis of their approved expenditure of the previous year (1975-76) on admissible items, in respect of both College and Junior College classes. Expenditure incurred by the managements during 1976-77 on payment of salaries, allowances and provident fund contribution of March, April and May, 1976 (payable in April, May and June, 1976, respectively) of the staff of college as well as Junior College classes and contingent expenditure incurred on approved items in respect of College as well as Junior College classes during that year upto the end of May, 1976 will be held admissible for grant payable to colleges during the year 1977-78 according to the existing grant-in-aid formula applicable to colleges.

During the year 1976-77, no separate grant on account of expenditure on contingencies in respect of Junior College classes would be payable in accordance with item A(ii) of the grant-in-aid formula. From June, 1976, i.e. from the beginning of the academic year (1976-77), however, the Junior College classes will be regarded as an independent unit. Managements should, therefore, maintain separate accounts in respect of expenditure on contingencies for Junior College classes incurred from June 1976 onwards and from the financial year 1977-78 onwards, claim grant on such expenditure in accordance with item A(ii) of the grant-in-aid formula, in two instalments,—one in June and the other in December. There will be certain items on which contingent expenditure is common and cannot be separately divided and attributed to Junior College classes or College classes. Expenditure on such items should

be divided on *pro rata* basis between the College classes and Junior College classes in the ratio of the number of students in the College classes to the number of students in Junior College classes. On the portion of such common expenditure proportionately attributed to Junior College classes, grant shall be claimed in accordance with item A(ii) of the formula.

(ii) As regards the grant payable in respect of item A(i) of the grant-in-aid formula, such grant shall be payable quarterly for the quarters July-September, October-December, January-March and April-June. Managements should submit before 15th July, 15th October, 15th January and 15th April, in respect of each of the four quarters mentioned above, a statement indicating—(a) their anticipated expenditure on salaries and allowances and contribution to provident fund scheme of approved teaching staff for Junior College classes and (b) the tuition fees recoverable at the revised sanctioned rates from the fee-paying students during the respective quarters. On receipt of such statements, quarterly instalment of grant equal to (a) minus (b) will be released by the Education Officer of Zilla Parishad concerned/Educational Inspector, Greater Bombay, before the end of July, October, January and April for each of the four quarters mentioned above.

The above procedure for release of quarterly grant will continue to be in force, till the time the scheme of payment of salaries through co-operative banks of approved teaching staff of Junior College classes attached to colleges is implemented.

While claiming grant in accordance with the above procedure, for the quarter July-September, 1976, however, the managements should intimate the—(a) anticipated expenditure for that quarter on salaries and allowances of approved teaching staff for Junior College classes and (b) the fees recoverable for four months, viz., June, July, August and September, 1976. The instalment of grant for that quarter will be equal to (a) minus (b).

The reconciliation of the amount of grant-in-aid and also tuition fees credited on the basis of quarterly estimates during the financial year 1976-77 with the actuals, should be completed before the end of December 1977 and the excess or shortfall in payment should be adjusted while releasing the instalment of the quarter January-March 1978.

Education Officers of Zilla Parishads/Educational Inspectors, Greater Bombay, should complete the work of reconciliation within the prescribed time-limit and submit report to the Deputy Director of Education of the region concerned before the end of January 1978. The aforesaid time schedule prescribed for reconciliation of accounts should be adhered to even in future till such time the scheme of payment of salaries through the co-operative banks is implemented.

(G.R., E. & Y.S.D. No. HSC. 1076/419/XX-XXI, dated 6th May 1976.)

(iii) *Expenditure admissible for grant-in-aid to the Junior College classes attached to the Colleges.*—(1) As regards the college teachers who were either confirmed or who had completed two years of continuous service in clear vacancies in a college or colleges, under the same management on or before 7th February 1975, such of these teachers who have been rendered *fully surplus* to the requirements of teaching at the college level but who have been absorbed by allotting work at the Junior College level should be considered as being in continuous service in the college concerned and the expenditure on their salary and allowances in the existing scales/rates till 30th September 1976 will be held admissible while assessing the grant payable to the college concerned as per rules in force for assessment of grants to colleges. With effect from 1st October 1976 the expenditure on their salary and allowances in the existing scales/rates will be held admissible while assessing the grant payable to the Junior College classes attached to the colleges.

(2) As regards the college teachers in service who had been appointed on or before 7th February 1975 but had not been confirmed or had not completed two years of continuous service in clear vacancies as on that date, such of these teachers who have been determined as *fully surplus* to the requirements of teaching at the college level as already directed they are to be served with notices of termination of their appointment as college level teachers and that the notices shall become effective from 1st October 1976. The expenditure on their salary and allowances in the existing scales/rates till 30th September 1976 will be held admissible while assessing the grant payable to the college concerned, as per rules in force for assessment of grants to colleges. As already directed they are to be simultaneously given a letter of appointment appointing them as teachers at the Junior College level with effect from 1st October 1976, if they can be so absorbed at that level. On their reappointment as teachers at the Junior College level with effect from 1st October 1976, the expenditure for the period from 1st October 1976 onwards on their salary and allowances either in their existing collegiate scales (*i.e.* Rs. 300—600 or Rs. 400—800) or the Junior College scales (Rs. 300—650) as the case may be according to the option exercised by the teacher concerned, will be held admissible while assessing the grant payable to the Junior College classes attached to the colleges.

(3) The expenditure on salaries and allowances etc. of the teachers who are partially surplus at the college level and to whom some teaching work at the college level and the residual work at the Junior College level has been allotted to make up their full work-load is to be held admissible in the existing scales/rates while assessing the grants payable to the colleges concerned.



(4) *Utilisation of the "Surplus" if any relating to the Junior College Classes attached to the colleges.*—80 per cent of the "surplus", if any, relating to the Junior College classes attached to the college shall be credited to the College salary payment account and the remaining 20 per cent. of the "surplus" shall be credited to the college non-salary expenditure Account. Entry to that effect should be made in the books of accounts relating to Junior college classes which are required to be maintained separately.

*Explanation.*—'Surplus' relating to Junior College classes means the excess of item B over item A of the grant-in-aid formula for Junior College classes approved in sub-paragraph XIX of paragraph 2 of the Government Resolution No. HSC. 1076/419/XX-XXI, dated 6th May 1976.

