

Bihar Education Code, 1961

JHARKHAND

India

Bihar Education Code, 1961

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Chapter I Introduction

Section I Definitions and Classifications

1. Definitions.

- Throughout this Code, unless it is stated on the contrary - (i) "Department" means the Department of Education, in Bihar, (ii) "University" means the Bihar State Universities (University of Patna, with headquarters at Patna; University of Bihar, with headquarters at Muzaffarpur; University of Bhagalpur, with headquarters at Bhagalpur and the University of Ranchi, with headquarters at Ranchi), or any other University established by law which may from time to time have jurisdiction over the whole or such parts of Bihar as may be defined by law. (iii) The "Sanskrit University" means the Kameshwer Singh Darbhanga Sanskrit Vishvavidyalaya established by law under Act VI of 1960. (iv) "A recognised institution" means a college or Mahavidyalaya, Madrasa, or school or any other institution in which the courses of study followed are those that are prescribed or recognised by the Department of Education, by any of the Universities, the Sanskrit Vishvavidyalaya, the Board of Secondary Education, the Madrasa Examination Board, the Board of Sanskrit Education, or any other Board duly constituted either by law or Government order and which satisfies one or more of these authorities as the case may be, that it attains to a reasonable standard of efficiency and that it is open to inspection and its pupils are ordinarily eligible for admission to public examinations, tests and assessments held by the Department, or any of the authorities named above, or by any other agency set up by Government from time to time. (v) An "unrecognised institution" is a college or school which does not come under the above definition of a recognised institution.

2. Public and private management.

- Institutions under the direct management of Government or a public statutory body, such as a District Board, Municipal Corporation, a municipality, or a corporate body are said to be under public management. Institutions under the management of private persons or associations are said to be under private management.

3. Aided and unaided Institutions.

- Recognised institutions under private management are classified as aided or unaided, according as they do or do not receive aid from public funds, and include subsidised schools.

4. Classification of Educational Institutions.

- This Code does not deal with the Medical Colleges, Government Ayurvedic and Tibbi Colleges that are under the control of either the Universities or the Health Department, or with the Veterinary College and the Agriculture College that are under the control of the Agriculture and Animal Husbandry Department, or with the Engineering College or with technical or industrial schools, that are under the control of the Universities, the Department of Industries or the Agriculture and Animal Husbandry Department, or with the Reformatory school or Anglo-Indian schools which have separate Codes of their own. Note. - As an exception to the above, commercial schools and lace schools are under the control of the Department, as are those schools attached to factories or mines, in which the instruction given is of a literary kind.

5. Different kinds of colleges.

- Colleges are divided into the following kinds :-(1)Institutions of Research and/or Post-Graduate studies.(2)Colleges for General Education (e.g., Arts colleges, Science colleges Commerce colleges).(3)Colleges for Traditional or Oriental Learning.(4)Professional colleges. - These include (i) Law colleges, (ii) Teachers' Training colleges, (iii) colleges of Health and Physical Education and (iv) purely Commerce college.

6. Different kinds of schools.

- Schools are divided into two kinds:- (a) Schools for general instruction. (b) Schools for special instruction. Schools under (a) above are divided into following types:- (i) High schools. (ii) Higher Secondary and Multipurpose schools including Netarhat Residential School. (iii) Sarvodaya Multipurpose schools (Post Basic High schools). (iv) Sanskrit High schools. (v) Middle schools, including senior Basic schools/Sanskrit Middle schools if any. (vi) Primary schools, including upper primary and lower primary schools, primary Urdu schools, primary Sanskrit schools and Junior Basic schools. Schools under (b) above are divided into following types:- (i) Art schools. (ii) Training schools including basic and social education training schools and Janta colleges. (iii) Engineering schools. (iv) Technical and Industrial schools. (v) Commercial schools. (vi) Agriculture

schools.(vii)Reformatory schools including schools for juvenile delinquents.(viii)Schools for the handicapped.(ix)Other schools, viz., Montessorie schools, are Basic/Pre-primary schools.

7. Functions of Different Institutions.

- An Institute of Research and/or Post-Graduate studies conducts research in specific branches of learning and may provide Post-Graduate teaching in these subjects.A College for general education provides instruction in the University courses in Arts or Science.A first grade College provides instruction up to the standard of a University degree. A Law College is an institution preparing students for the University Examinations in Law.A Training College, is an institution for the professional training of teachers in secondary schools and of inspecting officers. It prepares students for the Diploma in Education and may prepare them for the degree of Master of Education.A Janta College, is an institution which imparts training for diploma in Social Education.A Commerce College is an institution preparing students for University Examination in Accountancy and Banking.College of Health and Physical Education is an institution for the professional training of teachers and students in physical culture and prepares students for (i) the Diploma in Physical Education, and (ii) the Certificate in Physical Education.A Higher Secondary School is a recognised school or department of recognised school imparting instruction in higher secondary education.A Multipurpose School is a higher secondary school with an additional feature providing instruction in vocational subject groups.A High School is a recognised school providing instruction upto the standard of the secondary school examination of the Bihar School Examination Board.Netarhat School is a Higher Secondary Multipurpose State Residential School with special staff and equipments situated at Netarhat. Admission to it is based on a competitive examination and test held on State level, provision existing for reserved seats for pupils of the Scheduled Castes and Tribes and Backward Classes. Fees are charged according to parents' income per schedule.A Sarvodaya Multipurpose School (Post Basic high school) is a recognised Higher Secondary School, imparting a four years' diversified course after the eight years' Senior Basic Course. It imparts both general education and proficiency in occupational subjects with emphasis on appropriate environments and productive activity.A Senior Basic School is a school imparting a seven or eight years' integrated course of general education and in understanding of the environments. It aims at an all round development of the personality of the pupils.A Middle School is a school providing instruction in the integrated course for seven or eight years.A Junior Basic School provides education in the first five years of the integrated course of a Senior Basic Middle School.An Upper Primary School provides instruction up to Class V.A Lower Primary School provides instruction up to Class III.A Teachers' Training School is an institution for the professional training of teachers.An Art School is a school which provides instruction in drawing sculpture, painting and similar subjects.A Commercial School provides instruction to students to qualify them for a career in business.An Agricultural School provides instruction in agriculture, both practical and theoretical.A Pardanashin School is a school where one of the teachers (or more) or pupils observe strict pardah and arrangements are made to teach girls in strict pardah.Institution of Oriental Learning. - A College for traditional learning provides instruction in one of the higher branches of Sanskrit, Arabic or Persian learning.Sanskrit Education(1)Sanskrit College or Mahavidyalaya. - A Sanskrit College or Maha-vidyalaya means an institution admitted to or maintained by the Sanskrit University in accordance with the provisions and the rules laid down in the Bihar Education Code or in the

Sanskrit University Act and rules thereunder, in which instruction is given to the students of the college upto and including the standard of Acharya which imparts instruction in more than one subject, has a minimum of five teachers on its staff; and is recognised by the Sanskrit University as such.(2)Sanskrit Vidyalaya or Tol. - A Sanskrit Vidyalaya or Tol means a recognised Sanskrit institution which prepares candidates for the Prathama, Madhyama, Shastri, Acharya title or any other degree examination. It imparts instruction in Sanskrit subjects according to the old syllabus prescribed by the Board of Sanskrit Education with less than five teachers on its staff and is recognised by the Board of Sanskrit Education.(3)Sanskrit High School. - A Sanskrit High School means an institution which imparts instruction only up to the Madhyama standard according to the new modernised syllabus, and is recognised by the Board of Sanskrit Education as such.(4)Sanskrit Pathashala. - A Sanskrit Pathashala or Primary Sanskrit school means an institution which imparts instruction in Sanskrit only up to the Prathama standard and is recognised by the departmental authorities as such, Islamic Education(i)Institute of Post-Graduate studies and Research in Arabic and Persian.(ii)A Madrasa provides instruction in Islamic subjects above the primary standard and prepares candidates for the examinations held by the Madrasa Examination Board.(iii)A Primary Urdu School is a primary school in which one period a day is devoted to religious instruction on the Islamic system including the reading of the Koran.

8. Educational Policy of the State Government.

- The policy to which the educational system of the State of Bihar conforms has arisen out of the fundamental rights and the directive principles of State policy laid down in the Constitution of India and the policies and programmes formulated from time to time in the development plans of the country and in the various schemes launched by the State Government or jointly by the State Government and the Government of India. The State Government accepts as its objective the providing of universal free and compulsory education for all children until they complete the age of 14 years and, without directly managing schools, it provides the initiative and assistance required for the fulfilment of this objective. It encourages local enterprise wherever it is forthcoming, but takes care to guide the expansion on the basis of well thought out plans and needs of different regions. Government also shares the responsibility of efficient and regular distribution, of salaries to teachers and retains general control, by means of efficient inspection, over all recognised institutions. In the sphere of high school and collegiate education, Government relies largely upon private enterprise and initiative but endeavours to promote expansion and improvement according to the needs of the general development of the society. Government recognises the importance and urgency of social education among the adult population of the State and with the added advantage of private enterprise like libraries and cultural centres, seeks to further this programme. Government's policy in the matter of content and methods of school education is guided by the principle that all education should be linked with the environment of the child, that productive activities should play an important part in education and that at a certain stage the different aptitudes and requirements of the pupils should be taken into account in determining their courses of studies. In other words the Basic system of education in the first eight years of schooling and provision of diversified courses of studies at the high school stage are two main principles recognised by the State Government for the content and method of school education.

9. Religious Neutrality.

- No religious instruction shall be provided in any educational institution wholly maintained out of the State Funds. Nothing as noted above shall apply to an educational institution 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 institution. No person attending any educational institution 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 institution or to attend any religious worship that may be conducted in such institution or on any premises attached thereto unless such person, or, if such person is a minor, his guardian has given his consent thereto. (Article 28 of the Constitution of India, 1950). Grants from public funds are given on the principles of strict religious neutrality and no preference is shown to any school on the ground that any particular religious doctrines are taught or are not taught therein. (Government notification No. 194-E., dated the 29th January, 1915, Section IV., B. 3.).

10. Medium of Instruction.

- The policy with regard to the medium of instruction shall be as follows;-(a) The medium of instruction in non-language subjects up to the Middle stage, i.e., up to class VII in traditional schools and up to class VIII in Basic and Sarvodaya schools shall be the mother tongue of the pupil concerned. Authorities of schools in which the total number of students whose mother-tongue is other than the language which is used as the medium of instruction in that school is 40 and above shall be expected to provide one teacher who will take classes in non-language subjects through the medium of that language. (b) The languages accepted as mother-tongue for the purpose of this resolution shall be Hindi, Bengali, Oriya, Urdu, Maithili, Santhali, Oraon, Ho, Mundari and for Anglo-Indian pupils, English. (c) From class VIII onwards (and in the case of Basic schools from class IX-onwards) the medium of instruction in all non-language subjects shall be Hindi. But in High schools run by the linguistic minorities there may be no objection to any other language being the medium of instruction in such schools. Provision shall, however, be made in them for teaching through the medium for Hindi speaking students if their number is 10 and above in any class and 40 and above in the four upper classes of the school. (d) Hindi shall be a compulsory subsidiary subjects in all schools, without exception, from class IV onwards, and all local bodies and managers of private schools shall either engage for every Middle or Upper Primary School an additional Hindi teacher or depute one of their teachers for a six or nine-month course in Hindi language at the centres being run by the Government under the scheme for the education of the Hindi-speaking people in backward areas. Similarly, duly qualified Hindi teachers shall be engaged for teaching Hindi in High School classes to students whose mother tongue is a language other than Hindi. (e) The School Examination Board shall, as far as possible, frame rules regarding the medium of examination of non-language subjects in conformity with the general policy enunciated above and in the case of private candidates grant necessary facilities. (Government resolution No. 645-E., dated the 10th August, 1953.) Directorate of Social and Youth Welfare Government of Bihar letter No. V/M30189/60E-1838, dated the 15th August, 1962. From Shri S. Sahay, Secretary to Government. To the Accountant General, Bihar, Ranchi Subject. - Creation of Separate Directorate of Social and Youth Welfare, under the administrative control of Education Department. I am directed to say that,

for co-ordination and better performance of business in regard to Social and Youth Welfare and Cultural Affairs, the State Government have been pleased to set up, on a permanent basis, a separate Directorate, named Directorate of Social and Youth Welfare, under the direct administrative control of the Education Department.

2. The new Directorate of Social and Youth Welfare will deal with the subjects mentioned below.-

(1)Social Education,(2)Public Library Service,(3)Cultural Affairs,(4)Youth Welfare,(5)Sports (other than those concerning schools and colleges exclusively),(6)After-care programme for men and women,(7)Orphanages and Widows's homes,(8)Education of the Handicapped,(9)Social and Moral Hygiene,(10)Protective Homes,(11)Women's and Children's Welfare Programme.The subject numbers (1) to (8), referred to above, are dealt at present by the Directorate of Public Instruction. The subject number (9) is dealt at present partly by the Directorate of Public Instruction and partly by the Health Department. The subject number (10) is dealt at present by the Health Department. The subject number (11) is dealt at present partly by the Directorate of Public Instruction and partly by the Community Development Department.

3. A statement is appended hereto (Annexure 1) giving the names of the institutions run and the posts sanctioned by the State Government, under the aforesaid subjects, which will hence onward be required to be dealt by the new Directorate of Social and Youth Welfare.

4. The matters concerning the State Social Welfare Board and the Central Social Welfare Board are dealt with at present by the Community Development Department. The Secretary to Government, Community Development Department, acts at present as the Treasurer of the State Social Welfare Board. Government have been pleased to decide that, after the Directorate of Social and Youth Welfare has been set up, the matters concerning the State Social Welfare Board and the Central Social Welfare Board will be dealt by that Directorate and the Director of Social and Youth Welfare will thereafter act as the Treasurer of the State Social Welfare Board.

5. The Government have been pleased to create, with immediate effect the following posts for the Directorate of Social and Youth Welfare, for the period of the Third Five year Plan (i.e., up to 28th February 1966)-

(1) Director of Social and Youth Welfare. (2) Deputy Director of Social and Youth Welfare (to be ordinarily filled up by a lady officer).*(3) Assistant Director of Social and Youth Welfare.* Pay, Special Pay, allowance etc. for the posts of Director, Dy. Director and Assistant Director being published. Readers may please refer to new Pay Scales.

6. The Government have also been pleased to decide that, with effect from the date the posts of the Director, Deputy Director and Assistant Director of Social and Youth Welfare are filled up, the temporary posts of the Joint Director of Education (Social) and the Assistant Director of Education (Youth), in the Directorate of Public Instruction shall cease and that the permanent post of Secretary, Basic Education Board, in Class I of the Bihar Educational Service shall be held in abeyance.

7. The headquarters of the Directorate of Social and Youth Welfare will be located at Patna in the New Secretariat building.

8. The following ministerial and grade IV posts have been sanctioned for the period of Third Five Year Plan for the office at the headquarters of the Directorate of Social and Youth Welfare-

†(1) One Accountant.(2)One Cashier.(3)One Assistant.(4)Two Assistants in Upper Divisions, Class III.(5)Four Assistants in Lower Division.(6)One Typist.(7)One Typist.(8)One office peon.(9)Two Class II Stenographers.(10)One Steno.(11)Six Orderly Peons.† Pay, Special Pay, allowance etc. for the posts of Director, Dy. Director and Assistant Director not being published. Readers may please refer to new Pay Scales.Government have been pleased to decide that the aforesaid ministerial and Class IV posts other than those of the Accountant and the Cashier, will be transferred to the Directorate of Social and Youth Welfare, out of the posts of the respective categories, sanctioned for the Directorate of Public Instruction, and that the services of suitable persons out of those working in the Directorate of Public Instruction, will be transferred to the new Directorate. Appointments to only the posts of Accountant and Cashier will thus be required to be made by the Director of Social and Youth welfare at present.

9. The Director of Social and Youth Welfare will have the powers and status of a Head of Department, within the meaning of Rule 21 of the Bihar Service Code, having jurisdiction over the whole of the State.

10. The Director of Social and Youth Welfare will be the Drawing and Disbursing Officer for the pay and allowances of the staff and the contingency of the establishment of the office of the Directorate at its headquarters and will be the Controlling Officer, under Rule 57 of the Bihar Travelling Allowance Rules, for the purpose of the travelling allowance of his staff, both gazetted and non-gazetted, at the headquarters. His own travelling allowance bill will require countersignature of the Secretary to Government, Education Department.

11. A statement (Annexure II) is appended hereto, on the basis of Appendix 8(A) of the Bihar Treasury Code, Volume II, giving a revised list of Drawing and Disbursing Officers, in the changed set-up in respect of pay allowances, contingencies of different offices and staff transferred to the Directorate of Social and Youth Welfare.

12. The provisions made in the Plan and Non-Plan Budgets of Education Department, with respect to the pay of establishment and other charges in regard to the subjects required now to be dealt by the new Directorate, will, after the new Directorate has been set-up, be deemed to have been transferred from the control of the Directorate of Social and Youth Welfare and in modification of previous orders of Government on the subjects, the latter will also be a Controlling Officer in respect of expenditure from the budget heads concerned the details of which appear in the statement embodied in Annexure III. The arrangement will continue till such time that separate budget head is opened with the concurrence of Accountant-General, Bihar regard to subjects to be dealt by the new Directorate and the Director of Social and Youth Welfare is declared as the Controlling Officer in respect thereof. Till then the cost in account of pay, allowances etc., of the officers and staff at the headquarters of the Directorate of Social and Youth Welfare, will be met from the appropriate unit under the budget head "28-Education - E - General - Direction".

13. It will appear from the above that the posts required for the headquarters the Directorate of Social and Youth Welfare, other than those of the Accountant and cashier, have been created either by transfer thereto from the Directorate of Public Instruction or by keeping in abeyance an equivalent post in that Directorate. The Additional cost on the setting up of the new Directorate will thus be only Rs. 21,580 recurring and Rs. 20,000 non-recurring, as per details given in the statement appended thereto (Annexure IV.) To enable immediate expenditure in this regard being met, a sum of Rs. 35,000 (Rs. 15,000 recurring and Rs. 20,000 nonrecurring) has been taken from the State Contingency Fund sanctioned in Finance Department memo. no. 1024 dated the 11th August 1962. Necessary provision in this regard will be made in the Supplementary Statement of Expenditure for 1962-63. Until such time that a separate budget head is opened, the cost in this regard will be debitable to the appropriate unit under

the head "28-Education - E - General - Direction" in current year's budget.