(G.R., E. & Y.S.D. No. NGC. 1277/122166/XXXII(Cell), dated 21st September 1977)

*XXI. Clarifications on the points regarding implementation of the revised scales of pay for College teachers.*

| Point   | Clarification   |
|---|---|
| <p><i>To whom applicable and date of Operation.</i>—(i) The pay scales are operative from 1st January 1973. Are they applicable to teachers who have been rendered surplus because of new pattern of Junior College classes because they were in service in the Degree College on 1st January 1973? Whether new pay scales are applicable to all teachers irrespective of the category of surplus teachers (P-1 to P-5).</p> <p>(ii) Teachers of P-1 category who had given option of absorption at Junior College in respective Colleges are eligible for the revised pay scale. Teachers who are absorbed in other Colleges have not been mentioned. How are their cases to be regulated?</p> | <p>(i) and (ii) The position is clarified follows :—</p> <p><i>P-1 Category Teachers.</i>—So far as College lecturers in P1 category are concerned, it has already been clarified in the past that they are entitled to "protection". The lecturers in this category who had given an option in favour of absorption at the Junior College level in their respective colleges will, therefore, be entitled to the benefit of the revised scale of pay of Rs. 700—1,600 and will continue to derive the benefit of that scale irrespective of the fact whether they have been or are assigned work at the College level and/or at the Junior College level in their respective Colleges or in the Colleges where they were absorbed.</p> <p><i>P-2 and P-3 Category Teachers.</i>—(a) Services of lecturers in these two categories who had been determined as fully surplus to the requirement of teaching at the college level during the year 1976-77 were liable to be terminated as college level teachers and they were to be simultaneously appointed as teachers at the Junior College level with effect from 1st October 1976, if they could be absorbed at that level (vide G.R., E. and Y.S.D. No. USG. 4276-XXXII, dated 20th September, 1976 read with D.H.E's letter No. HSC. 2976-A, dated 20th July 1976). All the lecturers in these two categories are therefore, entitled to arrears on account of applicability of the revised scale (Rs. 700—1,600) to them till 30th September 1976.</p> |

## Point

## Clarification

- (b) Such of the lecturers in these two categories who were *not* determined as fully surplus at the college level during the year 1976-77 (because any quantum of work whatsoever, at the college level, was available for being assigned to them) would continue to get the benefit of the revised scale (Rs. 700—1,600) even after 1st October 1976 so long as some work at the college level was and remains available for being assigned to them.
- (c) Such of the lecturers in these two categories for whom no work at all at the college level was available for being assigned and who were, therefore, determined as *fully surplus* at the college level during the year 1976-77 but were absorbed at the Junior college level from 1st October, 1976 would be entitled to exercise the option of retaining after 1st October 1976 their then existing lecturer's scale (Rs. 300—600 or Rs. 400—800 as the case may be) or to opt from that date for the revised scale of Rs. 500—900 sanctioned for teachers teaching Junior College classes. If they exercise the option in favour of the revised scale of Rs. 500—900 sanctioned for teachers teaching Junior College classes, their pay in the said scale (Rs. 500—900) will be fixed on the basis of their pay as on 30th September 1976 in the scale of Rs. 300—600/400—800 and in accordance with the pay fixation formula being separately approved for fixation of pay in the revised Bhole Commission scales. If some work at the College level has once again become available (or becomes available hereafter), for being assigned to them, they should be placed in the revised scale (Rs. 700—1,600) for college lecturer from the first of the month in which such work at the college level once again became available (or becomes available hereafter) for being assigned to them. On such placement in the scale of Rs. 700—1,600, they will be entitled to their pay in that scale as on 30th September 1976 (i.e. the date immediately prior to their absorption at the Junior College level) which was calculated for the purpose of paying them arrears as mentioned in (a) above. Their date of future increments in the scale of Rs. 700—1,600 will be reckoned as per normal rules (i.e. under the principles of the B.C.S. Rs.).

## Point

## Clarification

- (d) The cases of teachers in these two categories who did *not* become fully surplus at the college level during the year 1976-77 but became fully surplus at the college level during the year 1977-78 (i.e. from 1st July 1977), or become fully surplus at the college level hereafter should also be regulated, *mutatis mutandis*, in the manner indicated in the preceding sub-paragraph, for the purposes of calculating their entitlement of pay (i) on their absorption at the Junior College level and (ii) on their subsequent placement in the scale of Rs. 700—1,600 as and when some work at the college level once again became available (or becomes available hereafter) for being assigned to them.
- (e) Lecturers in these two categories absorbed at the Junior College level on being determined as fully surplus at the College level will, if they continue at the Junior college level, have to acquire the professional qualification of B.Ed. or a Diploma or Certificate in teaching approved by the Education Department, within a period of five years from the date of their absorption at the Junior College level. If they fail to do so, they will not be allowed to earn any future increments in the scale they have opted for on their absorption at the Junior College level (i.e. either their earlier lecturer's scale of Rs. 300—600/400—800, if they have opted to retain the same, or the revised scale of Rs. 500—900 for teachers teaching Junior College classes, if they have opted for the same).

*Demonstrators/Tutors*

Such of the demonstrators/tutors in this category for whom no work at all at the college level was available for being assigned and who were, therefore, determined as *fully surplus* at the college level during the year 1976-77 and were, therefore, liable to be absorbed at the Junior College level from 1st October, 1976 would be entitled to the revised scale of Rs. 500—900 sanctioned for teachers teaching Junior College classes. From 1st October 1976, they would, therefore, draw such pay in the scale of Rs. 500—900 as they would have drawn had they continued even after 1st July 1975 in the scale of Rs. 500—900. If some work at the college level has once again become available (or becomes available hereafter) for being assigned to them, they should be placed in the revised scale of Rs. 700—1,600 for college lecturers from the 1st of the month in which such work at the College level once again became

available (or becomes available hereafter) for being assigned to them. On such placement in the scale of Rs. 700—1,600, they will be entitled to their pay in that scale as on 30th September 1976 (i.e. the date immediately prior to their absorption at the Junior College level) which was calculated for the purposes of paying them arrears as mentioned in (a) above. Their date of future increments in the scale of Rs. 700—1,600 will be regulated as per normal rules (i.e. as per principles of B.C.S.Rs.)