14. Government have been pleased to decide that, on the transfer thereof to the new Directorate of Social and Youth Welfare, the posts of Divisional Social Education Organisers, District Social Education Organiser and Lady Social Education Organisers, will be re-designated as Regional Social and Youth Welfare Officers. District Social and Youth Welfare Officers and Lady Social Welfare Organisers respectively. In regard to the posts of Male Social Education Organisers in the C.D. Blocks, Government have been pleased to decide that these should be abolished according as the present incumbents thereto are absorbed in suitable posts in Education and Gram Panchayat Departments, and the work performed at present by these Social Education Organisers, distributed between the Sub-Inspectors of Schools (to be designated hereafter as Block Education Extension Officers) and the Gram Panchayat Supervisors in such a manner that the former are entrusted with the work relating only to the organisation and inspection of Social Education Centres and Public Libraries and the remaining work is entrusted to the latter. It has further been decided that, in regard to the work so entrusted to them the Sub-Inspectors of Schools (to be designated hereafter as Block Education Extension Officers) and the Gram Panchayat Supervisors will be responsible to their respective District Social and Youth Welfare Officers.

15. It has been decided that, until the existing Male Social Education Organisers have been absorbed in other posts, they will continue to work as such. With the setting up of the Directorate, their services will also be transferred hereto and will be at its disposal for the remaining period to work as Social Education Organisers.

Annexure I List of offices and institutions, alongwith the sanctioned staff thereof transferred from the Directorate of Public Instruction, Bihar, to the Directorate of Social and Youth Welfare, Bihar.

1. Social Education

Designation of the post[Pay Scale] [For Pay Scales of above posts, see New Pay Scales.]

1. Office of the Social Education Board-

(i) Education Publication officer. (ii) Asstt. Publication officer (iii) Editor, Janjiwan (iv) Asstt. Editor, Janjiwan (v) Head Clerk (vi) Steno-cum-Typist (vii) Clerks (viii) Orderly Peons (ix) Office

Peons(x)Daftary(xi)Night Guard.

2. Janta Colleges (one each at Turki, Muzaffarpur Rambagh, Patna, and Nagarpara, Bhagalpur)-

(i)Principals(ii)Instructors(iii)Craft Instructor in Janta College, Turki(iv)Accountant (At Turki only)(v)Clerks(vi)Peons(vii)Leader, Training-cum-Demonstration Unit (At Turki only)(viii)Members, Training-cum-Demonstration Unit.

3. Social Workers' Training Institutes (One for Women at Basuadih, Deoghar and the other for men at Chiri, Ranchi)-

(i)Instructors(ii)Clerks(iii)Peons

4. Office of the Audio-Visual Officer-

(i)Audio-Visual Officer(ii)Production Incharge(iii)Librarian, Film Library(iv)Skilled Mechanics(v)Clerks(vi)Store-keeper(vii)Peons

5. Field Staff-

A. Office of the Divisional Social Education Organisers(Now designated as Regional Social and Youth Welfare Officer).(i)Divisional Social Education Organisers (One in each division)(ii)Clerks (Two in each division)(iii)Office Peons (One in each division)(iv)Orderly Peons (One in each division)B. Office of the District Social Education Organisers(Now designated as District Social and Youth Welfare Officer)(i)District Social Education Organisers (One in each district(ii)Head Clerks (One in each district)(iii)Clerks (One in each district)(iv)Office Peons (One in each district)(v)Orderly Peons (One in each district)C. Male Social Education Organisers (One in each C.D. Block)-(i)Male Social Education Organisers (One in each Block)D. Lady Social Education Organisers (One in each C.D. Block)(i)Lady Social Education Organisers (One in each Block)(ii)One Peon for each Lady Social Education Organiser (in each Block)II. Public Library Service

1. Superintendent of Libraries and his Office-

(i)Superintendent of Libraries(ii)Head Clerk(iii)Accountant(iv)Clerks(v)Office Peons(vi)Orderly Peons(vii)Sweeper

2. Bihar State Central Library (Sinha Library, Sinha Library Road, Post Box 62, Patna-1).

(i)Librarian(ii)Asstt. Librarian(iii)Cataloguer(iv)Head Clerk Cum Accountant(v)Office Assistant(vi)Typist(vii)Sorter(viii)Literate Attendant(ix)Peon & Chowkidar(x)Gardener, Sweeper &

Daftari

3. District State Libraries-

(i) Librarians (ii) Sorters (iii) Peons

4. Sub-divisional Library-

(i) Librarian (iii) Sorter

5. Mobile Libraries-

(i) Librarians (ii) Drivers (iii) Cleaners (iv) Cycle Porters (5 with each unit)

6. Children's Libraries-

(i) Librarians (Part time) (ii) Cycle Porters

7. Staff sanctioned for the Khuda Bux Oriental Public Library-

(i) Curator (ii) Cataloguer (iii) Technical Assistant (iv) Clerks

8. Government Urdu Library, Patna-

(i) Librarian (ii) Peons III. Cultural Affairs

1. State Board of Cultural Education-

(i) Secretary (Part time) (ii) Organising Secretary (iii) Assistant Secretary (iv) Accountant-cum-Head Clerk (v) Routine Clerk (vi) Typist (vii) Office Peons (viii) Orderly Peons (ix) Sweeper (Part-time)

2. Cultural Parties-

A. Modmandalies. (i) Chief Instructor (ii) Leaders of Divisional Units (One each Division) (iii) Assistant Leaders (For 2 Units Only) (iv) Vidyapati Musician (one only) (v) Member Artists (6 for each Unit) B. Yatra Parties (5 units, one each in Purnea, Singhbhum and Dhanbad and two in Santhal Parganas). (i) Leaders (One for each of the units) (ii) Member Artists (4 for each unit)

3. Chhow Dance Centre at Seraikella, Singhbhum-

(i) Director (ii) One Senior Instructor (iii) One Drummer (iv) One Flutist (v) One Clerk (Part time) (vi) One Gardener-cum-Chaukidar.

4. Patna School of Arts and Crafts-

(i)Principal(ii)Professor of Fine Arts(iii)Professor of Craft(iv)Assistant Professor of Modelling(v)Assistant Professor of Commercial Art.(vi)Instructor-Commercial(vii)Incharge of Certificate Class(viii)Assistant Professor of Fine Arts.(ix)Assistant Instructor Commercial(x)Instructor of Graphic Art(xi)Photographer(xii)Head Clerk(xiii)Typist(xiv)Store-Keeper(XV)Carpenter(xvi)Office Peons(xvii)Durban(xviii)Daftari(xix)Sweeper(XX)Gardener(xxi)CoolieIV. Youth Welfare

1. Youth Hostels (22 Youth Hostels established so far)-

(i)One Care-taker for each Youth Hostel.

2. Vigyan Mandirs-

No State Government Staff at present.V. Sports

1. State Sports Stadium at Patna-

VI. After Care Programme for Men and Women.(i)Superintendent Non-gazetted(ii)Deputy Superintendent(iii)Basic Trained Teachers(iv)Accountant-cum-Store-Keeper(v)Typist(vi)Part-time Medical Officer(vii)Part-time Psychiatrist(viii)Matron(ix)Watchmen(x)Office Peon(xi)Orderly Peon(xii)Maid Servant(xiii)Driver(xiv)Cleaner(xv)Sweeper

2. State after care home for men, Muzaffarpur-

(i)Superintendent(ii)Deputy Superintendent(iii)Basic Trained Teachers(iv)Accountant-cum-Store-keeper.(v)Typist(vi)Part-time Medical Officer(vii)Part-time Psychiatrist(viii)Peon(ix)Orderly Peon(x)Watchmen(xii)Sweeper

3. District Shelter-cum-Reception Centres-

(One for men at Purnea and two for women at Gaya and Chapra)-(i)After-care Officers(ii)Accountants-cum-Clerks(iii)Peons(iv)Night Guards (for Shelters for women only)(v)Part-time SweeperVII. Orphanages and Widows Homes.No Government Institution nor Government staff under this category.VIII. Education of the Handicapped.

(i)	Headmaster	240/4
(ii)	Technical Superintendent	82
(iii)	Technical Superintendent	87/10
(iv)	Assistant Teacher and Clerk	84/13
(v)	Assistant Teacher	72

(vi) Music Teacher	69
(vii) Hindi Reader	14
(viii) Peon	48/8
(ix) Bearers	44
(x) Servants	44
(xi) Cook	41/8
(xii) Sweeper	6

IX. Protective Homes No Government institution nor Government staff under this category. X. Social and Moral Hygiene No Government institution nor Government staff under this category. XI. Women's and Children's Welfare No Government institution nor Government staff under this category. Annexure II Appendix 8(A) of the Bihar Treasury Code, Volume II. [Not Printed] Annexure III List of Major, Minor and Sub-Heads under the different subjects to be dealt by the Directorate of Social and Youth Welfare with regard to which the Director, Social and Youth Welfare is declared to be a controlling Officer in modification of previous order of the Government on the subject. [Not Printed] Annexure IV Statement of Additional Cost on the setting up of the Directorate of Social and Youth Welfare under the Administrative Control of Education Department. [Not Printed] [Powers and Functions of the Director, Social and Youth Welfare, Bihar, Patna] [G.O. No. SW/M202/63-534, dated 18.3.1964.]

1. Functions. - The Director, Social and Youth Welfare, Bihar (hereinafter called the Director), is the head of the Department. He is the Controlling Officer and his functions are mainly three-fold : (i) Advisory, (ii) Inspecting, and (iii) Administrative.

(i) The Director is entitled to inspect recognised public institutions in the State under his administrative control. (ii) The administration and control of Government institutions and administration of grants to aided institutions coming under the preview of the Directorate of Social and Youth Welfare, Bihar rest with the Director subject to the orders of Government, as the case may be.

2. Relations of the Director with the Government. - The Director is immediately responsible to Government. He is competent to dispose of all questions except those detailed below.

3. Cases requiring reference to Government. - The order of the Government required for-

(1) the creation of any new permanent or temporary post, except that the Director may sanction for any institution or office under his control, except for his own office, the creation of a new temporary post on a salary not exceeding [Rs. 105] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] per

month subject to the conditions (i) that funds can be found within the budget (ii) that a quarterly statement of all post thus created is admitted to Government and (iii) that the increase in establishment does not form a charge on State Revenue in subsequent years;(2)the grant of any special pay, conveyance allowance or compensatory allowance except as specified in clause (12) below;(3)the creation of any new post or the abolition of any existing post, in a graded service;(4)any general revision of the pay of any class of officers in the Department;(5)appointment to, or confirmation in the Bihar Educational service or any post outside the Director's own office of which the maximum pay exceeds [Rs. 450] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] per month, or any post which it is intended to absorb into the Bihar Educational Service, or the holder of which performs duties similar to those of members of the Bihar Educational Service;(6)the grant of leave to any officer mentioned in clause (5) above except that the Director is competent to grant leave of all kinds, with permission to prefix or affix Sundays and Gazetted Holidays to such leave, and to extend leave, provided that the officer on leave will, on his return, be under the Director's administrative control, to all officers who are not members of class I, B.E.S. or in equivalent rank, or whose pay does not exceed [Rs. 775] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] per month subject to the following conditions-(i)that not more than one eleventh of the officers who are drawing [Rs. 775] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] or less in Class II, B.E.S. (Junior) are on leave at one time.(ii)that the period of leave does not exceed one year;(7)(i)officiating arrangements which involve promotions from the subordinate to the State Services in the vacancies caused by absence on leave of in Class II B.E.S. or Class II B.E.S. (Junior) provided in exceptional circumstances temporary arrangements can be made in anticipation of the approval of the State Government but immediate report has to be sent to them in cases in which no prior reference to them is possible;(ii)direct appointment of outsiders where a substitute may have to be appointed in a sudden vacancy. Such appointments where necessary are permissible in anticipation of the approval of Government and the fact of having done so should at once be reported to Government. The term of such vacancies should not exceed a period of two months but where the vacancy is likely to last for a longer period it should be advertised;(8)the grant of extension of service or of pension to any of the officers mentioned in clause (5), or of an extension of service to any officer who has attained the age of 60 years;(9)the transfer of any officer serving under his control whose maximum pay exceeds [Rs. 450] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] per month;(10)the appointment as Hostel Superintendent of any officer whose total emoluments will exceed [Rs. 775] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.];(11)the re-employment of any officer in receipt of a pension;(12)any combination of appointments except when the Director has the power of making appointments to each of the posts concerned in which case he may appoint a Government Servant to hold temporarily or to officiate in more than one post and may fix the pay of subsidiary posts and the amounts of the compensatory allowances to be drawn;(13)the withholding of increments, reduction in the pay and allowances in the case of the officers mentioned in clause (5) above;(14)the appointment of members of the Governing Bodies, Managing Committees of Government institutions or Boards;(15)any general revision of the rates of

fees charged in Government Schools or Colleges subject to the provision that the Directors may sanction the levy of athletic fees or other extraordinary fees not inconsistent with the general principle on policy of Government;(16)the issue of any circular which is more than routine or explanatory or which is capable of being interpreted wrongly by the general public;(17)the sending to any public association of a reply which might be construed as an expression of the opinion or policy of Government;(18)permission to publish any report;(19)any change in the scheme of studies prescribed;(20)the delegation of powers to officers subordinate to the Director;(21)the establishment or abolition of any examination on the result of which certificates are awarded by an officer of the Department;(22)the leasing of any building for public purposes, except that the Director may sanction (a) a monthly expenditure not exceeding [Rs. 250] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] for a building used entirely for the accommodation of an office (b) a monthly expenditure not exceeding half the rent up to a limit of [Rs. 100] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] per month in the case of a building used partly as an office and partly as a residence and (c) an annual expenditure not exceeding [Rs. 200] [Increased from Rs. 50, Rs. 350 and Rs. 500 respectively vide G.O. No. SW/142020/65-786 dated 30.3.1966. Readers please refer to New Pay Scales.] in other cases;(23)the acquisition of land for any purpose on grant of land to a School or College or any other institution on lease;(24)any alteration in the sanctioned number of holidays for Schools or Colleges or other institutions;(25)any non-recurring grant to an institution exceeding either Rs. 10,000 or the amount of the local contributions, any building grant, or any furniture grant to an institution or office in excess of Rs. 5,000;(26)any payment to local bodies;(27)any re-appropriation of non-voted or of reserved voted funds except between items included within the same primary unit of appropriation and in the following cases of transferred voted funds-(a)from one minor head to another;(b)within the same minor head, any re-appropriation from or to the provisions for-(1)recurring and non-recurring grants to non-Government institutions, any re-appropriation from non-recurring to recurring in the case of direct grants to non-Government special schools, direct grants to other non-Government institutions, direct grant to non-Government libraries;(2)scholarships and stipends in institutions in special schools and State scholarships;(3)grants for the encouragement of Literature and grants for art and culture.(c)any re-appropriation of the following heads of Non-Contract Contingencies-(1)the purchase of books and periodicals including library charges;(2)purchase of apparatus, appliances instruments, equipments, costumes, etc. and any re-appropriation from or to the provision for prizes, grants to athletic clubs and common room charges;(28)any charges for which budget provision has not been made and which cannot be made by re-appropriation permissible under the preceding clause;(29)the writing off of any irrecoverable amounts in excess of Rs. 500;(30)the remission of leave allowances or salaries which have been overdrawn;(31)(a)any changes in the fixed rates of travelling allowances sanctioned for officers of different grades;(b)sanction of travelling allowances of non-official members of Committee, Boards, etc., appointed by the State Government;(32)any substantial increase in recurring contingent charges of any kind;(33)expenditure on articles of special contingencies, when the total item of charge exceeds Rs. 500 or in the case of musical, photographic and mechanical instruments, equipments, materials and Aids, etc., Rs. 1,500;(34)any expenditure on newspapers and periodicals beyond the limits from time to time fixed by Government;(35)the supply of Government Publications other than official

publications issued in India;(36)the introduction of any new standard forms;(37)the establishment or reconstitution of any trust fund or any alteration in the utilisation of the proceeds of any existing fund;(38)the establishment of telephones in the private residences of officers at Government expenses;(39)permission to any officer to leave the State on duty provided that the Director may permit teachers and instructors in Government Service to undertake journeys outside the State while accompanying their students on excursions;(40)issue of general or special orders allowing officiating promotion to be made in the place of Government Servants treated as on duty, provided that the Director shall have full powers to sanction officiating appointments in the place of teachers, instructors and librarians deputed for a course of training, subjects to the restriction that the substitute will draw as his initial pay in the appointment in which he officiates, the pay which he would have drawn in view of his qualification had he been appointed substantively to it.

4. Cases disposed of by the Director. - The Director, Social and Youth Welfare Bihar shall be competent to dispose of cases not included in the above clauses except when powers have been delegated to an officer subordinate to him.