The cases of Demonstrators/Tutors in this category who did not become fully surplus at the college level during the year 1976-77 but became fully surplus at the college level during the year 1977-78 (i.e. from 1st July 1977) or become fully surplus at the college level hereafter, should also be regulated *mutatis mutandis*, in the manner indicated in the preceding sub-paragraph for the purposes of calculating their entitlement of pay (i) on their absorption at the Junior college level and (ii) on their subsequent placement in the scale of Rs. 700—1,600 as and when some work at the college level once again became available (or becomes available hereafter) for being assigned to them.

[G.R., E. & Y.S.D. No. USG. 1178/24585/XXXII (Cell), dated 3rd April 1978]

### XXII. Utilisation of the Laboratory Fees

The rules and regulations in respect of utilisation of Laboratory fee collected by the colleges/secondary schools running Jr. College classes with Science stream and maintenance of its accounts, are prescribed as under :—

(a) The amount of Laboratory fee shall be at the disposal of the heads of Junior Colleges. A separate account of receipts and expenditure shall be maintained. The surplus, if any, should be carried over to the next year.

(b) The accounts shall be inspected by the Inspecting Officer to ensure that provisions made under the rules are rigidly followed.

(c) The expenditure on the consumable material required for performance of the experiments in Science subjects shall be met from the amount collected as Laboratory fee. However, if there is saving, the same can be utilised for purchase of equipments for the development of Laboratory.

(d) The expenditure incurred on other items or purchase of equipments as set out in the Schedule 'A' of the Secondary Schools Code, other than the expenditure from the collection of Laboratory fees, shall be debited to the General Account and the said expenditure will be held admissible for grant-in-aid as per orders issued by Government under Government Resolution No. HSC. 1076/419/XX-XXI dated 6th May 1976.

(G.R., E. & Y.S.D. No. HSC. 1078/50961/XX-XXI, dated 4th July 1978)

### XXIII. Leaving Certificate

A Leaving Certificate to the students of Junior College classes attached to the Secondary Schools as well as colleges should be issued in the prescribed form (specimen copy appended).

(Government letter, E. & Y.S.D. No. HSC. 1878/50963/XX-XXI, dated 27th July 1978)

## FORM OF LEAVING CERTIFICATE

(No change in an entry in this certificate shall be made except by the authority issuing it and any infringement of this requirement is liable to involve the imposition of penalty such as that of rustication).

Register No. of the pupil :—

1. Name of the Junior College .. .. .
2. Name of the pupil in full .. .. .
3. Caste and sub-caste in the case of pupils belonging to Backward Classes and category of Backward Classes (e.g. S.C./S.T., V.J. and N.T.).
4. Place of Birth .. .. .
5. Date of birth, month and year according to the christian era, and the New National Calendar both in words and figures.
6. Last Secondary School/Junior College attended.
7. Date of admission .. .. .
8. Progress .. .. .
9. Conduct .. .. .
10. Date of leaving Junior College .. .. .
11. Year in which studying and since when
12. Reason for leaving Junior College .. .. .
13. Remarks .. .. .

Certified that above information is in accordance with the Junior College Register.

Date :

Class Master  
Clerk.

Head of Junior College.

*N. B.*—Entries regarding the date of birth according to the Christian era and the New National Calendar and the year (i.e. standard) in which studying in columns 5 and 11 of the Leaving Certificate should be made both in figures and in words.

2. These entries shall be in manuscript and not typewritten.

XXIV. *Reservation of seats in each class for the members  
of the Backward Class Communities*

The percentage to be reserved for admissions in the Educational Institutions for various categories of Backward Classes had been prescribed as mentioned below as per orders contained in the Government Resolution, Education Department No. MIS. 1074/1303/M, dated 29th June 1974 :—

| Category   | Percentage to be reserved in Educational Institutions |
|--|---|
|  | Per cent  |
| (1) Scheduled Caste and Nav-Budhas .. .. .                           | 13  |
| (2) Scheduled Tribes including those outside specified areas .. .. . | 7   |
| (3) Denotified Tribes and Nomadic Tribes .. .. .                     | 4   |
| (4) Other Backward Classes .. .. .                                   | 10  |

(D.E'S Circular No. HSC. 2078/ XII. HS dated 31.8.78).

XXV. *Junior College Classes attached to Night High Schools*

The remuneration to be paid to the teachers appointed to teach the Junior College Classes (Higher Secondary Standards) attached to the Night High Schools should be regulated as follows :—

(i) The teachers *not working* in the same Night School and appointed to teach the Junior College Classes (Higher Secondary) attached to it should be treated as part-time teachers and they should be held eligible for the remuneration at the rate of Rs. 10 per clock hour.

(ii) The teachers already working in the Secondary Section of the Night High Schools and appointed to teach the Junior College classes (Higher Secondary) attached to the same Night High Schools should be held eligible to draw graded allowance of Rs. 40, 50, 60 or 75 depending upon their workload in the Junior College Classes as prescribed *vide* item 3 in the Statement (Appendix C) accompanying Government Resolution, Education and Youth Services Department No. HSC. 1076/419/XX.XXI, dated 6th July 1976.

(iii) The Principal or the Head Master-in-charge of the Junior College Classes (Higher Secondary) attached to a Night High School should be held eligible to draw an allowance of Rs. 50 per month till he holds the charge of the Junior College.

(iv) The Night High Schools should be allowed to charge fees at full rates for the Junior College classes as prescribed *vide* Clause No. I of the Government Resolution, Education and Youth Services Department No. HSC. 1076/419. XX. XXI, dated 6th May 1976.

(G.R., E. & Y.S.D. No. HSC. 1375/2528/XX.XXI, dated 23rd March 1976.)

(Director of Education's letter No. HSC. 2177/31100/XII/HS, dated 30th August 1976.)