Statement I[Functions, Duties and Powers of the Regional Social and Youth Welfare Officers.]
[Delegated vide Letter No. SW/S-6024/63-E-150 dated 23.2.1964.]
FunctionsThe Regional Social and Youth Welfare Officer is in general charge of Social and Youth Welfare including women and children programme at the divisional level subject the general control of the Director, Social and Youth Welfare, Bihar. His broad functions will be as follows-(1)Inspection and supervision.(2)Administration(3)AdvisoryDuties(i)The Regional Social and Youth Welfare Officer is responsible for the efficient inspection of all work relating to Social and Youth Welfare at the Divisional level.(ii)To supervise and guide the District Social and Youth Welfare Officers working under him in regard to the various Social and Youth Welfare Programmes and in preparation of schematic programme, etc.(iii)To act as Divisional Technical Head in respect of Social and Youth Welfare Programme.(iv)He is required to inspect the office of each District Social and Youth Welfare Officer at least once in a year, and submit his reports with recommendations to the Director, Social and Youth Welfare, Bihar.(v)The Regional Social and Youth Welfare Officer is responsible to see that the Departmental regulations and circulars are strictly followed, the accounts correctly maintained and discipline properly maintained in all the institutions and offices under his control.(vi)To submit periodical reports and returns as required by the Director, Social and Youth Welfare from time to time.(vii)To collect necessary reports and returns relating to the programmes of Social and Youth Welfare in the Division and prepare Divisional Statistical reports for submission to the Director, Social and Youth Welfare, Bihar.(viii)To supervise and guide library development schemes within the Division in accordance with the instructions issued by the Superintendent of Libraries, Bihar and the Director, Social and Youth Welfare, Bihar.(ix)Regional Social and Youth Welfare Officer is expected to be out on tour at least for 150 days with minimum of 90 night halts in a year. He is expected to inspect at least 40 percent of the Libraries and Youth clubs, and to send an inspection report to the Director.(x)To inspect and supervise the work of the integrated programme of the Social Welfare Extension Projects within the division and send report to the Director, Social and Youth Welfare, with a copy to the Chairman, State Social Welfare Advisory Board, Patna.Powers

Delegated to the Regional Social and Youth Welfare Officers (i) Power to make appointments. - To make appointments to all ministerial and class IV posts within/outside the grade service the maximum pay of which does not exceed Rs. 80 per month against sanctioned posts. (ii) Power to grant leave - (a) To grant casual leave and quarantine leave to District Social and Youth Welfare Officers and to all Government servant immediately subordinate to him, in accordance with the rules in the Bihar Service Code and other circulars. (b) Subject to the restriction mentioned in column 3 against item 18 of Appendix 1 to the Bihar Service Code, to grant earned leave to all ministerial and grade IV staff directly working under him and in the offices of the District Social and Youth Welfare Officer and to require medical certificate of fitness before return from leave in the case of such persons granted leave for reasons of health under rule 28 of Appendix 9 of the Bihar Service Code. (c) To grant earned leave to Lady Social Welfare Organisers for period exceeding 3 months. Block Development Officers are competent to grant earned leave to them upto three months, as usual. (iii) Power to make transfer. - (a) To transfer Lady Social Welfare Organisers and Social Education Instructors appointed under the Educated Unemployment Relief Scheme from one District to another within the Division. (b) To transfer ministerial and grade IV staff working in his office and in the offices of the District Social and Youth Welfare officers within the Division. (iv) Power to grant permission to apply for other posts. - Full powers to grant permission to a Government servant appointed by the Regional Social and Youth Welfare Officer to apply for post in another Department of the State or under another Government subject to rules in force. (v) Power to take disciplinary action. - (a) To suspend and impose punishment including withholding of increment other than reduction in rank removal or dismissal in accordance with rules in force in respect of ministerial and grade IV staff working in the Division. (b) To dispose of petitions of complaints, etc., in respect of the ministerial and grade IV staff working in the Division. (vi) Power to record remarks in Character Rolls. - (a) To record annual confidential remarks of Lady Social Welfare Organisers, ministerial and grade IV staff working in the Division. (b) To make remarks in the Character Rolls of the District Social and Youth Welfare Officers, and forward the same to the Director, Social and Youth Welfare, Bihar. (vii) Power to allow crossing of Efficiency Bar. - To sanction for the crossing of efficiency bar in respect of the Lady Social Welfare Organisers, all ministerial and grade IV staff working in the Division. (viii) Financial powers. - (a) To exercise all powers delegated to the Regional Social and Youth Welfare Officer, in G.O. no. 1838, dated 15th August, 1962. (b) Full powers to sanction local purchase of stationery articles subject to limits provided in the Stationery Manual. (c) To sanction expenditure on liveries, clothing and other articles according to the scales prescribed by the State Government from time to time. (d) To submit indents for stationery articles direct to the Superintendent, Government Press, Gaya. (e) To submit indents for stationery articles direct to the Superintendent, Stationery Stores and Publications, Gulzarbagh, Patna. (f) Subject to budget provision, to sanction expenditure on purchase of items of contingency including special contingency up to a limit of Rs. 50 for each item. (g) To sanction expenditure on advertisement charges up to a limit of Rs 50 for a single advertisement subject to budget provision. (h) To countersign indents of stationery articles and forms and envelopes of all offices within his administrative control. (i) To dispose of or cause to be disposed of worn out or obsolete articles of his own office or the offices subordinate to him subject to the provision that the price of each articles does not exceed Rs. 50. (j) To prepare and cause to be prepared and submit annual budget estimate for his office and the offices subordinate to him every year in the prescribed manner. Statement II [Functions, Duties and Powers of the District Social and Youth Welfare

Officers] [Delegated vide Letter No. SW/S-6024/63-E-150 dated 23.2.1964.] Functions The District Social and Youth Welfare Officer is in general charge of Social and Youth Welfare including women and children programme at the district level subject to the general control of the Director, Social and Youth Welfare, Bihar. His broad functions will be as follows-

- (1) Inspection and supervision.
- (2) Administration.
- (3) Advisory Duties.
 - (i) The District Social and Youth Welfare Officer is responsible for the efficient inspection and supervision of all the works relating to Social and Youth Welfare up to the district level.
 - (ii) To supervise and guide the Lady Social Welfare Organisers, Social Education Instructors and other workers under the scheme of Social and Youth Welfare up to the District level.
 - (iii) To approve the schematic programmes and budget estimates in respect of Social and Youth Welfare Programmes being followed in the C. D. Blocks.
 - (iv) To act as District Technical Head in respect of Social and Youth Welfare Programmes at the district level.
 - (v) To make regular and periodic inspections of the Social and Youth Welfare Programmes within the district and submit regular inspection report to the Regional Social and Youth Welfare Officer of the Division, with a copy to the Director, Social and Youth Welfare.
 - (vi) The District Social and Youth Welfare Officer is expected to be out on tour for 150 days with minimum of 90 night halts in a year.
 - (vii) The District Social and Youth Welfare Officer should inspect all the C.D. Blocks within his jurisdictions at least twice a year and at least 20 percent of the Libraries and Youth Clubs, submit inspection report to the Regional Social and Youth Welfare officer with copy to District Development Officer. He should also satisfy himself on the spot inspection that Government grants given to various official and Non-official organisations are properly utilised.
 - (viii) To submit reports and other returns required by the Directorate of Social and Youth Welfare through the Regional Social and Youth Welfare Officer.
 - (ix) To collect necessary information, statistics and returns relating to the programme of Social and Youth Welfare in the district and prepare district statistical report for submission to the Director, Social and Youth Welfare through the Regional Social and Youth Welfare Officer.
 - (x) To supervise and guide Library Development Schemes within the district in accordance with the instructions issued by the Superintendent of Libraries and the Directorate.
 - (xi) To inspect and supervise the work of the integrated programme of the Social Welfare Extension Projects within the district and send report to the Regional Social and Youth Welfare Officer with a copy to the Chairman, State Social Welfare Advisory Board, Bihar, Patna.

Powers Delegated to District Social and Youth Welfare Officers

- (i) Power to grant leave. - (a) To grant casual and quarantine leave to all ministerial and grade IV Government servants immediately subordinate to him in accordance with rule in the Bihar Service Code and other circulars.
- (b) To grant earned leave to Social Education Instructors working in the district under Educated Unemployment Relief Scheme.
- (ii) Power to make transfer. - To transfer Lady Social Welfare Organisers and Social Education Instructors under the Unemployment Relief Scheme within the District.
- (iii) Power to make appointment. - To make appointments against sanctioned posts in class IV within the District.
- (iv) Power to record remarks in Character Rolls. - To record annual confidential remarks of the Lady Social Welfare Organisers and Social Education Instructors and ministerial and grade IV Staff working in the District and in his Office and forward the same to the Regional Social and Youth Welfare Officer.
- (v) Financial Powers
 - (a) To exercise all powers delegated to the District Social and Youth Welfare Officer in Government order no. 1838 dated, the 15th August, 1962.
 - (b) To sanction expenditure on liveries, clothing and other articles according to the scales prescribed by the State Government from time to time.
 - (c) To submit indent of forms and envelopes direct to the Superintendent Government Press, Gulzarbagh, duly countersigned by the Regional Social and Youth Welfare Officer.
 - (d) To submit indent for

stationery articles direct to the Superintendent, Stationery Stores and Publications, Gulzarbagh, Patna, duly countersigned the Regional Social and Youth Welfare Officer.(e)Subject to budget provision, to sanction expenditure or purchase of items of contingency including special contingency upto a limit of Rs. 20 for each item.(a)Organisation

11. Controlling Officers.

- The Director of Public Instruction (hereinafter called the Director) is the head of the Department of Education and is the Chief Educational Adviser to the State Government. He is assisted at the State headquarters by-(i)Additional Director of Public Instruction, Bihar, Patna.(ii)Joint Director of Education (Training), Bihar, Patna.(iii)Deputy Director of Education (Administration), Bihar, Patna.(iv)Deputy Director of Education (General), Bihar, Patna.(v)Deputy Director of Education (Planning), Bihar, Patna.(vi)Deputy Director of Education (Secondary), Bihar, Patna.(vii)Deputy Director of Education, (Basic and Primary) I, Bihar, Patna.(viii)Deputy Director of Education (Basic and Primary) II, Bihar, Patna.(ix)Deputy Director of Education (Social), Bihar, Patna.(x)Deputy Director of Education (N. C. C.), Bihar, Patna and Administrative Officer (N.C.C.)(xi)Deputy Directress of Education, (Girls) Bihar, Patna.(xii)Budget Officer.The officers immediately subordinate to the Director are as follows:-

1. At State Level. -

(1)Director, Educational and Vocational Guidance Bureau, Patna.(2)Director, Dr. A. N. Sinha Institute of Social Studies, Patna.(3)Director, Institute of post-graduate Research in Arabic, and Persian Learning, Patna.(4)Director, Nava Nalanda Mahavihar, Nalanda.(5)Director, Research Institute of Prakrit, Jainology and Ahimsa, Vaishali, (Muzaffarpur).(6)Director, Mithila Institute of Post-Graduate Studies and Research in Sanskrit Learning, Darbhanga.(7)Director, Rural Institute, Birauli (Darbhanga).(8)Director, K. R Jayaswal Research Institute, Patna.(9)Director, Text Book Research Bureau, Patna.(10)Assistant Director of Education (Sanskrit), Bihar, Patna.(11)Assistant Director of Education (Islamic), Bihar, Patna.(12)Director, Vaishali Rural Institute, Turki.(13)Superintendent of Libraries, Bihar.(14)Superintendent, Hazaribagh Reformatory School.(15)Lady Superintendent, State After-Care Home, Patna.(16)Education Literature Officer, Bihar, Patna.(17)Education Publication Officer, Patna.(18)Director, Rashtra Bhasha Parishad, Patna.(19)Secretary, Board of Secondary Education, Patna.(20)Secretary, Basic Education Board.(21)Secretary, Adult Education Board.(22)Secretary, Bihar Secondary School Examination Board.(23)Secretary, Madrasa Examination Board.(24)Principal, Netarhat Residential School.(25)Principal, Government College of Health and Physical Education, Patna.(26)Principal, Teachers' Training College, Ranchi.(27)Principal, Teachers' Training College, Bhagalpur.(28)Principal, Teachers' Training College, Turki.(28A)Principal, Teachers' Training College, Deoghar.(28B)Principal, Teacher's Training College, Samastipur.(29)Principal, Patna Government School of Arts, Patna.(30)Principal, Dharma Sanskrit Samaj College, Muzaffarpur.(31)Registrar of Examinations, Bihar.

2. At Divisional Level.-

A Regional Deputy Director of Education in each of the four divisions of the State; Patna, Bhagalpur, Tirhut and Chotanagpur. All other officers of the Directorate or subordinate officers are subordinate to one or other of these officers and should address the Director only through the officer to whom they are subordinate.

12. Inspecting agency for Girls' Education.

- The inspection, supervision and organisation of girls' education throughout the State are carried through the agency of the Inspectress of Schools, Bihar. There are 17 District Inspectresses of Schools, one in each district who are charged with the immediate inspection and supervision of girls' schools in their respective districts. In addition, there are Deputy Inspectresses of Schools for every outlying subdivision (excluding the Sadar Subdivision) who are responsible for the inspection and supervision of girls' middle and primary schools in their respective subdivisions. Subordinate Inspecting Officers and supervisory staff of Divisional, District and sub-divisional levels.

13.

The following officers are posted at Divisional, District, Sub-divisional and Anchal headquarters:-A. At Divisional Level.-(i) Divisional Superintendent of Basic Education.(ii) Divisional Social Education Officer.(iii). Assistant Administrative Officer. B. At District Level.-(i) District Education Officer.(ii) District Inspectress of Schools.(iii) District Superintendent of Education.(iv) District Social Education Officer.(v) Deputy Superintendent of Physical Education.(iv) Deputy Superintendent of Education. C. At Sub-divisional Level.-(i) Sub-divisional Education Officer.(ii) Deputy Inspector of Schools.(iii) Deputy Inspectress of Schools.(iv) Deputy Superintendent of Basic Education. D. At Anchal Level.-(i) Sub-Inspector of Schools.(ii) Social Education Organisers.(b)* Duties and powers of Officers. A. *The Director.

14. Inspecting functions of the Director.

- The Director is entitled to inspect recognised public Institutions in the State that are under the control of the Department.

15. Administrative functions of the Director.

- The administration and control of Government Teachers' Training Colleges, Government College of Health and Physical Education, Institute of Post-Graduate Studies and Research in Arabic and Persian learning rest with the Director subject to the overall control of Government.

16. Relation of the Director with Government.

- The Director is immediately responsible to Government. He is competent to dispose of all questions except those detailed in the succeeding article.

17. Cases requiring reference to Government.

- The orders of Government are required for-(1)the creation of any new permanent or temporary post, except that the Director may sanction for any institution or office under his control, except for his own office, the creation of a new temporary post on a pay not exceeding Rs. 160 per mensem, subject to the conditions (i) that funds can be found within his budget, (ii) that a quarterly statement of all posts thus created is submitted to Government and (iii) that the increase in establishment does not form a charge on State revenues in subsequent years;(G.O. no. 11/M-50175/65-E-2472,-dated 19th July, 1965.)(2)any alteration in the pay of a sanctioned post except that the Director has power under rule 85 of the Bihar Financial Rules in the case of non-gazetted establishments divided into separate units or cadre carrying different scales of pay, and to make excess appointments in a lower unit or cadres against an equal or greater number of vacancies left unfilled in the higher unit or cadre, and to vary the details (namely the rates of pay of particular posts, the number of persons employed and the period of employment) of the appointment of any temporary establishments employed under him, whatever the period of their employment, subject to the following conditions:-(a)that the cost of the temporary establishment shall not be raised 'beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment;(b)that where the authority which sanctioned the employment of the temporary establishment is the State Government, the pay of no post shall be raised beyond the limit of the minimum of the prescribed scale thereof without the special sanction of the State Government; and(c)that in other cases, the pay of no post shall be raised beyond limit of sanction enjoyed by the authority which sanctioned the employment; of the temporary establishment;(Government Res. no. 9684-F., dated 24.7.1915)(3)the grant of any special pay, conveyance allowance, or compensatory allowance except as specified in clause (15) below;(4)the creation of any new post, or the abolition of any existing post, in a graded service;(5)any general revision of the pay of any class of officers in the Department;(6)appointments, to or confirmations in the Bihar Educational Service, or any post outside the Director's own office of which the maximum pay exceeds Rs. 250 a month, or any post which it is intended to absorb into the Bihar Education Service or the holder of which performs duties similar to those of members of the Bihar Educational Service;(G.O. no. 1634-E., dated 4.4.1932 and no. 121-E.R., dated 4.5.1941.)Note. - The Director is empowered to make appointments to the posts in the Upper Division of the Subordinate Educational Service and of the Assistant Principals of the Basic Training Schools the maximum pay of which is Rs. 350 and Rs. 300 respectively.(G. O. no. IE (a) 37-50 E- 689, dated the 3.1.1951)(7)the placing of any officer on foreign service, except that the Director has . the power under rule 267 of the Bihar Service Code (first edition) to sanction the transfer to service under the Court of Wards in Bihar of any non-gazetted officer whom he can himself appoint or transfer in the ordinary course of administration;(8)the grant of leave to any of the officers mentioned in clause (6) above except that the Director is competent to grant leave of all kinds, with permission to prefix or affix Sundays and gazetted holidays to such leave, and to extend leave, provided that the officer on leave will, on his return, be

under the Director's administrative control, to all officers who are not members of Class I of the Bihar Educational Service or whose pay does not exceed Rs. 550 subject to the following conditions:-(i)that not more than one-eleventh of the officers who are drawing Rs. 550 or less in Class II of the Bihar Educational Service are on leave at one time;(ii)that the period of leave does not exceed one year.(Government letter no, 2324-F., dated the 7.3.1923; G.O no. 1455-E.R. dated the 5.10.1931 and G.O.no. 121-E.R., dated the 4.5.1941.)(8-A) (i) Officiating arrangements which involve promotions from the Subordinate Educational Service to the Bihar Educational Service in the vacancies caused by absence on leave of officers in Class II of the Bihar Educational Service subject to the exceptions under the powers delegated to the Director. In exceptional circumstances temporary arrangements can be made in anticipation of the approval of Government, but immediate report has to be sent to them in cases in which no prior reference to them is possible;(ii)direct appointments of outsiders in colleges under the control of the Department where a substitute may have to be appointed in a sudden vacancy. Such appointments where necessary are permissible in anticipation of the approval of the Government and the fact of having done so should at once be reported to Government. The term of such vacancy should not exceed a period of two months but where the vacancy is likely to last for a longer period it should be advertised. Similar procedure under similar circumstances may be adopted in respect of posts in the general Bihar Educational Service and general Subordinate Educational Service (Upper Division);(G.O. No. 121-E. R., dated 4.5.1941 and no. 913-E.R., dated the 26.8.1941)(9)the grant of extensions of service or of pensions or of the concessions mentioned in Articles 436, 455 and 474 of the Civil Service Regulations to any of the officers mentioned in clause (6), of an extension of service to any officer who has attained the age of 60 years,(Government letter no. 2324-F., dated the 7.3.1923.)(10)the transfer of any officer whose pay exceeds Rs. 300, The Director has however, full powers under rule 56 (Appendix I) of the Bihar Service Code to sanction transfer of all Government servants serving under his control whose pay also does not exceed Rs. 350;(Government Res. no. 3961-E., dated the 19.11.1925.)(11)the appointment as Hostel Superintendent of any officer whose total emoluments will exceeds Rs. 550;(Government Res. no. 3961-E., dated the 19.11.1925.)(12)the grant of permission to an officer appointed by Government to apply for a post in another department or under another Government;(12-A) the compulsory retirement of any officer, but the Director has full power under rule 74 (Appendix I) of the Bihar Service Code and compulsory retirement in respect of non-gazetted Government servants both in superior and inferior services who are not appointed by Government;(13)the appointment to any post in the Department whether permanent or temporary, carrying a pay of Rs. 25 a month or over, of a person who is not a native of, or domiciled in the Province;(G.O. no. 1111-A., dated the 12.2.1923.)(14)the re-employment of any officer in receipt of a pension;(15)any combination of appointments except when the Director has the power of making appointments to each of the posts concerned, in which case he may appoint a Government servant to hold temporarily or to officiate in more than one post and may fix the pay of subsidiary posts and the amount of the compensatory allowances to be drawn;(Government letter no. 2324-F., dated the 7.3.1923.)(16)the withholding of increments of pay, in the case of the officers mentioned in clause (6) of this article;(Government letter no. 2324-F., dated the 7.3.1923;)(17)a reduction in the pay and allowance of a Government servant treated as on duty, in the case of the officers, mentioned in clause (6) of this article;(Government letter no. 2324-F., dated the 7.3.1923.)(18)a reduction in the pay of an officiating Government servant in cases where the Director has not the power to make an officiating appointment to the post concerned;(Government letter no. 2324-F., dated the

7.3.1923.) (19) the grant of sanction to or the acceptance, under rules 138 and 140 of the Bihar Service Code, of honoraria from general revenues to Government servants under the Director's administrative control above maximum of Rs. 500 when the amount is calculated according to the scales fixed by Government for remuneration to examiners; Note. - In respect of honoraria payable from general revenues for other purpose, the Director's power is limited to Rs. 250 and in respect of honoraria or fees from an outside source it is limited to Rs. 500. In any case a reference to Government is necessary, if there will be an excess over the budget provision. (G.O. no. 1023-F.R., Government notification no. 6686-F., dated the 24th and the 4th May, 1934 respectively.) (20) the appointment of members of the governing bodies of Government colleges and of the managing committee of Government schools except of Government girls' middle schools at sub-divisional headquarters whose appointment is approved by the Inspectress of School, Bihar; (21) the establishment of any new Government school, subject to any general orders which may be issued permitting the Director to sanction the establishment of a certain number of schools of a particular class; (22) any new or exceptional arrangements for the training of teachers; (23) raising of the status of any Government school; (24) any alteration in the range of studies or admission in any Government college or school; (25) any general revision of the rates of fees charged in Government schools or Government colleges, subject to the proviso that the Director may sanction the levy of athletic fees or other extraordinary fees; (Delegation power item 38 in G.O. no. 4021, dated 10.11.1911.) (26) the issue of any circular which is more than routine or explanatory, or which is capable of being interpreted wrongly by the general public; (G.O. no. 757-F.R., dated the 24.8.1921.) (27) the sending to any public association of a reply which might be construed as an expression of the opinion or policy of Government; (28) any change in the scheme of studies prescribed for schools of any grade; (29) the formation of any State Board for the control of examination or any other purpose; (30) permission to publish any report; (31) the delegation of powers to officers subordinate to the Director; (32) the establishment or abolition of any examination on the result of which certificates are awarded by an officer of the department; (33) any change in the system of aiding schools under private management; (34) any alteration in the sanctioned number or value of scholarships or stipends and the creation of any special scholarships, except that the Director may reduce or increase the number of middle and primary scholarships assigned to any district, subdivision or thana on condition (1) that no charge is imposed on Government; and (2) that before making the change the head of the district concerned is consulted; (Delegation of power item 37 in G. O. no. 4021, dated 10.11.1911.) (35) permission for a college scholarships to be made tenable in the United Kingdom; (36) sanction to the erection or alteration of any residential building at a cost exceeding Rs. 10,000; (37) the transfer of buildings, from other departments to the Education Department or of departmental buildings to the books of the Public Works Department; (38) any expenditure on residential buildings, except on ordinary repairs; (39) the leasing of any building for public purpose, except that the Director may sanction (a) a monthly expenditure not exceeding Rs. 100 for building used entirely for the accommodation of an office, (b) a monthly expenditure not exceeding half the rent up to a limit of Rs. 45 per mensem in the case of building used partly as an office and partly as a residence and (e) annual expenditure not exceeding Rs. 144 in other cases; [Civil Account Code, Article 100 and Appendix 5 (15)], (40) the acquisition of land for any purpose or grant of land to a school or college on lease; (41) any alteration in the sanctioned number of holidays for Government Colleges or Schools; (42) any non-recurring grant to a school exceeding either Rs. 10,000 or the amount of the local contribution; (Government

notification no, 200-E., dated the 19th April, 1919, no. 194-E., dated the 29th January, 1915 and no: 1331-E., dated the 29th September 1931.) (43) any new or substantially increased recurring grant to a college, for which specific budget provision has not been made or which causes an excess over the budget grant; (Delegation of Power, item 28.) (44) any payments to local bodies; (45) any re-appropriation of funds except between items included within the same primary unit of appropriation and in the following cases of voted funds- (a) from one minor head to another; (b) within the same minor head, any re-appropriation from or the provisions for- (i) recurring and non-recurring grants to the University, grants to local bodies for secondary education, and grants to local bodies for primary education ; and any re-appropriation from non-recurring to recurring in the case of direct grants to non-Government special schools or direct grants to non-Government primary schools; as well as secondary schools; (ii) scholarships in professional colleges under the control of the department, in Secondary schools, in Primary schools, in special schools and State scholarships; (iii) grants for the encouragement of literature; (c) any re-appropriation to the following heads of non-contingencies- (i) the purchase of books and periodicals including library charges; (ii) purchase of apparatus and instruments; and any re-appropriation from or to the provision for prizes, grants to athletic clubs and common room charges, and to the primary unit "non-recurring; annual grant for minor projects" under the head "B-Secondary direct grants to non-Government Secondary Schools"; (G. O. no. 3137-E. R., dated the 23rd September, 1926, G. O. no. 85-E.R., dated the 9th May, 1927 and G.O. no. 490-F., dated the 12th January, 1931.) (46) any charges for which budget provision has not been made and which cannot be met by re-appropriation permissible under the preceding Section; (47) the writing-off of any irrecoverable amounts in excess of Rs. 500; (48) the remission of leave allowance or salaries which have been overdrawn; (49) (a) any changes in the fixed rates of travelling allowance sanctioned for officers of different grades; (b) sanction of travelling allowance of non-official members of committees, etc., appointed by the State Government with regard to educational matters; (50) any substantial increase in recurring contingent charges of any kind; (51) expenditure on articles of special contingencies when the total item of charge exceeds Rs. 500, or in the case of mathematical or scientific instruments or models Rs. 1,500, or in the case of petty construction and repairs, Rs. 2,500 for anyone work; (G.O. no. 2271-E., dated the 9.4.1927 and para. 190, B. & O. Treasury Manual.) (52) the purchase in India, of any article of European manufacture the cost of which exceeds Rs. 250, but the Director has power up to Rs. 1,000 (a) where the article is already in India, at the time of order or is already on the way out and its price and quality are not unfavourable when compared with those at which similar articles could be obtained from the Stores Department, or (b) in case of emergency or when inconvenience to the public service be caused by waiting to obtain an article through the Stores Department or when, owing to the greater promptitude of supply, economy can be effected by purchase in India; (G.O. no. 961, Com., dated the 13.5.1927.) (53) any expenditure on newspapers and periodicals beyond the limit from time to time fixed by Government; (54) any alteration in the list of officers who may be supplied direct with stationary; (55) the supply of Government publication other than official publication issued in India; (56) the introduction of any new standard forms; (57) permission to an officer to take his horse, motor-car, motor cycle or camp equipment by rail at Government expense; (G.O. no. 2324-F, dated the 7.3.1923) (58) permission to an officer to extend joining time under rule 263 of the Bihar Service Code (first edition). A reference is not necessary if the limit of 30 days is not exceeded; (G.O. no. 2324-F, dated the 7.3.1923.) (59) permission to an officer to halt more than 30 days in one

place;(60)permission to any officer to leave the State on duty ; provided that the Director may permit under rule 76 of the Bihar Travelling Allowance Rules, teachers in Government service to undertake journeys outside the State, while accompanying their students on excursions;(Government Res. no. 3961 -D, dated the 19.11.1925.)(61)The establishment or reconstitution of any trust fund or any alteration in the utilisation of the proceeds of any existing fund;(62)the establishment of telephones in the private residences of officers at Government expense;(63)purchase of motor parts and accessories except that the Director has power to make these purchases up to Rs. 1,000 subject to budget provision;(64)purchase of motor cycle except that the Director has power to purchase motor cycle up to Rs. 2,000 subject to budget provision;(65)purchase of audio-visual instruments and parts except that the Director has power to make these purchases up to Rs. 1,000 subject to budget provision.

18. Cases disposed of by the Director.

- Cases not included in the preceding articles are disposed of by the Director except when power has been delegated to an officer subordinate to him. The following articles indicate the powers so delegated:-B. Powers delegated to officers immediately subordinate to the director.

19. Director of Educational and Vocational Guidance Bureau.

- Subject to the control of the Director of Public Instruction, the Director of Educational and Vocational Guidance Bureau is responsible for working out plans for the expansion of educational and vocational guidance services, and for the organisation of training courses for school counsellors, teacher counsellors and career masters. He is also required to assist educational institutions in organising information centres and guidance services.

20. Director, Dr A. N. Sinha Institute of Social Studies.

- The Director is the academic and executive head of the Institute which is managed and controlled by the State Government with the assistance of (i) General Council, (ii) Executive Committee, and (iii) Advisory Board. He is assisted by two Assistant Directors and an Administrative Officer and is responsible for day to day administration of the Institute.

21. Director, Institute of Post Graduate Studies and Research in Arabic and Persian Learning.

- The Director of the Institute is the academic and executive head of the Institute subject to the directions given to him from time to time by the Director of Public Instruction, Bihar and the General Council. He shall have the power to admit students subject to such general policy as may be indicated or laid down by the Government. He shall be the ex-officio Secretary of the General Council and may when present, preside over the meetings of the Publication Committee. He shall have disciplinary control over his subordinates and shall draw and countersign bills of his office establishment and subordinate officers, grant leave to the subordinate officers, indent forms and

various articles, incur contingent expenditure and prepare budget. He shall have power to appoint menials under his control, to grant them leave and to punish, suspend, degrade or dismiss them.

22. Director, Nava Nalanda Mahavihar, Nalanda.

(a)The Director will be the academic and executive head of the Institute subject to the directions given to him from time to time by the Government and the General Council.(b)He will supervise the various branches of work in the Institute and the office work performed by the Registrar.(c)He will be responsible for admitting students on such advice of the members of the staff as he may like to ask for and subject to such general policy as may be indicated or laid down by the Government.(d)In co-operation with the members of the staff of the Institute he will plan the programme of work of the Institute from time to time. He will distribute duties and entrust different branches of work among the members of the staff and will generally be responsible for ensuring the activities of the Institute, which must conform to the aims and objects laid down for it.(e)He will be the ex-officio Secretary of the General Council and the Board of Advisers and will, when present, preside over the meeting of the Committee of Courses and the Publication Committee.(f)He will be the General Editor of all the Publications of the Institute.(g)He will supervise the preparation of the annual report of the Institute.(h)He will be competent:-(i)To pass his own contingent bills.(ii)To grant leave to scholarship-holders reading in the Institute subject to the rules prescribed by Government.(iii)To pass bills for scholarships, stipends or reward payable to students and scholars reading in the Institute.(iv)To sanction, satisfactory reasons being shown for the delay, the drawing of scholarships forfeited on account of the failure of the scholars to join the Institute within one month from the date of publication of the scholarship lists in the Bihar Gazette or the date from which the scholarships are tenable, whichever is later.(v)To spend without reference to Government sums which have been specially assigned for the award of scholarships, medals and prizes by trust deeds or otherwise, for the benefit of the Institute. (This power is, however, limited to cases in which the Secretary to Government is not himself the administrator under trust deeds).(vi)To appoint menials and other officers outside the grade services posts under the Institute whose pay does not exceed Rs. 40 a month.(vii)To purchase prize and library books within the sanctioned allotment.(viii)To appoint subordinate officers to remain incharge of the Institute during a vacation or absence of the Director on any business during term, subject to report to the Director of Public Instruction, Bihar.(ix)In the case of a pupil leaving the State of Bihar for an institution in another State of the Indian Union, to note on behalf of the Director of Public Instruction that there is no objection to the pupil's migration. Doubtful cases of issuing certificates should be sent to the Director of Public Instruction for countersignature.(x)To award free studentships within the prescribed limit.(xi)To countersign bills for travelling allowance of all officers in the Institute.(xii)To submit indents for forms and envelopes direct to the Deputy Superintendent, Printing at Gaya.(xiii)To make arrangement of classes, settlement of routines, the annual examination, awarding of class promotion and all other matters relating to discipline and teaching.Note. - In the matter of appointments, disciplinary control of subordinate drawing and countersigning of bills of various kinds, granting of leave to subordinate officers, indenting for forms and various articles, incurring of contingent expenditure, preparation of budget, and other connected matters, he shall enjoy such powers as will be delegated to him by the Controlling Officer, viz., the Secretary to Government in the Education Department.(G.O. no. 4085, dated 28th October, 1959.)

23. Director, Research Institute of Prakirt, Jainology and Ahimsa, Vaishali.

- The Director shall be a whole-time officer of the Institute. He shall be the academic and executive head of the Institute subject to the directions given to him from time to time by the Government, the Director of Public Instruction Bihar and the General Council. He will supervise the office and the various branches of work in the Institute. He will be responsible for admitting students on such advice of the members of the staff as he may like to take and subject to such general policy as may be indicated or laid down by the Government. He shall also exercise power and perform duties as follows:

- (i) He will, in co-operation with the members of the staff, plan programme of work of the Institute from time to time.
- (ii) He will distribute duties and entrust different branches of work among the members of the staff and will generally be responsible for seeing that the activities of the Institute, conform to the aims and objects laid down for it.
- (iii) He will be the ex-officio Secretary of the General Council and the Board of Advisers, and will, when present, preside over the meetings of the Committee of Courses and the Publication Committee.
- (iv) He will be the General Editor of all the Publications of the Institute.
- (v) He will supervise the preparation of the Annual Report of the institute.
- (vi) He will grant leave to scholarship-holders reading in the Institute subject to the rules prescribed by Government.
- (vii) He will pass his own contingent bills as well as bills for scholarships, stipends or rewards payable to students and scholars reading in the Institute.
- (viii) He may, on satisfactory reasons being shown for the delay, sanction the drawing of scholarships forfeited on account of the failure of the scholar to join the Institute within one month from (a) the date of publication of the scholarship list in the Bihar Gazette, or (b) the date from which the scholarships are tenable, whichever is later.
- (ix) He may, without reference to Government, spend sums which have been specially assigned by trust deeds or otherwise for the benefit of the Institute. This power is, however, limited to cases in which the Secretary to Government is not himself the administrator under the trust deeds.
- (x) He may on the recommendation of a selection committee appoint menials and other officers outside the graded service to posts under the Institute whose pay does not exceed Rs. 40 a month.
- (xi) He may purchase prize and library books within the sanctioned allotment.
- (xii) He may appoint subordinate officers to remain in charge of the Institute during a vacation or the absence of the Director on any business during terms, subject to report to the Director of Public Instruction, Bihar.
- (xiii) In the case of a pupil leaving the State of Bihar for an institution in another State of the Indian Union, he may, subject to the approval of the Director of Public Instruction, Bihar sanction the pupil's migration. Doubtful cases of issuing certificates should be sent to the Director of Public Instruction, Bihar for countersignature.
- (xiv) He may award free studentships within the prescribed limit.
- (xv) He will submit indents for forms and envelopes direct to the Deputy Superintendent, Government Printing Press Gaya.
- (xvi) He will countersign bills for the travelling allowance of all officers in the Institute.
- (xvii) He shall make all arrangement of classes, settlement of routines, annual examinations, awarding of class promotion and all other matters relating to discipline and teaching.
- (xviii) In the matter of appointment, disciplinary control of subordinates, drawing and countersigning of bills of various kinds, granting of leave to subordinate officers, indenting of forms and various articles, incurring of contingent expenditure, preparation of budget and other connected matter, he shall enjoy such powers as will be delegated to him by the Controlling Officer, viz., the Director of Public Instruction, Bihar.

24. Director Mithila Institute of Post-Graduate Studies and Research in Sanskrit Learning.

- The Director will be academic and executive head of the Institute subject to the direction given to him from time to time by the Government and the General Council:-(i)He will supervise the various branches of work in the Institute and the office work performed by the Registrar.(ii)He will be responsible for admitting students on such advice of the members of the staff as he may like to take and subject to such general policy as may be indicated or laid down by the Government.(iii)In co-operation with the members of the staff of the Institute he will plan the programme of work of the Institute from time to time. He will distribute duties and entrust different branches of work among the members of the staff and will in general be responsible for seeing the activities of the Institute which conforms to the aims and objects laid down for it.(iv)He will be the ex-officio Secretary of the General Council and the Board of Advisers and will, when present, preside over the meeting of the Committee of Courses and the Publication Committee.(v)He will be the General Editor of all the Publications of the Institute.(vi)He will supervise the preparation of the annual report of the Institute.(vii)In the matter of appointments, disciplinary control of subordinates, drawing and countersigning of bills of various kinds, granting of leave to subordinate officers, indenting for forms and various articles, incurring contingent expenditure, preparation of budget, and other connected matters, he shall enjoy such powers as will be delegated to him by the Controlling Officers viz., the Secretary to Government in the Education Department.

25. Director, Rashtra Bhasha Parishad.

- The Director of the Parishad shall be a paid Government servant appointed by Bihar Government and shall have to perform and exercise such duties and powers as are entrusted and delegated to him by Government. Ordinarily, he shall have the same administrative and financial duties and powers as performed and exercised by the Regional Deputy Director of Education.

26. Director, Kashi Prasad Jayaswal Research Institute.

- The Director will be the academic and executive head of the Institute subject to the directions given to him by the Government or the General Council. He will have the power-(1)To supervise and direct the work in various branches of the Institute and ensure that it conforms to the aims and objects of the Institute.(2)To plan programme of research, publication, exploration and excavation under the auspices of the Institute.(3)To distribute duties to the different members of the staff and direct there research and academic activities.(4)To approve and sanction the tour programme of the members of the staff for the purpose of exploration, excavation and collection of historical material and documents, both within and outside the State.(5)To edit all the Publications of the Institute as their General Editor.(6)To prepare the annual report on the working of the Institute to be submitted to the General Council.(7)To make temporary appointments of Research fellows with the approval of Controlling Officer, till the time the posts are regularly filled by the Public Service Commission.(8)To pass his own contingent bills.(9)To grant leave to the staff subject to the rules for the time being in force.(10)To make temporary appointments necessitated by the employees of

categories of classes III and IV going on leave or for training.(11)To employ field labour and make temporary appointments at not more than Rs. 5 a day which may be necessary for proper excavation (within the amount sanctioned for excavations).(12)To take all steps in connection with exploration, excavation and search for Mss within the amount sanctioned in the budget.(13)To incur expenditure up to an amount of Rs. 500 on one individual item, provided it is within the amount sanctioned, in the budget.(14)To appoint menials and other officer's outside the graded service to posts under the Institute, whose pay does not exceed Rs 50a month.(15)To appoint an officer to be in charge of the Institute during the absence on duty, subject to report to the Secretary to Government.(16)To countersign bills for the travelling and halting allowance of all the employees of the Institute.(17)To submit indents for forms and stationery articles direct to the Deputy Superintendent, Government Printing Press, Gaya and Superintendent, Government Stationery Stores, Bihar.(18)To keep the accounts of the Institute in the proper manner.(19)In the matter of appointment, disciplinary control of the subordinate drawing and countersigning of bills of various kinds, granting of leave to subordinate officers, indenting forms and various articles incurring of contingent, expenditure, preparation, of the budget and other connected matters, he will have such other powers as will be delegated to him by the Controlling Officer.