#### XXVI. *Change in the birth date or Caste in the General Register of the Junior Colleges*

(i) The Junior College Stage is an independent stage i.e. post S.S.C. Stage. The provision made in Rule 26(3) of the Secondary Schools Code cannot be extended to this stage as in *Appendix 6 of the Secondary Schools Code*, it has been laid down that no change in the date of birth as entered in the school record shall be allowed after the pupil has left the school. Similarly, no change in the date of birth as entered in the Secondary School Certificate issued by the Examination Boards shall be allowed except for correcting a clerical error. It will thus be clear that the date of birth entered in the S. S. Certificate is taken as final. As such, no change in the date of birth of students studying in Junior College classes should be permitted except in such cases when it differs from the one as entered in the Secondary School Certificate.

(ii) So far as the question of change in the Caste/Sub-Caste of a student is concerned, the usual procedure is that the one may apply to the competent authorities empowered for giving a Caste certificate if he considers that his caste has not been correctly shown in the school records. The Certificates issued by the Social Welfare Officers of the Districts are valid for purposes other than employment. The certificates issued by the District Magistrates or the authorities empowered by them, and the Metropolitan Magistrates are valid for all purposes.

The castes which are wrongly mentioned in the records of the Junior Colleges may be changed on production of Caste Certificates issued by either the Social Welfare Officer or the Executive Magistrates.

(Government letter, E. & Y.S.D. No. HSC. 1077/62712/XX.XXI, dated 29th October 1977.)

(iii) The names/surnames of students of Junior Colleges are entered in Junior College records on the basis of names/surnames etc., entered in the Secondary School Certificates and these entries are considered as authentic. No changes are ordinarily permissible, unless the entries in the Junior College records vary from those in the Secondary School Certificates.

(iv) The Regional Deputy Director of Education should act as competent authorities to grant permission for making changes in the General Registers of the Junior Colleges in respect of Castes/Sub-Castes, names/surnames of the students in the records of the Junior Colleges, subject to the production of the necessary certificates/documents etc. or on the basis of the entries made in the Secondary School Certificates, as the case may be.

(Government letter, E. & Y.S.D. No. HSC. 1077/62712/XX.XXI, dated 19th December 1977.)

*XXVII. Equivalence of S. S. Certificate for recruitment to Posts under Government.*

The certificate of passing new Secondary School Certificate Examination held at the end of X Standard under the revised pattern of Education should be considered as equivalent to the certificate of passing the S. S. Certificate held at the end of XI Standard under the old rules.

(Government Circular G.A.D. No. RTR. 1076/2300/XII, dated 5th August 1976.)

*XXVIII. Assessment of Grant-in-aid to the Junior College Classes*

(1) The Assessment of grants payable to the Junior College Classes attached to the Secondary Schools will be done by the staff member of the Education Department of the Zilla Parishad, who will assess the grants payable to the particular Secondary School.

(2) The Assessment of grants payable to the Junior College classes attached to the Secondary Schools for girls will be done by the staff members of the Inspectress of Girls' Schools concerned who will assess the grants payable to the particular Secondary School for girls.

(3) The Assessment of grants payable to the Junior College classes attached to the colleges will be done by the Officers on Special Duty for Grants for Higher Education of the regions concerned.

*XXIX. Clarifications on certain points in respect of the Junior College Classes attached to schools in particular.*

The various points raised in regard to the details of the implementation of the Junior College Pattern in relation to the Secondary and Higher Secondary Schools have been clarified in Appendix 'C'.

(G.R. E & Y.S.D. No. HSC. 1076/419/XX.XXI, dated 6th May 1976.)





## APPENDIX 'A'

*Scheme of subjects for the Higher Secondary Classes*

*Compulsory languages.*—Students in Standards XI and XII will have to offer two languages as compulsory subjects; one at a higher level and the other at lower level or both at a higher level, selecting one from each of the following two groups and any four optional subjects :—

(i) English (Higher Level) or English (Lower Level).

(ii) Modern Indian or Modern foreign language (Higher Level) or Modern Indian or Modern foreign language (Lower Level).

2. *List of Optional Subjects*—

|                                  |  |  |
|----------------------------------|--|--|
| * (1) A Modern Indian Language.  | } Any one other than the one offered under compulsory languages. | (13) Home Management (for Std. XI only).               |
| † (2) A Modern Foreign Language. |  | (14) Food Science (for Std. XI only).                  |
| (3) Sanskrit ..                  | } Any one language out of the group.                             | (15) Child Development (for Std. XII only).            |
| (4) Prakrit ..                   |  | (16) Textile Laundry and Clothing (for Std. XII only). |
| (5) Pali ..                      |  | (17) Sociology.  |
| (6) Arabic ..                    |  | (18) Philosophy.                                       |
| (7) Persian ..                   |  | (19) Logic.  |
| (8) History.                     |  | (20) Psychology.                                       |
| (9) Geography.                   |  | (21) Economics.  |
| (10) Mathematics and Statistics. |  | (22) Book-keeping and Accountancy.                     |
| (11) Geology.                    |  | (23) Organisation of Commerce.                         |
| (12) Political Science.          |  | (24) Secretarial Practice.                             |
|                                  |  | (25) Co-operation.                                     |

*\* Modern Indian Languages*

(1) Marathi, (2) Gujarati, (3) Hindi, (4) Urdu, (5) Kannada, (6) Sindhi, (7) Malayalam, (8) Tamil, (9) Telugu, (10) Punjabi, (11) Bengali.

*† Modern Foreign Languages*

French, (2) German, (3) Hebrew, (4) Russian.

- |                                       |   |
|---------------------------------------|---|
| (26) Physics.                         | (36) Workshop Technology and Engineering Drawing. |
| (27) Chemistry.                       | (37) Elements of Mechanical Engineering.          |
| (28) Biology (Botany and Zoology).    | (38) Elements of Electrical Engineering.          |
| (29) Drawing.                         | (39) Elements of Civil Engineering.               |
| (30) Design and Colour.               | (40) Fishery.                                     |
| (31) Composition.                     | (41) Soil and Fertility.                          |
| (32) History of Art and Appreciation. | (42) Elements of Plant Propagation.               |
| (33) Indian Music.                    | (43) Elements of Plant Protection.                |
| (34) European Music.                  | (44) Defence Studies.                             |
| (35) Dancing.                         |   |

3. *Medium of Instruction.*—Any one of the following languages should be adopted as the medium of instruction :—

- |              |               |
|--------------|---------------|
| (1) English. | (4) Gujarati. |
| (2) Marathi. | (5) Urdu.     |
| (3) Hindi.   | (6) Sindhi.   |

*Medium of Instruction.*—In addition to the six languages mentioned above 'Kannad' should also be permitted as medium of instruction at the Higher Secondary stage. Similarly, if permission has been given to any other language for being the medium of instruction upto 10th Standard the same may be allowed to be the medium of instruction at the Higher Secondary stage provided the authorities running these schools undertake—

(a) to get the standard text-books translated with the approval of the Maharashtra State Board of Secondary and Higher Secondary Education and printed at their cost, and

(b) to abide by such rules or regulations as may be prescribed for minimum attendance and allied matters.

An institution may opt for one medium for the stream of Arts and other for the stream of Science or Commerce according to the availability of staff and demand of the students.

## APPENDIX ' B '

*Classification of subjects under three main streams for the purpose of introducing an optional subject for a batch of twenty or more students.*

## ARTS

(1) A Modern Indian Language, (2) A Modern Foreign Language, (3) Sanskrit, (4) Prakrit, (5) Pali, (6) Arabic, (7) Persian, (8) Avesta, (9) Pahalvi, (10) History, (11) Geography, (12) Mathematics and Statistics, (13) Political Science, (14) Home Management (for Std. XI only), (15) Food Science (for Std. XI only), (16) Child Development (for Std. XII only), (17) Textile Laundry and Clothing (for Std. XII only), (18) Sociology, (19) Philosophy, (20) Logic, (21) Psychology, (22) Economics, (23) Defence Studies, (24) Drawing, (25) Design and Colour, (26) Composition, (27) History of Arts and Appreciation, (28) History and Development of Indian Music, (29) Vocal Light Music (Practical I), (30) Vocal Classical Music (Practical II), (31) Instrumental Music (Practical III) or (32) Indian Music (Percussion), (33) Practical I, (34) Practical II, (35) Practical III, (36) European Music, (37) Dancing, (38) Book-Keeping and Accountancy, (39) Co-operation, (40) Occupational Orientation.

## COMMERCE

(1) Mathematics and Statistics, (2) Economics, (3) Geography, (4) Book-keeping and Accountancy, (5) Organisation of Commerce, (6) Secretarial Practice, (7) Co-operation, (8) Occupational Orientation.

## SCIENCE

(1) Mathematics and Statistics, (2) Geology, (3) Home Management (for Std. XI only), (4) Food Science (for Std. XI only), (5) Child Development (for Std. XII only), (6) Textile Laundry and Clothing (for Std. XII only), (7) Psychology, (8) Economics, (9) Geography, (10) Defence Studies, (11) Physics, (12) Chemistry, (13) Biology (Botany and Zoology), (14) Crop Production I (for Std. XI only) or (15) Animal Science (for Std. XI only), (16) Crop Production II (for Std. XII only) or (17) Animal Science II (for Std. XII only), (18) Workshop Technology and Engineering Drawing, (19) Elements of Mechanical Engineering, (20) Elements of Electrical Engineering, (21) Elements of Civil Engineering, (22) Sociology.

*N. B.*—Subjects at Serial Nos. 18 to 21 under the Science stream may be taught only in such Junior Colleges as have been permitted to start the faculty of technical education.

(Statement accompanying the corrigendum No. HSC. 1076/42272/XX/XXI, dated 19th October 1976 to the Government Resolution, Education and Youth Services Department No. HSC. 1076/419/XX/XXI, dated 6th May, 1976).



## APPENDIX 'C'

*Statement giving clarifications in respect of certain points regarding Junior College classes attached to Secondary Schools/Higher Secondary Schools*

| Serial No. | Points  | Clarification  |
|------------|---|--|
| 1          | 2   | 3  |
| 1          | Should the teachers/lecturers teaching higher secondary Standard XI according to the old higher secondary pattern in Vidarbha be considered eligible for the pay-scale of Rs. 300—650 on priority basis ? Can this pay-scale be given to the teachers in three categories viz. (i) M.A. II/M.Sc. II/M.Com. II, B.Ed. with two years' experience, (ii) B.A. II/B.Sc. II/B.Com. II, B.Ed. with seven years' experience and (iii) B.A./B.Sc./B.Com. (pass class), B.Ed. with ten years' experience ? | 1. It has already been clarified that teachers in the three categories who were teaching higher secondary classes in Vidarbha region under the old Higher Secondary pattern should be considered <i>first</i> for the pay-scale of Rs. 300—650, <i>provided</i> they fulfilled the subjectwise requirements and their subject was taught in Junior College classes. It was further clarified that if sufficient number of such teachers was not available the claims of teachers teaching secondary classes with M.A./M.Sc./M.Com. (Hnd Class), B.Ed., qualifications should be considered for teaching Junior College Classes and should be held eligible for the scale of Rs. 300—650. |

All the above mentioned teachers would continue to get the scale of Rs. 300—650 in future ; however, such of them who do not fulfil the prescribed academic qualifications (namely M.A./M.Sc./M.Com. in Hnd Class) should acquire these qualifications within a period of five years from the date of their appointment to teach Junior College Classes, failing which they will not be entitled to future increments in the scale of Rs. 300—650.

| Serial No. | Points  | Clarification   |
|------------|---|---|
| 1          | 2   | 3   |
| 2          | Whether teachers holding B.A. II / B.Sc. II, /B.Com. II, B.Ed. with seven years' experience and B.A./B.Sc./B.Com. pass class, B.Ed. with ten years' experience should be considered eligible for the pay-scale of Rs. 300—650 ? | 2. Teachers with B.A./B.Sc./B.Com. (IInd Class), B.Ed. and seven years' experience and B.A./B.Sc./B.Com. (Pass Class) B.Ed. with ten years' experience, appointed to teach Junior Collge classes during 1975-76 and who were given the pay-scale of Rs. 300—650 should continue in the said scales <i>on the condition that</i> they should acquire the prescribed minimum qualifications viz. M.A./M.Sc./M.Com. (IInd Class) within a period of five years from the date of their appointment to teach Junior College classes, failing which they will not be entitled to draw their future increments in the said scale. From the academic year 1976-77, however, only teachers possessing the prescribed qualifications should be appointed to teach Junior College Classes in the scale of Rs. 300—650. However, if teachers possessing the prescribed qualifications are not available until further orders, teachers with M.Sc. (IInd Class) or higher qualification in Physics, Chemistry or Mathematics or M.A. (IInd Class) or higher qualification with Mathematics or M.Com. (IInd Class) or higher qualification, will be considered eligible to teach Junior College classes and to the pay-scale of Rs. 300—650 ; they will have, however, to acquire the professional qualification of B.Ed. or Diploma or Certificate in teaching approved by the Education Department within a period of five years, failing which they will not be entitled to future |

| Serial No. | Points | Clarification |
|------------|--------|---------------|
| 1          | 2      | 3             |