27. Assistant Director of Education (Sanskrit).

- The Assistant Director of Education (Sanskrit) is the ex-officio Secretary of the Board¹ of Sanskrit Education. He is also required to inspect Sanskrit tols, Sanskrit high schools and to advise the Director on all questions affecting Sanskrit education. He is required to be on tour outside his headquarters for not less than 120 days in each official year. He is the Controlling Officer for Government Sanskrit high schools. He exercises power similar to those exercised by the District Education Officer in respect of his office. He is empowered, to publish in the Gazette the annual list of recognised Sanskrit tols and Vidyalyas under his control.

28. Assistant Director of Education (Islamic).

- The Assistant Director of Education (Islamic) is required to inspect Madrasas and to advise the Director of Public Instruction, Bihar on all questions affecting education in Persian and Arabic. He is required to be on tour outside his headquarters for not less than 150 days in each official year. He is empowered to publish in the Gazette the annual list of recognised Madrasas under his control. He is empowered to appoint menials under his control, to grant them leave, and to punish, suspend, degrade or dismiss them.

29. [Administrator, Vaishali Rural Institute, Turki. [Terminated vide G.O. No. III/B-1-60/63-2335, dated 15.12.1965.]

- The Administrator is the officer in the over-all charge of educational development of Turki-cum-Vaishali Development Area. The Deputy Superintendent and Local Organisers assist the Administrator in the educational development of Turki-cum-Vaishali Area.]

30. Rural Institute for Higher Studies, Birauli.

-Memorandum of Association of the Rural Institute (Birauli) Society In the matter of the Societies Registration Act (Act XXI of 1860) being an Act for the registration of Literary, Scientific and Charitable Societies. And In the Matter of the Rural Institute (Birauli) Society hereinafter referred to as the "Society". Memorandum of Association.

1. The name of the Society is the "Rural Institute (Birauli) Society".

2. The Registered Office of the Society shall be situated at Birauli, in the district of Darbhanga (Bihar) in such premises as the Governing Body may decide from time to time.

3. The objects for which the Society is established are :-

(i) To take over from Government of Bihar and to carry on the administration and management of the Rural Institute of Higher Studies at Birauli, hereinafter called the "Institute", the functions of which shall be:-(a) to provide higher education to rural youth in a rural setting and inculcate in him the spirit of service to the community, and live for the rural way of life; (b) to develop a pattern of education comparable in standards with University education, but oriented to rural conditions and needs so as to produce a person of broad vision capable of providing leadership in specialised spheres of rural service; (c) to train rural youth for careers in the development programmes in rural areas; and (d) to serve as community development and planning centre, as an extension agency, and as a demonstration centre for ideas and practices needed to be extended to rural areas; (ii) to prepare the students for the examination conducted by the National Council for Rural Higher Education and to make arrangements therefor in accordance with the rules and regulations of the said Council; (iii) to fix and demand such fees and other charges as may be laid down by the rules and bye-laws. (iv) to establish, maintain and manage, halls, hostels and to provide as such other accommodation as are necessary for the residence of the students, to supervise and control the residence, and to regulate the discipline of students of the Institute and to make arrangements for the promotion of their general health, welfare, and cultural and community life; (v) to appoint teaching and other staff in vacancies in the existing posts, to grant extension of service to the staff and to impose penalties on such members of staff; (vi) to create, with approval of the Government of Bihar, teaching, administrative, technical, ministerial and inferior posts and to make appointments thereto in accordance with the rules; (vii) to subscribe to, or become a member of, or to co-operate with any other association, or society whose objects are similar wholly or partly to the objects of the Society, or the promotion of which may be conducive to the attainment of the objects of the Society; (viii) to undertake the publication of such books, periodicals and other literature, as may be necessary for the furtherance of its objects; (ix) to institute and award fellowships, scholarships, prizes and medals in accordance with rules; (x) to make rules for the conduct of the meetings and affairs of the Society and to add, to amend, or rescind them from time to time as circumstances demand; (xi) to acquire by gift, purchase, lease or otherwise any property, movable or immovable which may be necessary for the purposes of the Society and to construct, alter and maintain any

building or buildings for the purposes of the Society;(xii)to execute conveyances, transfer of Government securities, re-conveyances, mortgage, leases, bonds and agreements in respect of property, movable or immovable, belonging to the Society, or to be acquired for the purposes of the Society;(xiii)to deal with any property belonging to, or vested in the Society in such manner as the Society may deem fit for advancing its functions;(xiv)to receive grants, subscriptions, donations, for the purposes of the Society;(xv)to maintain a fund to which shall be credited-(a)all monies provided by the Government of Bihar and the Government of India;(b)all fees and other charges received by the Society;(c)all monies received by the Society by way of grants, gifts, donations, benefactions, bequests, or transfers; and(d)all monies received by the Society in any other manner from any other source;(xvi)to deposit and invest all monies, belonging to the fund, in such manner as may be approved by the Government of Bihar;(xvii)to make, draw, accept, endorse and negotiate respectively promissory notes, bills, cheques and other negotiable instruments;(xviii)to meet expenses of the Society;(xix)to maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet in such form as may be prescribed in the rules;(xx)to forward annually to the Government of Bihar and the Government of India, the accounts of the Society and certified by auditor of Finance Department of the Government of Bihar;(xxi)to constitute such committee, or committees as the Society may deem fit;(xxii)to delegate all, or any of its powers to any member of committee constituted by it;(xxiii)to enter into any agreement for and on behalf of the Society;(xxiv)to use and defend all legal proceedings on behalf of the Society;(xxv)to appoint, in order to execute any instrument or transaction any business of the Society, any person as attorney of the Society with such powers as it may deem fit;(xxvi)to do all such other acts, or things as may be requisite in order to further the objects of the Society.

4.

(a)The institute and other programmes conducted by the Society shall be open to persons of either sex, and of, whatever race and creed, cast or class and no test, or condition shall be imposed as to religion, belief of profession in admitting, or appointing members, students, teachers, workers, or in any other connection whatsoever.(b)No benefication shall be accepted by the Society which in its opinion, involves conditions, or obligations, opposed to the spirit, or object of this rule.

5. (a) No property of the Society, shall be disposed of in any manner whatsoever without the previous approval of the Government of Bihar.

(b)No property created partially or wholly out of the Government of India grants can be sold, transferred, or encumbered in any way without the prior approval of the Government of India.(c)The property created out of the Government of India grants, will be utilised only for the purpose for which the grants have been made.

6. The Society shall employ all members of the teaching staff and other servants of the Government of Bihar, who immediately before the registration of the Society, were employed in the Institute, on such terms and conditions' as may be decided by the State Government.

7. (a) On the registration of the Society, the Institute and attached hostels, and other buildings, forming part of the Institute and the hostels together with all lands appurtenant thereto and articles of furniture, libraries, books, laboratories, stores, instruments, apparatus, appliances and equipments, shall be deemed to have been transferred to the maintenance and to control of the Society.

(b)The buildings intended for the residence of officers and their servants of the Institute, together with all lands, appurtenant thereto, including fixtures, electric and sanitary fittings and water connections, shall on the (registration of the Society be deemed to have been transferred to the maintenance and control of the Society.(c)Until arrangements are made by the Society, the Government of Bihar shall continue to be responsible for keeping the aforesaid buildings, including all fixtures, fittings and connections, in a proper state of repairs.

8. (a) The Government of Bihar may, at any time, appoint one, or more persons to review the work and progress of the Society, or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Government of Bihar may stipulate. Upon the receipt of such report, the Government of Bihar may, in consultation with the Government of India, take such action and issue such directions as they may consider necessary and the Society shall be bound to comply with such directions.

(b)Notwithstanding anything contained in Para (a) above, the Institute shall be open for inspection by an officer of the Government of India, or any other officer deputed by them.

9. In case the Government of Bihar, is satisfied that the Society, or the Institute, is not functioning properly, the Government of Bihar shall have the power to take over the administration and assets of the Institute, with the prior approval of the Government of India.

10. If in winding up, or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be distributed among the members of the Society, or any of them but shall be dealt with in accordance with the decisions of the Government of India and the Government of Bihar.

11. The Society shall be the Governing Body of the Institute.

12. The names and addresses and occupations of the first members of the Society, to whom, by rules and regulations of the Society, the management of its affairs is entrusted, are :-

SI. No.	Names	Addresses	Status.
1.	Shri S. N. Sinha	Education Minister, Bihar, Patna.	Chairman.
2.	Shri S. V. Sohoni	Development Commissioner, Bihar, Patna.	Member.
3.	Shri T. S. Bali	Commissioner, Tirhut Division, Muzaffarpur.	Member.
4.	Shri H. Prasad.	Secretary to Government, Finance Department, Bihar, Patna.	Member.
5.	Shri Karam Singh	Secretary to Government, Agriculture Department, Bihar, Patna.	Member.
6.	Shri Mahboob Alam	Secretary to Government, Education Department, Bihar, Patna.	Member.
7.	Shri Ram Tahal Singh	Secretary to Government, Industries Department, Bihar, Patna.	Member.
8.	Shri Ram Saran Upadhaya.	Retired Deputy Director of Education, At & P. O. Nausavia-Samastipur (Darbhanga)	Member.
9.	Dr. Ram Prakash	Village Bathhua, P.O. Dighra, Sharma (Darbhanga)	Member.
10.	Shri Kedar Pd. Singh	Agriculturist Muktapur, Darbhanga	Member.
11.	Shri H. N. Mishra	Director, Rural Institute for Higher Studies, Birauli	Secretary.

13. A copy of the Rules of the Society, certified to be a correct copy of three members of the Governing Body, is filed alongwith the Memorandum of Association.

14. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set out several respective hands hereunto and form ourselves into a society under Act XXI of 1860.

SI. No.	Name, address and occupation of members.	Signature of members.	Name, address and occupation of witnesses.	Signature of witnesses.
1.	Shri S. V. Sohoni, Development Commissioner, Patna.Education.		M.P.N. Sharma, Deputy Secretary, Education.	
2.				

- Shri J. S. Bali, Commissioner, Tirhut Division,
Muzaffarpur.
3. Shri H. Prasad, Secretary, Finance Department,
Bihar, Patna.
4. Shri Karam Singh, Secretary to Government
Agriculture Deptt., Bihar, Patna.
5. Shri Mahboob Alam, Secretary to Government,
Education Deptt., Bihar, Patna.
6. Shri Ram Tahal Singh, Secretary to Government,
Industries Department, Bihar, Patna.
7. Shri Ram Saran Upadhaya, Retired Deputy
Director of Education, P. O. & Vill, Nausa via
Samastipur (Darbhanga). Present Address:-Dr. S.
N. Upadhaya, Chirayatar, Patna.
8. Dr. Ram Prakash Sharma Vill Bathhua, P.O.
Dighra, (Darbhanga).
9. Shri Kedar Pd Singh, Agriculturist, Muktapur
(Darbhanga).
10. Shri J. N. Mishra, Director, Rural Education for
Higher Studies, Birauli (Darbhanga).

31. Superintendent of Libraries, Bihar.

- Subject to the control of the Director, the Superintendent of Libraries is directly responsible for the administration of all kinds of libraries in the State including the State Central Library of which he is the ex-officio Chief Librarian. He is competent to make appointments to the posts of librarians in the State Libraries, District Central Libraries, and circulating libraries in the State. The Superintendent of Libraries will exercise all powers ordinarily exercised by an appointing authority in respect of the libraries. (G.O. no. 3672, dated 16th November, 1956.)

32. Superintendent, State After-Care-Homes.

- The Superintendent, State After-Care-Homes enjoys full powers-(1) to appoint in respect of all posts of class IV whose maximum pay excluding cost of living allowance does not exceed Rs. 35/- a month as sanctioned under the scheme; (2) to grant leave as described against item 18 of Appendix i, to Bihar Service Code, to all class IV Government servants under his/her control; (3) to grant casual leave to all staff under his/her control; (4) to sanction purchase of such articles as approved by Government at a cost not exceeding Rs. 20/- on each item; (5) to pass his/her own pay bills and those of his/her establishment and contingent bills as also travelling allowance bills of his/her staff except his/her own travelling allowance bills which will be countersigned by the Director of Public Instruction, Bihar; (6) to sanction supply of livery at the rate of Rs. 6/- per year per head as provided for in Annexure B of the Financial Rules, Volume 2; (7) to grant permission to his/her staff to have headquarters during holidays and Sundays; (8) to make payment of maintenance cost of the State

After Care Homes, within the scales and ceilings prescribed under the sanctioned scheme.(G.O. no. 4219, dated 27th December, 1958)

33. State After Care Homes at Patna and Muzaffarpur.

- The State After Care Home, for women at Patna and the State After Care Home for men at Muzaffarpur are under the administrative control of the Inspectress of Schools, Bihar, Patna and the Regional Deputy Director of Education, Tirhut Division, Muzaffarpur.(1)Functions. - The functions of the Inspectress/Regional Deputy Director of Education in respect of the After Care Home for women at Patna and After Care Home for women at Muzaffarpur, will be-(i)Inspection and supervision;(ii)administration and organisation;(iii)Advisory.(2)Duties. - The Inspectress/Regional Deputy Director of Education is empowered to inspect the After Care Home for women at Patna/After Care Home, Muzaffarpur and may submit her/his inspection reports with recommendation to the Director of Public Instruction, Bihar.The Inspectress/Regional Deputy Director of Education is responsible for the efficient administration of the After Care Home. She/he is required to inspect the institution at least once in a year.The Inspectress/Regional Deputy Director of Education is responsible for ensuring that the Departmental regulations and curricular are strictly followed and accounts correctly kept, discipline properly maintained and administration of the Home is carried on efficiently.(3)Powers delegated to the Inspectress/Regional Deputy Director of Education. - The Inspectress/Regional Deputy Director of Education is empowered -(a)subject to the provisions of article 32 of the Education Code, to make appointments to all sanctioned posts of class III, the maximum pay of which does not exceed Rs. 190 on the recommendations of the Managing Committee;(b)to make appointments to ministerial posts on initial monthly salary sanctioned for the posts not exceeding Rs. 80;(c)to make justifiable appointments of teachers and matron out of the list of suitable candidates prepared by a Selection Board;Notes. - (i) In the event of an urgent and unforeseen vacancy, make temporary appointment of a teacher/matron without prior reference to the Director of Public Instruction for a period not exceeding three months.(ii)If the need is so urgent as to make it difficult for an appointment to be made out of the list of schools, Regional Deputy Director of Education may permit the Managing Committee of the Home to make temporary appointment for a period not exceeding three months after advertising the post locally.(iii)The Inspectress of Schools/Regional Deputy Director of Education should furnish the Director of Public Instruction, Bihar by 15th April every year, the particulars of the qualification, categories etc., of all vacancies that are likely to occur within the following year.(d)to grant casual leave to the Superintendent of the Home in accordance with the rules in the Bihar Service Code and other circulars;(e)to grant leave as described against item 18 of Appendix I to the Bihar Service Code to all class III Government servants (including ministerial staff) of the State After Care Home, drawing pay not exceeding Rs. 100; to require medical certificate of fitness before return from leave in the case of such officers granted leave for reasons of health;Note. - Leave granted to officers who are appointed by the Director of Public Instruction must be notified to him for record.(f)to suspend and impose punishment including withholding of increment other than reduction in rank, removal or dismissal, in accordance with rules in force, in regard to officers under her/his control drawing salaries not exceeding Rs. 190;(g)to transfer grade IV servants from the State After Care Home to other offices under her/his control and vice versa;(h)to transfer officers drawing Rs. 190 or less from the State After Care Home to other offices

under her/his control and vice versa;(i)to countersign the Travelling Allowance Bills of the Superintendent, State After Care Home;(j)to submit indents for forms and envelopes direct to the Superintendent of Government Printing at Gaya;(k)to submit indents for stationery articles direct to the Superintendent, Stationery Stores and Publications at Gulzarbagh, Patna;(l)to dispose of petitions of complaints etc., received from the inmates against the mal-administration of the Homes;(m)subject to the budget provision, to sanction expenditure on purchase of items of contingency including special contingency up to a limit of Rs. 100 for each item.(G.O. No. 3662, dated 12.12.1960.)

34. Education Literature Officer.

- The Education Literature Officer is responsible for the supervision and preparation of books to be prescribed as text-books, books for the Basic Education Board and books for the Social (Adult) Education Board. He is required to work under the instructions of the different Boards for the books concerning those Boards and prepare such general educational literature and pamphlets as are required from time to time.

35. Education Publication Officer.

- The arrangement for the printing and publication of the manuscripts prepared by the Educational Literature Officer under instructions from the various Boards is the responsibility of the Educational Publication Officer. He is required to keep himself in touch with various Presses in Patna and outside, make arrangements for the adequate supply of paper and materials, settle terms with the presses with the approval of the Chairman, Text-Book and Education Literature Committee, arrange for the machinery for the sale and, in general, look after the business side of the publication of all educational books. He is not competent to place orders for the supply of papers, other materials and for the printing of the books except with the explicit order of the Chairman, Text-Book and Education Literature Committee.

36. Principal, Government School of Arts and Crafts, Patna.

- The Principal, Government School of Arts and Crafts, Patna is the academic and executive head of the institution and is responsible for the day-to-day administration of the institution.

37. Principal, Government College of Health and Physical Education.

- The Principal is the academic and executive head of the institution. He is responsible for the good and efficient organisation and administration of the college and for the fulfilment of its aims and objectives. He is also the ex-officio Secretary of the Bihar Physical Education Board.