2—*contd.*

increments in the scale of Rs. 300—650. If teachers possessing the above mentioned qualifications are not available, the Director of Education may relax the prescribed qualifications on the basis of the merits of each individual case. Teachers in respect of whom the academic or professional qualifications are so relaxed will have, however, to acquire the prescribed qualifications within a period of five years, and will be entitled to draw only a special pay of Rs. 50 per month in addition to their own grade pay according to qualifications as laid down in Government Resolution, Education and Social Welfare Department No. INS. 1 69-G, dated 30th August 1969. They will *not* be eligible for the pay-scale of Rs. 300—650 laid down for Junior College teachers till they have acquired the full prescribed qualifications.

3 What allowance, if any, would be permissible to teachers holding B.A./B.Sc./B.Com. plus B.Ed. qualifications if they are required to teach Standards V to X and also Junior College Classes ?

3. Teachers with prescribed experience (i.e. seven or 10 years as the case may be) appointed during 1975-76 to teach Junior College Classes in addition to their teaching assignment in Standards V to X or VIII to X should be held eligible for the pay-scale of Rs. 300—650 or the graded allowance as per their option as follows :—

(a) If the work-load is upto three clock hours per week in Junior College Classes, he will be eligible



| Serial No.<br>1 | Points<br>2 | Clarification<br>3 |
|-----------------|-------------|--------------------|
|-----------------|-------------|--------------------|

3—*contd.*

to get Rs. 40 p.m. as an allowance in addition to his pay-scale as assistant teacher.

(b) If the work-load is more than three clock hours but less than six hours, Rs. 50 p.m.

(c) If the work-load is more than six but upto nine clock hours, Rs. 60 p.m.

(d) If the work-load is more than nine clock hours, Rs. 75 p.m.

*Note.*—In the year 1975-76 teachers holding B.A. / B.Sc. plus B.Ed qualifications with prescribed experience (i.e. seven or ten years as the case may be) were given the option to accept pay-scale of Rs. 300—650 or an allowance at the rates mentioned above. They should continue to draw pay in the scale of Rs. 300—650 or the graded allowance as per option if continued as Junior College teachers. However, they will be required to acquire the M.A. II / M.Sc. II / M.Com. II qualification within a period of five years, failing which they will not be entitled to future increments. The graded allowance of Rs. 40, 50, 60 or 75 prescribed above should *not*, however, be treated as pay because such teachers were free to opt for the scale of Rs. 300—650.

| Serial No.<br>1   | Points<br>2 | Clarification<br>3  |
|---|-------------|---|
| 3— <i>contd.</i>  |             | Fresh teachers with these qualifications appointed from 1976-77 onwards will not be eligible either to the pay-scale of Rs. 300—650 or the graded allowance but will be entitled to special pay of Rs. 50 per month in addition to their grade pay according to qualifications, so long as they teach Junior College classes. |
| 4 Whether Government teachers who continue to work under Zilla Parishads till they are finally repatriated to the State Sector will be held eligible for the pay-scale of Rs. 300—650 ?                 |             | 4. Cases of Government teachers who were appointed in 1975-76 to teach Junior College classes attached to Zilla Parishad Schools and continue to work under the Zilla Parishads till their final repatriation to the State Sector should be decided in accordance with the clarifications given against items 2 and 3 above.  |
| 5 Whether posting in the pay-scale of Rs. 300—650 is considered as promotion ?  |             | 5. No. The pay-scale of Rs. 300—650 is based on qualifications. Hence such a posting is not a promotion.  |
| 6 Whether the additional pay for higher qualifications should be added to the basic pay in the pay-scale of Rs. 165—400 or Rs. 220—550, while fixing the pay of a teacher in the scale of Rs. 300—650 ? |             | 6. No. However, teachers with qualifications higher than M.A. II/ M.Sc. II/M.Com., II, B.Ed. will be eligible for higher qualification pay even after their pay is fixed in the pay-scale of Rs. 300—650, subject to the prescribed maximum limit of Rs. 40 per month.  |
| 7 How will the pay of teachers in the scale of Rs. 165—400, 220—470 and 220—550 be fixed in the Junior College pay-scale of Rs. 300—650 ?   |             | 7. If the present pay of a teacher is less than the starting pay of Rs. 300, his pay should be fixed at Rs. 300 in the pay-scale of Rs. 300—650. If it is more than Rs. 300 then it should be fixed at the next higher stage in the scale of Rs. 300—650.   |

| Serial No.<br>1  | Points<br>2   | Clarification<br>3 |
|--|---|--------------------|
| 8 Whether the teachers working in the pay-scale of Rs. 300—650 will be considered senior to teachers in the lower scale having B.A. B.Ed. qualifications ? | 8. Seniority of M.A./M.Sc./M.Com., B.Ed. and B.A./B.Sc./B.Com., B.Ed. teachers would be common and their seniority will be determined on the basis of length of service after B.Ed. in the school or schools of the same management. There would not be a separate category 'A' for determining the seniority of the teachers in Higher Secondary Schools.            |                    |
| 9 Whether the condition of experience prescribed for the pay-scale of Rs. 300—650 is post B.T./B.Ed. ?   | 9. Yes.   |                    |
| 10 Whether it is necessary to get the schedule of staff approved by the Department ?   | 10. Yes.  |                    |
| 11 How many periods should be allotted to a teacher to entitle him to the pay-scale of Rs. 300—650 ?   | 11. Any teacher with prescribed qualification teaching Junior College classes is entitled to the pay-scale of Rs. 300—650 subject to the condition that he teaches all the periods prescribed for a subject in all the divisions of First Year Junior College and Second Year Junior College till his total work-load comes to 17/18 clock hours, as the case may be. |                    |
| 12 Who would be entitled to the remuneration at Rs. 10 per clock hour and how should the total remuneration per month be calculated ?                      | 12. The remuneration at Rs. 10 per clock hour should be paid to qualified part-time teachers of Junior Colleges. The remuneration for the month should be calculated at the rate of Rs. 10 multiplied by the clock hours of teaching done in that month.  |                    |

| Serial No.   | Points  | Clarification |
|--|---|---------------|
| 1  | 2   | 3             |
| 13 Whether the teachers appointed in the Junior College scale of Rs. 300—650 be kept on probation in that scale for a period of one year ?   | 13. Yes. If such a teacher does not satisfactorily complete his probationary period in the scale of Rs. 300—650, he should revert to the pay-scale which he was drawing immediately prior to his posting in the Junior College scale of Rs. 300—650. The period spent by such teachers in the Junior College scale will be counted for the purposes of drawing increments in the lower scale. |               |
| 14 Will it be possible to assign calculus and statistics under the subject of Maths., separately to two teachers though they are considered as one subject ?   | 14. Yes. With the prior permission of the Deputy Director of the region in case the same teacher has not offered both the subjects at the graduate or post-graduate level.  |               |
| 15 Is it possible to have three Laboratory Assistants instead of two because schools allotted science stream may have to teach Biology also in addition to Physics and Chemistry ?                         | 15. No.   |               |
| 16 Is it objectionable to have two shifts for two or more divisions of Junior College and have independent staff for two shifts ?  | 16. Shifts should be avoided as far as possible. Special cases, if any, should be referred to the Regional Deputy Director of Education concerned, for approval.  |               |
| 17 If the number of Children in a Junior College division falls below fifty after the registration period and after the regular teaching begins, whether it will affect the salary and non-salary grants ? | 17. Once the minimum number required for a division in a Junior College class is registered and teaching begins, only the average attendance will be taken into account and not the enrolment for the purposes of assessment of grants.   |               |

| Serial No. | Points   | Clarification   |
|------------|--|---|
| 1          | 2  | 3   |
| 18         | Is it possible for a school to have more than one media of instruction for different streams ?                       | 18, Yes ; <i>provided</i> that the number of students per division as prescribed is available for each medium.  |
| 19         | Whether a Head master is eligible to teach Junior College classes. If so, what remuneration will he be entitled to ? | <p>19. Yes ; <i>provided</i> he fulfils the prescribed qualifications. His pay should be regulated as follows if he teaches the Junior College classes :—</p> <p>(1) If he opts for the Assistant Master's scale of pay of—</p> <p>(a) Rs. 165—400, or</p> <p>(b) Rs. 220—470, or</p> <p>(c) Rs. 220—550.</p> <p>according to his qualifications, he should be held eligible to draw <i>either</i> of the following allowances :—</p> <p>Head Master's allowance according to size of the school</p> <p>or</p> <p>Rs. 50 per month (Special pay) or Graded allowance of Rs. 40, 50, 60 or 75 per month; as the case may be, according to the prescribed work-load of Junior College classes.</p> <p>(2) If he opts for the regular Head master's scale, he should be held eligible to draw <i>either</i> the special pay of Rs. 50 per month or graded allowance of Rs. 40, 50, 60 or 75 per month as the case may be according in the prescribed work-load of Junior College classes..</p> |

| Serial No.<br>1 | Points<br>2 | Clarification<br>3 |
|-----------------|-------------|--------------------|
|-----------------|-------------|--------------------|

(3) He should be held eligible for the Junior College scale of Rs. 300—650 if he takes full work-load of teaching Junior College classes in his subject(s) limited to the number of periods he is expected to teach as head-master, as per S. S. Code. In case full work-load is not available in the Junior College classes, he should make good the rest of the work-load by teaching Standard VIII-X in the secondary section.

In addition to the pay-scale of Rs. 300—650 he should be held eligible to draw the head-master's allowance according to the size of the school.

- |   |  |
|---|--|
| 20 Whether Headmasters in M. E. S. Class II in Government or Ex. Government Z. P. Secondary Schools will be entitled to the Head-Master's allowance of Rs. 50 per month ? | 20. No.  |
| 21 Whether one teacher should be appointed to teach one subject or he should be appointed to teach two subjects which he offered for his graduation ?                     | 21. The principle of one teacher for one subject should be followed as far as possible while allotting the teaching periods. In case of difficulty, teachers can be appointed to teach two subjects which they had offered for graduation. |
| 22 What pay/allowance should be paid to teachers teaching Physical Education or work experience to Junior College Classes ?   | 22. (i) D.P. Ed. or B.Ed. (Physical Education) teachers with seven years' post training experience if they are B.A. (II)/B.Sc.(II)/B.Com. (II) Class or ten years' experience if they are  |

| Serial No.<br>1 | Points<br>2  | Clarification<br>3   |
|-----------------|--|--|
|                 |  | <p>B.A./B.Sc./B.Com. (pass class) should be held eligible to the pay-scale of Rs. 300—650. (ii) Teachers with Certificate in Physical Education (C.P.Ed.) should be paid a special pay of Rs. 50 per month, in addition to their grade pay according to qualifications, as sanctioned to the teachers in whose respect conditions of qualifications and/or experience are relaxed, if they are appointed to teach the subject of Physical Education to Junior College Classes. (iii) Teachers teaching work experience should be held eligible for a special pay of Rs. 50 per month, in addition to their grade pay according to qualifications, as sanctioned to the teachers in whose respect conditions of qualifications and/or experience are relaxed. Such teachers should have, however, undergone the required orientation course in work experience organised by the Department.</p> |
| 23              | <p>Whether M.A./M.Sc./M.Com. Pass class with B.Ed. should be considered for pay-scale of Rs. 300—650?</p>  | 23. No.  |
| 24              | <p>Whether the supervisors in the secondary schools having Junior College classes attached to them should be held eligible for the scale of Rs. 300—650 or graded allowance or special pay of Rs. 50 per month in addition to Rs. 30, which they get at present?</p> | <p>24. As per rule 73.5 of S. S. Code, a Supervisor in a secondary school having more than 20 classes is required to do teaching work for ten clock hours per week and in a school having twenty or less classes he is required to teach for twelve</p>  |