38. Principal, Netarhat Residential School.

- The Principal is the academic and executive head of the school. He is responsible for the good and efficient organisation and administration of the school and for the fulfilment of its aims and objectives. He is also the Controlling Officer of the Netarhat Basic School but the inspecting officer of the Department will continue to be responsible for its inspection. He is empowered.-(i)to make appointments to all posts carrying a maximum [pay of Rs. 100] [Now see new Pay Scales.] per month and below subject to the condition that (i) the appointment should be made on officiating basis pending the approval of the Executive Committee, (ii) the appointment will be on the initial of the [pay-scale] [Now see new Pay Scales.] prescribed for the post and subject to the usual rules of being followed in making the appointment;(ii)to impose the penalties mentioned in rule 2 of B. and O. Subordinate Services, Discipline and Appeal Rules, 1935 in respect of all such appointments;(iii)to select and appoint headmaster from amongst the teachers of the school;(iv)to incur expenditure on articles of special contingencies when the total item of charge is up to Rs. 500 or in case of mathematical or scientific instruments or models or workshop equipment or audio-visual education equipments Rs. 1,500 or in case of petty construction and repair Rs. 2,500 for any work;(v)to purchase any article of European or American manufacture the cost of which does not exceed Rs. 250 but he will have powers up to Rs. 1,000 (a) when the article is already in India at the time of order or is already on the way out and its price and quality are not unfavourable when compared with those at which similar articles could be obtained from Government Stores, or (6) in cases of emergency or when inconvenience to public service would be caused by waiting to obtain articles through Government Stores or when owing to the greater promptitude of supply, economy can be effected by such purchase;(G.O. no. 837, dated 8th August, 1954.)(vi)to issue orders for the purchase of articles for petty construction in the manner indicated in items (iv) and (v) above and to pass those bills without getting the approval of the Chairman of the Executive Committee. He shall, however, place before the Executive Committee from time to time a statement of such expenditure incurred by him. In all other cases, he will have to take the approval of the Chairman of the Executive Committee before placing orders for articles for execution and the bills will have to be countersigned by the Chairman of the Executive Committee before payment;(G.O. no. 1384, dated 23rd March, 1955.)(vii)to frame the budget of the school each year and get it approved by the Executive Committee of the school in due time for submission to Government. The budget will include all expenditure connected with the school and constructional work of the buildings, water-supply and electrical installation;Note. - The Principal is declared to be the Controlling Officer for the Budget of the school included in the Education budget and the minor grants provided in the Civil Education Budget. He is responsible for maintenance of account, verification of school expenditure, with the Accountant-General, Bihar and is also responsible for savings and excesses in his budget before the Public Accounts Committee.(G.O. no. 258, dated 14th January, 1955.)(viii)to vary the details of expenditure provided for each unit of appropriation. He will have to come up to Government for sanction to any re-appropriation of funds from one primary unit to another or for any additional grant over the total amount provided for the school;(G.O. no. 258, dated 14th January, 1955.)(ix)to countersign the establishment, Travelling allowance and contingent bills of Netarhat Basic School for which the Headmaster is the drawing officer;(x)to maintain the character rolls of the teachers including the Headmaster of the Basic School;(xi)to be the Controlling Officer for the teachers of the school through the Headmaster and he will inspect the school;(xii)to exercise

the powers of the District Education Officer in respect of this school subject to the direction and control of Bihar Basic Education Board. The powers of District Education Officer will be exercised by him through a new local committee to be set up for the Netarhat Basic School;(xiii)to sanction the construction work and expenditure relating to the school, up to a limit to be approved by the Bihar Basic Education Board;(xiv)to carry on correspondence with the Regional Deputy Director of Education and Deputy Director of Education (Basic) direct on matters concerning this school.(G.O. no, 37900, dated 29th December, 1954.)

39. Admission.

- Admission to Netarhat Residential School is based on a competitive examination held on State basis with reserve seats for the Scheduled Castes, Scheduled Tribes and Backward classes.

40. Candidates Eligible.

- All boys who are not less than 10 or more than 12 years of age on the 1st August, and who are prosecuting their studies in any type of school or even privately at home are eligible to take the test, provided their parents are permanent residents of Bihar.

41. Application.

- All boys seeking admission into the school are required to submit their applications in the prescribed form on such date, as may be fixed by the Deputy Inspector of Schools of the area concerned accompanied with an examination fee of Rs. 2 only. In case of Scheduled Castes and Scheduled Tribes, the rate of examination fee is only Re. 1.

42. Preliminary written text.

- The preliminary written text will be held in the following papers-

	Marks.
(a) Language and Literature (Urdu, Hindi, Bengali and Oriya; anyone may be offered).	100
(b) Mathematics	100
(c) Everyday Science.. ..	100
(d) Social Studies ..	100
Total	400

The standard of ability expected is approximately that of VII class of the Government High Schools.

43. Descriptive Rolls.

- The Deputy Inspectors of Schools shall submit in the duplicate, the descriptive rolls bound in register form of all candidates to the Registrar of Examinations, Bihar.

44. Examination.

- The competitive examination for admission will be conducted by the Principal, Netarhat School and the Registrar of Examinations, Bihar will assist him in circulating the information about the examination through the departmental agencies among all the Elementary schools and High schools in the State. The Principal will be responsible for appointing paper setters, head-examiners, and co-examiners and for publishing the examination and the examination results.

45. First Selection of Candidates.

- The number of candidates to be selected as the result of the test shall not ordinarily be less than four times of the number of vacancies available.

46. Second Test.

- The candidates selected at the preliminary test will be further tested at the Divisional headquarters by the Directorate of Educational and Vocational Guidance, Bihar. These very candidates will at the same place and about the same time appear before an Interview Board consisting of the Principal, Netarhat School as Chairman and the Counsellor and a senior psychologist nominated by the Government. This test will be designed to ascertain the intelligence and potentiality of the candidates.

47. Final Selection.

- The final selection shall be made by the Principal on the basis of the total marks secured by the candidates in both the tests and the interview, subject to their medical fitness.

48. Reservation of seats for Scheduled Castes and Scheduled Tribes.

- Provided suitable candidates are available, 11 per cent of the seats shall be reserved for Scheduled Castes and Schedule Tribes and 4 per cent for the backward classes.

49. Fees.

- Fees are charged according to parents' income as per schedule:-(a)If the total income of both the parents or guardians is less than Rs. 100 per month full exemption from the school and hostel fees including boarding charges, clothing and equipment. The scholar shall also be supplied by the school with clothing according to schedule free of charge, and shall also be given free passage to and from the school twice a year.(b)If the total income of both the parents or guardians ranges between Rs. 100 and Rs. 250 per month full exemption from school and hostel fees including food charges.(c)If the total income of both the parents or guardians is between Rs. 251 and Rs. 500 per month, exemption from 66 ½ per cent of the fees including food charges.(d)If the total income of both the parents or guardians is between Rs. 501 and Rs. 750 per month, exemption from 50 per

cent of the fees including food charges.(e)If the total income of both the parents or guardians is form Rs. 751 to Rs. 849 per month, exemption from 25 per cent of the fees including food charges.(f)If the total income of both parents or guardians is above Rs. 850 per month-No exemption.The income is assessed through the District Magistrate of the area concerned.

50. Scholarship.

- Scholarship once awarded shall be continued until the scholars complete their school-leaving examination courses, provided they continue to make satisfactory progress. The Principal may recommend to the State Government suspension or cancellation of scholarship on the ground of unsatisfactory progress or misbehaviour.

51. Registrar of Examinations.

- The Registrar of Examinations under the order of the Director and in consultation with the School Examination Board of which he is the ex-officio Secretary is responsible for the control and supervision of the examinations entrusted to him. He is also required to appoint examiners for the several examinations, moderate question papers, publish results of the examinations and control all receipts and expenditure connected with the examination,(G.O. no. 1386-E., dated 4th July, 1913.)

52. Regional Deputy Director of Education.

- State Government have re-designated the Divisional Inspector of Schools as Regional Deputy Director of Education. This will not involve any change in their duties.(G. O. no. 4100, dated 19th August, 1959).

53. Functions of the Inspectress of Schools, Bihar.

- The functions of the Inspectress of Schools in respect of Girls' Education are (i) Inspection and Supervision, (ii) Administration and Organisation, and (iii) Advisory.Note. - She will exercise all the powers and functions mutatis mutandis in respect of Girls' Schools as are correspondingly exercised by the District Education Officer in respect of Boys' schools.

54. Inspecting duties of the Inspectress.

- The Inspectress is empowered to inspect all classes of educational institutions for girls and women (except colleges) and may submit her inspection report to the Director of Public Instruction.The Inspectress is responsible for the efficient inspection of all recognised Girls' Institutions (other than colleges) in the State. She is required to inspect every recognised Girls High/Higher Secondary School in the State at least once in two calendar years, and to send the reports of these inspections to the Board of Secondary Education. Each report should contain a definite recommendation as to whether or not the school should continue to be permitted to present candidates at the Secondary School Examination. She is also required to visit annually a certain number of Girls' middle and

primary schools in order to test the work of her subordinate inspecting officers. She should also inspect annually the offices of all the District Inspectresses, in the State to see that these are being efficiently managed and the inspection and supervision work of these officers are thorough.

55. Other duties of the Inspectress.

- The Inspectress, is responsible for ensuring that the Departmental regulations and curriculum are strictly followed, the accounts correctly kept, prescribed text-books are used, approved holidays are observed and discipline properly maintained in all the Girls' Institutions under her Control. She will, where necessary for the better efficiency of Government Girls' School, recommend to the Director of Public Instruction-(a)the construction or extension of school buildings, Science laboratories, hostel or out-houses;(b)change or addition to the staff;(c)the provision of additional school material and equipments.

56. Relation of Inspectress to Aided Schools.

- The Inspectress is the agent of the Department for the administration of grant to Recognised High/Higher Secondary Schools for Girls' under private management. She will deal with all applications for new grant-in-aid and also for the renewal of such grants in respect of Girls' Schools. She will also pass the grants-in-aid bills of these Girls' Schools.

57. Duty of the Inspectress of Schools at aided Schools.

- When inspecting an aided Girls' school, she is required to see that the conditions attached to the grant are fully carried out, that the accounts are correctly kept, Departmental regulations strictly followed and discipline properly maintained. She is empowered to recommend to the school authorities the dismissal or removal of any teacher with whose work she is dissatisfied or whose presence on the staff of the school she considers undesirable, and to make such other recommendations with regard to the staff of the school, the constitution of the managing committee, the provision of suitable buildings, equipments etc., as may seem to her necessary. If the Inspectress finds any infringement of the conditions of the grant, or if there is an unwillingness or unwarrantable delay on the part of the school authorities in giving effect to her recommendations, she is empowered to suspend the payment of the grant and to recommend alternate mode of management of the institution. Should the cause of complaint be not removed within a reasonable time, she should withdraw the grants, unless the school is High/Higher Secondary School, in which case she should report the facts to the Board of Secondary Education.

58. The Inspectress and Anglo-Indian Schools.

- The Inspectress is authorised to visit all recognised institutions in which Anglo-Indian girls are being educated but the Inspector of Anglo-Indian schools is primarily responsible to the Department for these schools. In her visit to Anglo-Indian schools, the Inspectress should pay attention to subjects studied by girls along and to infant class work. The Inspectress will send to the

Inspector of Anglo-Indian schools a copy of such inspection reports, as she may write, of Anglo-Indian Schools, The Inspectress will furnish the Inspector of Anglo-Indian Schools with a copy of the programme of any tour in the course of which she intends to visit Anglo-Indian Schools.

59. The Inspectress and the Commissioner.

- The Inspectress must supply the Commissioner with whatever information or assistance the latter may require in connection with the work of Girls' Education in the State.

60. Inspection of High/Higher Secondary Schools.

- Formal visits of the Inspectress to the Girls' High/Higher Secondary Schools in the State should be undertaken in the course of her ordinary tours of inspection and must be evenly distributed throughout the year.

61. Consultation with the Commissioner or District Magistrate.

- In the case of disputes between the managing or advisory committee of the school and the local public, the Inspectress should obtain the opinion of the Commissioner or the District Magistrate, as the case may be, before giving her decision.

62. Conference.

- An annual conference should be held in each division under the presidency of the Inspectress. The Lady Principal of all Government Girls' High/Higher Secondary Schools, and the headmistresses of the schools should be invited to attend. Lectures should be delivered to which also they should be invited to attend. These should be followed by discussions and debates. Government servants attending these conferences will draw travelling allowance at the usual rates. The committees of aided or unaided schools, should be asked to pay the expenses of the Headmistresses, if they permit them to attend. Any divisional meeting of the District and Deputy Inspectresses, Lady Principals and Headmistresses of women's training classes, at which it may be necessary for Government servants only to attend should be held immediately before or after this conference so that travelling expenses may be minimised.

63. Minimum number of days on tour.

- The Inspectress is required to be on tour outside her headquarters not less than 150 days with at least 90 nights in each financial year.

64. Power delegated to the inspectress.

- The Inspectress is empowered-(1)subject to the provision of Article 373 of the Education Code, to make appointments to all classes of sanctioned posts under her control in Lower Subordinate

Service;(2)to make appointment to ministerial posts in her office and the offices subordinate to her on an initial monthly pay not exceeding Rs. 120;(3)to make appointments to school mistresses in the lower division of the Subordinate Educational Service out of the list of suitable candidates prepared by a Selection Board;Notes. - (i) In the event of an urgent and unforeseen vacancy, the Inspectress may make temporary appointment of a teacher without prior reference to the Director for a period not exceeding three months.(ii)If the need is so urgent as to make it difficult for an appointment to be made out of the list, the Inspectress may permit the managing committee of the school to make a temporary appointment for a period not exceeding three months after advertising the post.(iii)The Inspectress should furnish the Director by the 16th April, every year, the particulars of qualifications, categories etc. of all vacancies that are likely to occur within the following year.(4)to make appointments to all posts outside the grade on an initial pay of Rs. 190 or less;(5)to grant leave other than leave mentioned against item 18 of Appendix 9 of the Bihar Service Code, provided that the officer on leave will on his/her return be under the administrative control of the inspectress up to the extent admissible to clerks and to subordinate officers drawing Rs. 190 or less in the lower division of the Subordinate Educational Service and up to six months to subordinate officers whose pay exceeds Rs. 150 but does not exceed Rs. 350 in the upper division of the Subordinate Educational Service; to make temporary arrangements on the allowance admissible under the rules, and to require a medical certificate of fitness before return from leave, in the case of such officers granted leave for reasons of health;Note. - Leave granted to officers who are appointed by the Director must be notified to him for record and, in the case of officers in the upper division of the Subordinate Educational Service, for publication in the Gazette.(6)to suspend and impose punishment other than reduction in rank or dismissal, in accordance with rules in force, in regard to subordinate officers under her control drawing salaries of [Rs. 190] [Now see new Pay Scales.] or less excluding officers in the upper division of the Subordinate Educational Service and to grant subsistence allowance to such officers;(7)to recommend extension of service upto the age of 60 years and compulsory retirement under Rule 74 of the Bihar Service Code, with regard to subordinate officers drawing [Rs. 190] [Now see new Pay Scales.] or less excluding officers in the upper division of the Subordinate Educational Service and to make subsistence grants to suspended officers;(8)to grant pension to all subordinate officers under her control drawing salaries of Rs. 190 or less excluding officers in the upper division of the Subordinate Educational Service;(9)to withhold increment of pay in the case of officers directly under her control mentioned in clauses (1), (2), (3) and (4) of this article;(10)to reduce the pay and allowances of Government servants treated as on duty in the case of officers directly under her control mentioned in clauses (1), (2), (3) and (4) of this article;(11)to reduce the pay of officiating Government servant in cases where the Inspectress has the power to make an officiating appointment to the post concerned;(12)to make appointments of inferior servants to grade IV posts in her office and to transfer such employees from one office to another under her control;(13)to transfer officers under her control drawing Now see new [Rs. 190] [Pay Scales.] or less excluding officers in the upper division of the Subordinate Educational Service;(14)to sanction expenditure on books and publication within the limits of the budget grants for the purpose and on any other items of special contingencies or on field allowance up to Rs. 100 at a time subject to the existence of budget provision;(15)to transfer savings of the grant for special or regular contingencies from one subordinate office to another, provided that no re-appropriation of funds is involved;(16)to sanction expenditure on petty construction and repairs up to Rs. 200;(17)to countersign the travelling allowance bills of class II officers subordinate to her;(18)to

submit indents for forms and envelopes direct to the Superintendent, Government Printing Press at Gaya;(19)to submit indents for Stationery articles direct to the Superintendent, Stationery Stores and Publication at Gulzarbagh, Patna;(20)subject to the provision of Articles 358 and 373 of the Education Code, to sell or dispose of worn-out or obsolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 100 for each article, the sale being public and the proceeds deposited in the treasury;(21)to sanction the purchase of any article of foreign manufacture the value of which does not exceed Rs. 250 provided sanction for release of foreign exchange is obtained before placing order;(22)to distribute at her discretion the allotments placed at her disposal under each primary unit of appropriation;(23)to sanction special grants for libraries, furniture, equipment or building up to a limit of Rs. 500 in each case;(24)to sanction recurring grants (including renewals) to the schools other than Girls' High/Higher Secondary Schools under her control in accordance with the rules in force;(25)to approve the site, plan and estimate for a building for a Girls' School managed by a local body where the cost does not exceed Rs 6,000;(26)to grant free-studentship to time-expired scholars in the highest class of Government High/Higher Secondary Schools for the period between the close of the calendar year previous to that in which they appear at the S.S./Higher Secondary Examination and the date of that examination, and to grant free tuition in accordance with Article 640 of the Education Code, to time-expired upper primary and lower primary scholarships in Government Middle Schools for girls;(27)subject to the provision of Article 358 of the Education Code, to appointment of Superintendents of Hostels attached to Government Girls' Schools when the total emoluments do not exceed Rs. 350 per month;(28)to vary the details (namely the rates of pay of particular posts, the number of persons employed and the period of employments) of the appointment of any temporary establishments employed under her, whatever the period of their employment, subject to the following conditions:-(a)that the cost of the temporary establishment shall not be raised beyond the total emoluments sanctioned for the establishment by the authority which sanctioned its employment;(b)that where the authority which sanctioned the employment of the temporary establishment is the State Government, the pay of no post shall be raised beyond the limit of the minimum of prescribed scale thereof without the special sanction of the State Government; and(c)that in other cases the pay of no post shall be raised beyond the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment;(29)to sanction in favour of Government servants under her administrative control the acceptance of honoraria or fees of individual amounts not exceeding Rs. 200 when the amount is calculated according to scales fixed for remuneration for work in connection with examination and the budget provision is not exceeded;(30)to approve the site, plan and estimates for additions to recognised Girls' High/Higher Secondary Schools where the cost does not exceed Rs. 6,000;(31)to sanction on the recommendation of the managing committee a deviation, involving an increase, from the scale of fees prescribed for aided or unaided secondary schools for girls under her control;(32)to send a requisition without the previous approval of the Director for a plan and estimate for the construction of a new building to be built by the Public Works Department, or for Department, which will cost not more than Rs. 1,000;(33)to dispose of petitions of appeal received from parents or guardians against punishments awarded by the managing committees of Government Girls' High/Higher Secondary Schools;(34)to confirm orders of rustication or expulsion passed by the managing committee and to hear appeals from the parents or guardians of a pupil so punished, within the prescribed period;Note. - An appeal against the order of the Inspectress, shall lie to Director whose decision shall be final.(35)to direct a Lady Principal or a Headmistress to withhold

or withdraw the good conduct certificate in case of proved misbehaviour on the part of students sent up for the Secondary School Examination. This would disqualify such students from appearing at the examination or being eligible for appointment to any public service;(36)to sanction expenditure from budget allotments on the purchase of models-mathematical and other instruments except maps up to a limit of Rs. 100;(37)to pass her own contingent bills up to Rs. 100 for each item subject to budget provision;(38)to appoint non-official members of the managing committee of Government Girls' Middle Schools;(39)to sanction award of merit-cum-poverty scholarships of girls reading in High schools and to transfer scholarships from one school to another according to rules in force;(40)to countersign bills of merit-cum-poverty scholarships and middle merit scholarships awarded to girls;(G.O. No. 1382, dated 17th March, 1959)C. Powers of officers not immediately subordinate to the Director

65. Function of District Education Officer.

- The functions of a District Education Officer are three fold, i.e. (i) inspection, (ii) supervision and (iii) administration.