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| Serial No. | Points | Clarification |
|------------|--------|---------------|
| 1          | 2      | 3             |

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clock hours per week. If the Supervisor is appointed to teach the Junior College classes attached to schools, his pay should be regulated as follows:

(i) If he opts to retain his existing pay scale according to his qualification, he should be allowed to draw either the allowance of Rs. 30 per month admissible to him as a supervisor of the secondary schools or the graded allowance of Rs. 40, 50, 60 or 75 per month, according to the prescribed work-load of Junior College classes or special pay of Rs. 50 per month, as the case may be. In no case he should be allowed to draw both these allowances or the special pay of Rs. 50 per month and the allowance of Rs. 30 per month.

*OR*

(ii) he should be held eligible for the Junior College scale of Rs. 300—650 if he takes full work-load of teaching Junior College classes in his subject (s) limited to the number of periods he is expected to teach as per S. S. Code. In case full work-load is not available at the Junior College stage, he should make good the rest of the work-load of Standards VIII to X in the secondary section. In addi-

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| Serial No.   | Points   | Clarification   |
|--|--|---|
| 1  | 2  | 3   |
| 25 Whether the non-teaching staff in secondary schools having First Year Junior College class should be held eligible for additional allowance for doing the work of a Junior College ?            | 25. No.  | tion to the pay-scale of Rs. 300—650 he should be held eligible to draw the supervisor's allowance of Rs. 30 per month. |
| 26 Whether the part-time teachers appointed to teach Junior College classes on fixed remuneration of Rs. 10 per clock hour should be governed by rule 76.2 of the S. S. Code?                      | 26. Rule 76.2 of the S. S. Code deals with private tuition by the teachers. Teaching Junior College classes on a fixed remuneration of Rs. 10 per clock hour as prescribed, cannot be construed as private tuition and hence such part-time teachers do not come under the provision of the rule 76.2 of the S. S. Code.   |   |
| 27 Whether the re-employed teachers should be held eligible for the graded allowance of Rs. 40, 50, 60 or 75 per month as the case may be, depending upon the work-load of Junior College Classes? | 27. According to clause (iv) of instruction (1) below B. C. S. R. 330, special pay can be drawn in addition to pay on re-employment provided (i) the total of pension and pay on re-employment plus special pay is restricted to the substantive pay last drawn or the officiating pay if the Government servant was continuously officiating in that post for at least one year before retirement and (ii) the special pay is attached to the |   |

| Serial<br>No. | Points | Clarification |
|---------------|--------|---------------|
| 1             | 2      | 3             |

post in which he is re-employed. According to this clause, both the conditions are required to be fulfilled to enable a Government Servant to draw special pay. Under any circumstances, the condition remains that the pension *plus* pay on re-employment *plus* pension equivalent of Death-cum-Retirement-Gratuity should not exceed the last pay drawn.

If the teachers appointed to teach Junior College classes on their re-employment are allowed to draw allowance for teaching Junior College classes in addition to their pay, it will exceed the last pay drawn by them. This will be in contravention of the Rules and, therefore re-employed teachers should not be held eligible for the allowance of Rs. 40, 50, 60 or 75 as the case may be, depending upon the work-load of Junior College classes.

28. Whether Junior Colleges should be allowed to appoint part-time librarians or outside persons on fixed pay of Rs. 60 per month ?
28. No. As per instructions of Government if the school is not entitled to a part-time or full-time librarian, one of the members on the staff of the school should be asked to do the work of library. No separate employee can be appointed for this purpose.

| Serial No.<br>1  | Points<br>2   | Clarification<br>3 |
|--|---|--------------------|
| 29 Whether admission fee is to be charged to every student irrespective of whether he has passed new Ten-year S.S.C. Examination through the same school or only if he is a student of other school? | 29. In either case, admission fee may be charged. However when a student of First Year Junior Class goes after passing to Second Year Junior Class of the same institution, admission fee should not be charged.  |                    |
| 30 Whether two teachers may be allowed to be appointed for language subjects where enrolment is 300—400 students ?   | 30. If two teachers will have sufficient work-load, i.e., 17/18 clock hours per week for teaching one language, there would be no objection to appoint two teachers for one language subject.   |                    |
| (G.R., E. & Y.S.D., No. HSC. 1076/419/XX. XXI of 6-5-1976)   |   |                    |
| 31 Whether only fully qualified teachers are to be appointed to teach Junior College classes on part-time basis ?  | 31. Though the Managements of Junior Colleges are allowed to appoint fully qualified part-time teachers, there may be some cases where fully qualified teachers may not be available for appointment as part-time teachers and hence in such cases it may be necessary to approve the appointment of part-time teachers who are not fully qualified but who can teach a particular subject to the Junior College classes. There is, therefore, no objection to approve the appointment of the part-time teachers who are not fully qualified/experienced in such cases. The appointments, if any, of such teachers by relaxation of qualification/experience may be approved and they may be held eligible to receive the remuneration at the rate of Rs. 10 per clock hour as prescribed for part-time teachers. If any teachers have been appointed in the past |                    |

| Serial No. | Points | Clarification |
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on part-time basis to teach Junior College classes by relaxation of the qualifications/experience their cases may also be regularised accordingly.

- 32 Whether teachers who are already working as full-time teachers in the Junior Colleges and who have been appointed as part-time teachers in some other Junior Colleges are also entitled to receive vacation salary ?
32. Junior College teachers working as fulltime teachers in the Junior Colleges and who have been appointed to teach the Junior College classes in some other Junior College on part-time basis will also be required to do the work of assessment of exercise books, answer books of terminal, annual and periodical Examinations in the latter institutions, in addition to their teaching work on part-time basis. Such teachers may, therefore, be held eligible to the remuneration equal to their average weekly earnings during vacations on the same conditions as prescribed for part-time teachers.

(D.E.'s Circular No. HSC. 1577/15945/XII. HS., dated 29-6-1978)

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