66. Inspecting duties of a District Education Officer.

- The District Education Officer is responsible for the efficient inspection of all recognised educational institutions (other than colleges and research institutes, girls' middle, high and training schools) including basic schools and social education centres in the area entrusted to his charge. He is required to inspect every Government Higher Secondary school including Sarvodaya High Secondary schools and Teachers' Training schools in his district at least once a year and to send the reports of these inspections to the Board of Secondary Education and the Board of Basic Education respectively. Each report except the report on Teachers' Training schools should contain definite recommendations whether, or not the school should continue to be permitted to present candidates at the Secondary School, Higher Secondary Examination. He should also pay occasional surprise visits to these schools. He is required to inspect annually not less than 33 per cent of non-Government High/Higher Secondary schools and a certain number of Government and non-Government Basic besides other Middle and Primary schools. He should also inspect annually the offices of all educational officers immediately subordinate to him. He should also inspect some of the other subordinate offices. He should see that these offices are efficiently managed and the inspection and supervision work of these offices are thorough. A copy of the Inspection Notes should be submitted to the Director through the Regional Deputy Director. The inspection should be evenly distributed throughout the year.

67. Other duties of a District Education Officer.

- The District Education Officer, is responsible for seeing that the departmental regulations and curriculum are strictly followed, the accounts correctly kept and discipline properly maintained in all the institutions and offices under his control. For the sake of better efficiency in any Government school, he is required to recommend to the Director through the Regional Deputy Director in respect of the following :- (a) the construction of, or additions or alterations to buildings; (b) requirements of

staff; and(c)the provision of additional school materials or/and equipments.

68. District Education Officers' relation to aided schools and other institutions.

- The District Education Officer is the agent of the Department for the administration of grants to recognised school and other institutions.

69. District Education Officers' duty regarding aided schools.

- When inspecting aided schools including basic schools, he is required to see that the conditions attached to the grant are fully carried out, that the accounts are correctly kept, that departmental regulations are strictly followed and that discipline is properly maintained. He is empowered to recommend to the school authorities the dismissal or removal of any teacher with whose work he is dissatisfied or whose presence on the staff, he considers undesirable and to make such other recommendations with regard to the staff of the school, the constitution of the managing committee, the provision of suitable buildings, etc., as may seem to him necessary. If the District Education Officer finds any infringement of the conditions of the grant, or if there is any unwillingness or unwarrantable delay on the part of the school authorities in giving effect to his recommendation he is empowered to suspend the payment of the grant. Should the cause for complaint be not removed within a reasonable space of time, he should withdraw the grant, unless the school is a High/Higher Secondary school, in which case he should report the facts to Board of Secondary Education, or in the case of Basic institutions to the Basic Education Board.

70. The District Education Officers' relation to unaided schools.

- Although the same standard of efficiency cannot ordinarily be expected in an unaided school as in an institution maintained or aided by Government, the District Education Officer should require a certain minimum of efficiency in every school recognised by the Department, taking into consideration in each case the standard of instruction to which the school proposes to teach. If the District Education Officer, considers any school to fall short of that minimum in the matter of management, school building, staff, equipment or discipline and if the school authorities show unwillingness or unwarrantable delay in carrying out his requirements he should, in the case of a High School, recommend to the Board of Secondary Education and in the case of basic school to the Board of Basic Education, the withdrawal of recognition and in other cases, withdraw recognition for so long a period as he deems necessary.

71. District Education Officers' responsibility for examination.

- The District Education Officer is responsible for the conduct of departmental examinations and the award of middle scholarships in his district in accordance with the regulations contained in Bihar Education Code and subject to the powers exercised by the School Examination Board. He should consult the District Inspectress concerned with regard to the examination of pardanishin

candidates, and make such arrangements as may be possible for their convenience.

72. The District Education Officer and the District Magistrate/Deputy Commissioner.

- The District Education Officer must supply the District Magistrate/Deputy Commissioner with whatever information or assistance the latter may require in connection with the work of education in his district. He should remain in close touch with the District Officer and seek his guidance and assistance specially in the administrative field.

73. Inspection of High/Higher Secondary Schools.

- The District Education Officer's formal visits to the High/Higher Secondary schools in his district should be undertaken in the course of his ordinary tours of inspection.

74. Assistance to the District Inspectress.

- The District Education Officer and his subordinates are required to extend all co-operation to the District Inspectress in connection with the schools for the control and supervision of which the latter are directly responsible specially in such matters as the acquisition of land and erection of buildings, etc.

75. Consultation with the Commissioner or District Magistrate/Deputy Commissioner.

- In the case of disputes between the managing or advisory committee of a school and the local public, the District Education Officer shall obtain the opinion of the Commissioner or the District Magistrate/Deputy Commissioner as the case may be, before giving his decision.

76. Annual Conference.

- An annual conference should be held in each district under the Presidentship of the District Education Officer. The Deputy Inspectors of Schools, Sub-divisional Education Officers, heads of all the boys' and girls' High schools, Principals of Teachers' Training schools in the district, District Superintendent of Education, Superintendent of Basic Education, Deputy Superintendent of Physical Education and local residents known to be interested in education should be invited to attend. Lectures may be delivered which may be followed by discussions and debates. Government servants attending these conferences will draw travelling allowances at the usual rates. The committees of aided and unaided schools should be advised to pay the expenses of their Headmasters/Headmistress/Principals, if they permit them to attend, any sub-divisional meeting of District Education Officers, Sub-divisional Education Officers and Headmasters/Headmistress/Principals of Government High/Higher Secondary schools including Sarvodaya High/Higher Secondary schools/Superintendent of Basic Education, Deputy

Superintendent of Physical Education, at which it may be necessary for Government servants only to attend, should be held immediately before or immediately after this conference, so that the travelling expenses may be minimised.

77. Collection of Statistics.

- The District Education Officer shall be responsible for the collection of statistics for annual district returns.

78. Minimum number of days on tour.

- The District Education Officer is required to be on tour outside his headquarters for not less than 150 days with not less than 90 night halts outside his headquarters in each financial year.

79. Powers delegated to the District Education Officer.

- District Education Officers are empowered:- (1) to make appointments to all classes of the lower subordinate service; (2) to make appointments of teachers and Sub-Inspectors in the Lower Division of the Subordinate Educational Service out of the district wise list of suitable candidates prepared by the Division Selection Board; Notes. - (i) In the event of an urgent and unforeseen vacancy District Education Officer may make temporary appointments without prior reference to the Director for a period not exceeding three months. (ii) In case of teachers, if the need is so urgent as to make it difficult for an appointment to be made out of the list, the District Education Officer may permit the managing committee of the school to make a temporary appointment for a period not exceeding one month after advertising the post locally; and (iii) District Education Officers should furnish the Director by the 15th April every year, the particulars of qualifications categories, etc., of all vacancies that are likely to occur within the following year. (3) to make appointments to all posts within or outside the grade services on an initial pay of Rs. 190 or less; (4) to grant leave, or extension of leave other than leave under rules 183, 191, 202, 203, 105 and rule 20 of Appendix 9 of the Bihar Service Code, provided the officer on leave will on his return be under the District Education Officer's administrative control up to the extent admissible to subordinate officers drawing Rs. 190 or less in the lower division of the Subordinate Educational Service and up to six months to subordinate officer whose pay exceeds Rs. 150 but does not exceed Rs. 350 in the Upper Division of the Subordinate Educational Service and to make temporary arrangement on the allowance admissible under rules and to require a medical certificate of fitness before return from leave, in the case of such officer granted leave for reasons of health; Note. - Leave granted to officers who are appointed by the Director must be notified to him for record and, in the cases of officers Upper Division of the Subordinate Educational Service, for publication in the Gazette. (5) to promote subordinate officers in the Lower Division of the Subordinate Educational Service. These promotions are to be made at a conference of District Educational Officer presided over by the Regional Deputy Director of Education; (6) to suspend and impose punishment other than degradation or dismissal in accordance with the rules in force, in regard to subordinate officer drawing salaries of Rs. 350 or less and to make subsistence grants to suspended officers; (7) to order reduction in rank or dismissal and to sanction extension of service up to the age of 60 years or to recommend compulsory retirement

under Article 74 of the Bihar Service Code with regard to subordinate officers drawing Rs. 190 or less in the Lower Division of the Subordinate Educational Service and to make subsistence grant to suspend officers;(8)to grant pensions to all subordinate officers drawing salaries of Rs. 190 in the Lower Division of the Subordinate Educational Service or less;(9)to withhold increments of pay in the case of the officer mentioned in clauses (1), (2) and (3) of this Article;(10)to reduce the pay and allowances of a Government servant treated as on duty in the case of the officer mentioned in clauses (2) and (3) of this Article;(11)to reduce the pay of an officiating Government servant in case where the District Education Officer has the power to make an officiating appointment to the post concerned;(12)to transfer, within their jurisdiction, officers under their control drawing Rs. 350 in the Upper Division of the Subordinate Educational Service or less, subject to the following rules:-no officer shall be transferred from the teaching or inspecting to the clerical line or vice versa without the consent of the Regional Deputy Director of Education. Officers under their control drawing not more than 190 Lower Division of the Subordinate Educational Service a month may be transferred by District Education Officers from the inspecting to the teaching line or vice versa with the restriction that no such transfers should take place from one service to another, e.g., from the Lower Subordinate Service to the Subordinate Educational Service. Notes. - (a) The District Education Officer is required to submit to the Director a report every half year, viz., on the 1st April and 1st October, showing what transfers he has thus effected.(b)All transfers of inspecting officers or other officers in the Upper Division of the Subordinate Educational Service shall be notified to the Regional Deputy Director of Education and Director for Publication and record.(c)Teachers serving in a Basic School should not, ordinarily, be transferred from one school to another unless they have completed three years of service in one school except in special circumstances. In such cases the officer ordering the transfer should send a report to his next higher authority stating the grounds for making such transfers.(D.P.I.'s no. 616, dated the 22nd February, 1961)(13)to sanction expenditure on books and publications within the limit of the budget grants for the purpose and in any other item of special contingencies (or on field allowance) up to Rs. 100 at a time subject to the existence of budget provision;(15)to transfer savings in the grant for special or regular contingencies from one subordinate office to another provided that no re-appropriation of funds is involved;(16)to countersign the travelling allowance bills of all officers subordinate to them;(17)to submit indents for forms and envelopes direct to the Superintendent of Government Printing at Gaya;(18)Subject to the provision of Article 358 and of this Code to sell or dispose of worn out or obsolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 100 for each article, the sale being public and the proceeds deposited in the treasury.(19)to distribute at their discretion the allotments placed at their disposal under each primary unit of appropriation;(20)to sanction the purchase of any article of foreign manufacture the value of which does not exceed Rs. 250 but a District Education Officer has power up to Rs. 500-(a) where the article is already in India at the time of the order or is already in the way out and its price and quality are not unfavourable when from the Stores Department or (b) in cases of emergency or when inconvenience to the public would be caused by waiting to obtain an article through the Stores Department or when, owing to the greater promptitude of supply, economy can be effected by purchase in India;(21)to countersign and draw the bills for middle scholarships due to Hindu and Mahammadan girls who are unable to attend any recognized schools but are permitted to draw the scholarships in accordance with Article 652;Note. - The District Inspectress concerned will send a certificate as to the satisfactory progress of the scholar to the District Education Officer, who will then draw the scholarship and remit it to the

scholar;(22)to grant leave in accordance with the rules to holders of upper primary and middle scholarships reading in the Aided High/Higher Secondary schools under their control;(23)to sanction special grants for libraries, furniture, equipment, or buildings up to a limit of Rs. 500 in each case;(24)to sanction recurring grants to the schools, other than High or Higher Secondary Schools, under their control in accordance with the rules in force;(25)to approve the site, plan and estimate for a building for a school managed by a local body where the cost does not exceed Rs. 6,000;(26)to approve the site, plan and estimate for additions to recognized high schools where the cost does not exceed Rs. 6,000;(27)to grant free-studentships to time-expired scholars in the highest class of Government High/Higher Secondary schools for the period between the close of the calendar year previous to that in which they appear at the Secondary School/ Higher Secondary Examination and the date of that examination and to grant free tuition in accordance with the Article 641 to time-expired upper primary and lower primary scholars in Government Middle schools;(28)subject to the provisions of Article 358 of this Code, to appoint Superintendents of hostels attached to Government schools when the total emoluments do not exceed Rs. 240 per mensem;(29)to vary the details (namely) the rates of pay of particular posts, the number of persons employed and the period of employment) of the appointment of any temporary establishments employed under them whatever the period of their employment, subject to the following conditions:-(a)that the cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment;(b)that where the authority which sanctioned the employment of the temporary establishment is the State Government the pay of no post shall be raised beyond the limit of the minimum of the prescribed scale thereof without the special sanction of the State Government; and(c)that in other cases, the pay of no post shall be raised beyond the limit of sanction enjoyed by the authority which sanction the employment of the temporary establishment.(30)subject to the provisions of Article 358 of this Code to sanction, under rules 138 and 143 of the Bihar Service Code (1952 edition) the acceptance of honoraria for private tuition by Government servants under their administrative control up to a maximum of Rs. 200 for each scholastic term of long vacation;(31)to sanction, in favour of Government servants under their administrative control, the acceptance of honoraria or fees of individual amounts not exceeding Rs. 250 when the amount is calculated according to scales fixed for remuneration for work in connection with the examination and the budget provision is not exceeded;(32)to award Middle scholarships;(33)to permit a school to secure more than one Upper Primary or Middle scholarship in exceptional cases, provided that no increase of cost is involved;(34)to sanction on the recommendation of the managing committee a deviation, involving an increase, from the scale of fees prescribed for aided or unaided secondary schools under their control;(35)to send a requisition without the previous approval of the Director for a plan and estimate for the construction of a new building to be built by the Public Works Department, or for additions and alterations to buildings on the books of that Department which will cost not more than Rs. 1,000;(36)to sanction the transfer of the headquarters of a Sub-inspector of schools except in cases where a residence and office for the Sub-inspector have already been built or sanctioned by Government;(37)to sanction a re-distribution of the circles of the sub-inspectors in the district;(38)to publish in the gazette the annual list of recognized middle schools under their control;(39)to publish in the gazette the award of Upper Primary and Middle scholarships;(40)to authorize the Headmaster of any non-Government High/Higher Secondary Schools to grant leave in accordance with the rules to scholarship holders reading in his school;(41)to dispose of petitions of

appeal received from parents or guardians against punishments awarded by the managing committees of Government High/Higher Secondary Schools;(42)to sanction payment of rent for the office accommodation of Deputy Inspectors and Sub-Inspectors of Schools in the district;(43)to rusticate students reading in a schools other than that which is under direct management of a local body, for gross indiscipline, without consulting the managing committees of the schools;Note. - An appeal from the parents or guardians of such students shall lie to the Regional Deputy Director of Education whose decision shall be final.(44)to direct a Headmaster to withhold or withdraw the good conduct certificate in case of roved misbehaviour on the part of students sent up for the Secondary school/Higher Secondary Examination. This would disqualify such students from appearing at the examination or being eligible for appointment to any public service.(G.O. no. 4345, dated 24th November, 1958.)

80. Duties and Powers of Sub-divisional Education Officer.

- The Sub-divisional Education Officer is in general charge of all educational activities other than colleges, research and special institutes and female education in the subdivision, subject to the general control of the District Education Officer. He is the local educational officer who is charged with the immediate inspection and academic supervision of schools of all classes in his subdivision with the exception of Government High/Higher Secondary schools and Training schools of which the heads are officers of an equivalent rank. He is the authority to grant or withdraw recognition of Middle schools in his subdivision. He should carefully supervise the work of the Deputy Inspectors and the Sub-Inspectors of schools under him. He is the educational advisor of the Sub-divisional Officer.

81. Propaganda Work.

- The Sub-divisional Educational Officer should occasionally arrange interviews with the managing committees of the schools under his charge and with the parents and guardians of pupils in order to explain the necessity for regular and punctual attendance and to induce the people generally to take an interest in education.

82. Sub-divisional Education Officer's relation to National Extension Service and Community Development Blocks.

- He is required to keep in close touch with Block Development Officers and Project Executive Officers and supervise the educational programme of each Block. He should ensure that educational plans for each block are prepared carefully and in time and that such plans implemented properly.

83. Minimum number of days on tour.

- The Sub-divisional Education Officer is required to be on tour outside his headquarters for not less than 150 days with at least 90 night halts in each financial year.

84. Inspection and Supervisory duties of a Sub-divisional Education Officer.

- He should inspect each non-Government High and Higher Secondary school in his charge at least once a year and each Training school whose head is not an officer of equivalent rank and all Government Basic schools as often as possible. In addition, he should inspect as many Middle and Primary schools, including non-Government Basic schools in the subdivision, as he conveniently can. He should also inspect the offices of the Deputy Inspectors of Schools, Sub-Inspectors of Schools and Deputy Superintendents of Basic Education at least once a year to see that they are efficiently managed and that the inspection and supervision work of these offices is thorough. A copy of his inspection note should be submitted to the District Education Officer. A copy of the inspection note on office of Sub-Inspector of Schools should be sent to the Block Development/Project Executive Officer concerned. His report of inspection of High/Higher Secondary schools should be forwarded to the Board of Secondary Education by the District Education Officer with such observations of his own as he may wish to make. Note. -(i) A Sub-divisional Education Officer may count as a day spent on tour any day during which he visits four schools within 5 miles of his headquarters, provided that if a school is visited more than twice in the same year, no account will be taken of such visit; and (ii) The Sub-divisional Education Officer is required to supervise the working of the Auxiliary Cadet Corps Organisation in his jurisdiction in consultation with the Assistant Administrative Officer, N.C.C. of his division.

85. Checking of diaries of Subordinate Inspecting Officers.

- The Sub-divisional Education Officer must check the tour diaries of Sub-Inspectors which should be submitted to him through the Deputy Inspector of schools and Block Development Officer or Project Executive Officer with a view to ascertain whether the touring has been satisfactory from the qualitative and quantitative points of view and whether it has been carried out in a planned manner. He should require each Sub-Inspector of Schools to submit a full list of the primary, special and indigenous schools in the Anchal along with the diary. The list shall show the name and class of each school, the date of its commencement, the dates of inspection in the various months and any remarks thereon. The list should be returned to the Sub-Inspector after inspection and signature. The Sub-divisional Education Officer will send the tour diary to the District Superintendent of Education for his perusal and onward transmission to the District Education Officer. Similarly, the tour diaries of Deputy Inspectors of Schools and Deputy Superintendent of Basic Education should be obtained along with their travelling allowance bills and checked in the same manner.

86. Check list of schools to be submitted.

- The Sub-divisional Education Officer should submit a similar list dealing with Sarvodaya High and Higher Secondary, Middle and Teachers' Training schools of which the head is not a class II Officer to the District Education Officer along with his own travelling allowance bill.

87. Girls' schools open to male inspection.

- Girls' schools under the District and Deputy, Inspectresses of Schools but incharge of male teachers are open to inspection by the Sub-divisional Education Officer. He should forward to the District and Deputy Inspectresses concerned, copies of inspection notes which he records in respect of such schools.

88. Powers of Sub-divisional Education Officer.

- The Sub-divisional Education Officer is empowered :- (i) to submit indents for forms and envelopes direct to the Superintendent of Government Printing Press, Gaya; (ii) to submit indents for stationery articles direct to the Superintendent Stationery Stores and Publication at Gulzarbagh, Patna; (iii) to sanction the purchase of library and prize books and furniture and teaching appliances manufactured in India, up to a limit of Rs. 50 for each article, for all, Government schools other than Government High schools and Training schools subject to the budget provision; (iv) to sanction the sale of worn-out furniture and apparatus belonging to Government schools other than Government High schools and Training schools and of worn-out furniture belonging to the offices of the Deputy Inspector of Schools and Deputy Superintendent of Basic Education. No articles, the price of which exceeds Rs. 50, should be sold without the sanction of the District Education Officer; (v) to sanction the transfer of pupils from one Teachers' Training school to another within the subdivision provided that the Headmasters of the Teachers' Training schools are not class II officers; (vi) to approve the list of holidays for non-Government schools other than Government High schools and Training schools; (vii) to grant leave to scholarship-holders in High schools other than Government High schools, subject to authorities prescribed by Government; (viii) to pass bills for middle and upper primary scholarships for scholars reading in High schools other than Government High schools and recognised Pardanashin Middle schools; (ix) to sanction the transfer of pupils from Middle or Primary schools within his jurisdiction to other schools of similar status without prejudice to their right to compete for scholarships within the next two years; (x) to sanction the transfer of Upper Primary Scholarships from one middle school within his jurisdiction to another Middle school; (xi) to make appointments of class IV Government servants and of teachers in the scale of Rs. 50-90 in schools under his control and to sanction pensions to such officers; (xii) to grant leave other than leave under rules 183, 191, 201, 202, 203, 204, 205 and rule 20 of Appendix 9 of the Bihar Service Code, 1952 to the officers; of which he is the competent authority to make substantive appointments and to clerks for a period not exceeding six months provided that the officers on leave will on return be under his administrative control, and to make officiating appointments in such leave vacancies; Note. - The Sub-divisional Education Officer is empowered to exercise powers delegated to the District Inspector of Schools in the Bihar Service Code and in other relevant codes and orders in regard to appointment, dismissal, discharge, reduction in rank, suspension and punishment to officers serving under his administrative control. (xiii) to recognise, or refuse recognition to schools, other than those not open to male inspection, which are included in the recommended lists of the District Education Planning Committee and approved by the competent authority as Middle and Senior Basic schools, if however, the school is maintained or aided by a local body, no change of status should be sanctioned without the approval of that body, if the local body does not agree with the Sub-divisional Education Officer, the matter should be reported to the Regional Deputy Director

of Education through the District Education Officer, whose decision shall be final;(xiv)to appoint Superintendents of hostels attached to Government Middle and Basic schools in accordance with the rules in force;(xv)to transfer any teacher from one Government school to another under his control subject to report to the District Education Officer;(xvi)to grant casual leave to Deputy Inspector and to Sub-inspector of schools (in areas other than National Extension Service and Community Development Blocks);(xvii)to pass the pay and allowances bills of his establishment, contingent bills, travelling allowance bills of his staff, except his own travelling allowance bills, which will be drawn after countersignature by the District Education Officer;(xviii)to pass the travelling allowance bills of all the officers subordinate to him within the budget allotment;(xix)subject to budget provision, to sanction recurring grants to aided Junior Training schools; L.(xx)to compile and submit annual statistical returns and reports on the progress of education in the subdivision;(xxi)to establish and administer social education centres, libraries, akharas, and vyamashalas in the subdivision and to pass the grant-in-aid bills of such institutions; and(xxii)subject to budget provision, to sanction recurring grants to Middle schools and hostels attached to them except in areas where the local bodies have assumed control of such schools.Note. - "High school" includes "Higher Secondary school" wherever it occurs.(G.O. No. 4319, dated 21st November, 1958)Duties and Powers of District Inspectress of Schools

89. District Inspectress.

- The District Inspectress of Schools is the local educational officer charged with the immediate inspection and supervision of Girls' schools of all classes in her district with the exception of Government High/Higher Secondary schools and Training schools of which the heads are officers of an equivalent rank. She is the authority to grant or withdraw recognition of Girls' Middle schools in her district. She should carefully supervise the work of the Deputy Inspectresses of Schools under her. She is the Educational Adviser of the District Education Officer in respect of girls' education in the district.

90. Propaganda Work.

- The District Inspectress of Schools should occasionally arrange interviews with the Managing Committee of the Girls' schools under her charge and with the parents and guardians of pupils in order to explain the necessity for regular and punctual attendance and to induce the people generally to take interest in girls' education.

91. District Inspectress's relation to C.D. Blocks.

- She is required to keep in close touch with the Block Development Officers and Project Executive Officers and supervise the Educational programme relating to girls of each block, particularly the working of the Lady Social Education Organiser.

92. Minimum number of days on tour.

- The District Inspectress of schools is required to be on tour outside her headquarters for not less than 150 days with at least 90 night halts in each financial year. The tour programme should be properly planned and approval of the Inspectress of Schools should ordinarily be obtained in advance.

93. Inspection and supervisory duties of the District Inspectress of Schools.

- She should inspect each non-Government Girls' Middle school in her charge at least twice a year and each Training school whose head is not an officer of equivalent rank and each non-Government Girls' Middle school at least once a year. In addition, she should inspect as many Primary schools as she conveniently can. She should also take interest in the supervision of various women's programmes organised and run by other departments of Government. She should also inspect the offices of the Deputy Inspectress of schools at least once a year in order to see that they are efficiently managed and the inspection and supervision work of these offices is thorough and satisfactory. A copy of her inspection note on the office of the Deputy Inspectress of Schools should be submitted to the Inspectress of Schools. Her report of inspection of High/Higher Secondary schools should be forwarded to the Board of Secondary Education through the Inspectress of Schools who will make her observations on it when forwarding it to the Board. Note. - A District Inspectress of Schools may count as a day spent on tour any day during which she visits two schools within five miles of her headquarters provided that, if a school is visited more than twice in the same year, no account will be taken of such visit for this purpose. The District Inspectress of Schools is required to supervise the working of the N.C.C. and Auxiliary Cadet Corps organisation functioning in Girls' schools in her district in consultation with the Assistant Administrative Officer, N.C.C. of her division.

94. Checking of diaries of Subordinate Inspecting Officers.

- The District Inspectress of Schools must check the tour diaries of the Deputy Inspectress of Schools which should be submitted to her along with their T.A. bills.

95. Check list of schools to be submitted.

- The District Inspectress of Schools should submit a similar list dealing with High/Higher Secondary, Middle and Teachers' Training schools of which the head is not a class II officer inspected by her to the Inspectress of Schools along with her own T.A. bills.

96. Boys' Schools open to inspection by Lady Inspecting Officers.

- The District Inspectress of Schools may inspect such Boys' schools (excluding Government High/Higher Secondary schools) in which girl students are admitted. She should forward to the District and Subdivisional Education Officer concerned copies of inspection notes which she records

in respect of such schools.

97. Power of District Inspectress of Schools.

- Subject to the powers delegated to the Deputy Inspectress of Schools, the District Inspectress of Schools is empowered :-(i)to submit indents for forms and envelopes direct to the Superintendent of Government Printing Press Gaya;(ii)to submit indents for stationery articles direct to the Superintendent, Stationery Stores and Publication, Gulzarbagh, Patna;(iii)to sanction the purchase of books for library and prize, furniture, and teaching appliances up to a limit of Rs. 50 for each article, for Government Girls' Middle schools and Teachers' Training school for women under her charge, subject to provision of allotment;(iv)to sanction the sale of worn-out furniture and apparatus belonging to Government Girls' Middle schools and Teachers' Training schools for women under her charge and of worn-out furniture belonging to the Deputy Inspectress of Schools;Note. - No article, the cost price, of which exceeds Rs. 50 should be sold without the sanction of the Inspectress of Schools.(v)to sanction the transfer of pupils from Teachers' Training school to another under her charge;(vi)to approve the list of holidays for non-Government Girls' schools; Higher Secondary schools, Girls' Middle schools and Teachers Training schools for women under her charge;(vii)to grant leave to scholarship holders in Girls' High schools other than Government Girls' High schools subject to the rules prescribed by Government;(viii)to pass bills for Middle and Upper Primary Scholarships for scholars reading in Girls' Middle schools and in non-Government High schools.(ix)to sanction the transfer of pupils from Girls' Middle schools and Pardanashin Primary schools within her jurisdiction to other schools of similar status without prejudice to compete for scholarships within the next two years;(x)to sanction the transfer of Upper Primary Scholarships from one Girls' Middle school within her jurisdiction to another Girls' Middle school;(xi)to make appointment of class IV Government servants and of teachers in the [scale of Rs. 50-90] [Now see new Pay Scales.] or below in schools under her control and to sanction pension to all such cases;(xii)to grant leave other than leave under rules 183, 191, 201, 202, 203, 205 and rule 20 of Appendix 9 of the Bihar Service Code, 1952, to a Government servant, whom she is competent to appoint substantively and to clerks for a period not exceeding six months provided that the Government servants on leave will, on return to duty, be under her administrative control, and to make officiating appointments in such leave vacancies;(xiii)to recognise Girls' Middle and Primary schools which are included in the recommended lists of the District Education Planning Committee and approved by the competent authority. If, however, the school is maintained or aided by a local body no change of status should be sanctioned without the consent of that body. If the local body does not agree with the District Inspectress of Schools, the matter should be reported to the Inspectress of Schools whose decision shall be final;(xiv)to withdraw recognition of Girls' Middle and Girls' Primary schools in accordance with the procedure indicated in Article 205 of the Bihar Education Code;(xv)to appoint Superintendents of Hostels attached to the Government Girls' Middle schools under her control in accordance with the rules in force ;(xvi)to transfer any teacher of which she is the competent appointing authority from the Government Girls' Middle school to another under her control subject to report to the Inspectress of schools;(xvii)to grant casual leave to Deputy Inspectress of Schools and Headmistress of Government Girls' Middle schools;(xviii)to pass the pay and allowance bills of her establishment, contingent bills, travelling allowance bills of her staff, except her own travelling allowance bills which will be drawn after countersignature by the

Inspectress of Schools;(xix)to pass T. A. bills of all the officers subordinate to her within the budget allotment;(xx)subject to budget provision, to sanction recurring grants to Aided Teachers' Training schools and classes for women;(xxi)to compile and submit annual statistical returns and reports on the progress of girls' education in her district as may be required by the District Education Officer. A copy of such returns and report should invariably be submitted to the Inspectress of Schools;(xxii)to establish and administer social education centres for women in her district and to pass grant-in-aid bills of such centres;(xxiii)subject to budget allotment, to sanction recurring grants to Girls' Middle schools and to hostels attached to them except in areas where the local bodies have assumed control of such schools;(xxiv)to dismiss, discharge, reduce in rank, suspend and punish officers of which she is the appointing authority;(xxv)to countersign the establishment and contingent bills of Girls' Middle schools.

98. Duties and powers of the Deputy Inspectress of Schools.

- The Deputy Inspectress of Schools is the local educational a officer charged with the immediate inspection and supervision of all Girls' Middle and Primary schools including Government Girls' Middle schools in her subdivision. A Government Girls' Middle school where the Headmistress is in the Upper Division of the Subordinate Educational Service will, however, be under the direct control of the District Inspectress of Schools, the Deputy Inspectress of Schools will have the authority to grant or withdraw recognition of Girls' Primary schools of her Subdivision.

99. Propaganda Work.

- The Deputy Inspectress of schools should frequently arrange interviews with the managing and local committees of schools under her charge, with the mukhya of Gram Panchayats and with the parents and guardians, particularly with the mothers of school-going age girls in order to explain to them the importance of girls education and to ensure the increase in enrolment and regular and punctual attendance of girls in schools and to induce the people generally, to take interest in Girls' Educational Organisations as well as other women social worker of development blocks in the achievement of this objective.

100. Minimum number of days on tour.

- The Deputy Inspectress of Schools is required to be on tour outside her headquarters for not less than 180 days with at least 100 night halts in each financial year. She should send a copy of her tour programme to the Block Development Officer of the Block concerned in advance so that it may be possible for him to conveniently co-ordinate her tour programme with that of the Lady Social Education Organiser. The tour programme should be properly planned and got approved by the District Inspectress of Schools in advance.

101. Inspection and supervision duties of the Deputy Inspectress.

- The Deputy Inspectress of Schools should inspect each Girls' Middle school in her charge at least

twice a year and each Girls' Primary school at least once in two years. In addition, she should inspect as many other categories of primary schools, special and indigenous schools as she conveniently can. She should also take interest in the supervision of various women's programme run by other departments of Government. A copy of her inspection notes should be submitted to the District Inspectress of Schools. Note. - The Deputy Inspectress of Schools may count as a day spent on tour any day during which she visits two schools within five miles of her headquarters provided that neither school has received more than one visit from her earlier in that financial year.

102. Check list of schools to be submitted.

- The Deputy Inspectress of Schools should submit travelling allowance bills, a full list of Government Girls' Middle and Primary schools in her charge, showing the name and class of each school, the date of its commencement, date of last inspection, the dates of inspection in the various months during the year and any remarks thereon to the District Inspectress of Schools. No travelling allowance bills will be entertained by the District Inspectress of Schools without such a list.

103. Boys' schools open to inspection by Lady Inspecting Officers.

- The Deputy Inspectress of Schools may inspect such Boys' Middle and Basic schools in which girls students are admitted. She is free to inspect Boys' Primary schools, even if girls' are not admitted to them. She should forward to the District Inspectress of Schools and Subdivisional Education Officer concerned copies of her inspection notes which she records in respect of Middle and Basic schools of composite character.

104. Powers of the Deputy Inspectress of Schools.

- The Deputy Inspectress of Schools is empowered-(i)to countersign the establishment and contingent bills of her office and those of Government Girls' Middle schools in her charge;(ii)to pass the travelling allowance bills of her staff and those of the Government Girls' Middle schools in her charge except her own travelling allowance bills, which will be drawn by her after counter-signature by the District Inspectress of Schools;(iii)to grant casual leave and leave of absence during the gazetted holidays to her office staff and to the Headmistress of Government Girls' Middle school in her charge including permission to avail vacation(iv)to approve the list of holidays of Girls' Middle schools in her charge;(v)to grant leave to scholarships holders in schools, other than high schools, subject to the rules prescribed by Government;(vi)to pass bills for Upper Primary Scholarship for girls' scholars reading in Girls' Middle schools in her charge;(vii)to sanction the transfer of pupils from Girls' Middle schools and Primary schools to other schools in her charge without prejudice to compete for scholarships within the next two years;(viii)to sanction the transfer of a Upper Primary Scholarship from one Girls' Middle school to another Girls' Middle school in her charge;(ix)to countersign and draw the bills for Upper Primary Scholarships due to Hindu and Muhammadan girls who are unable to attend any recognised schools but are permitted to draw scholarships in accordance with Article 652 of the Education Code. Before doing so, she should satisfy herself about the satisfactory progress of the scholars;(x)to recognise Girls' Primary schools which are included in recommended list of the District Planning Committee and approved by the competent authority. If,

however, the school is maintained or aided by local body, no change of status should be sanctioned without the approval of that body. If the local body does not agree with the Deputy Inspectress of Schools, the matter should be reported to the Inspectress of Schools, whose decision shall be final;(xi)to countersign and submit to the District Superintendent of Education the pay and other bills connected with the non-Government Girls' Middle schools for payment.

105. Deputy Inspector of Schools.

- A Deputy Inspector of Schools is charged with the immediate inspection and academic supervision of Middle Schools in his subdivision. He is primarily responsible for the state of the Middle schools. He should supervise the work of Sub-Inspectors under him. He should occasionally arrange interviews with the managing committees of the schools under his charge, also with parents of pupils in order to explain the necessity for regular and punctual attendance and to induce the people generally to take an interest in education. He is required to spend 180 days on tour in each year and should inspect each middle school once a year. He should in addition see as many primary schools as he conveniently can. Note. - A Deputy Inspector of Schools may count as a day spent on tour any day during which he visits schools within five miles of his headquarters, provided that neither school has received more than one visit from him earlier in that financial year. (G.O. no. 25-E.R., dated the 4th May, 1926 : D.P.I's letter no. 4470, dated the 28th April 1931 and G.O. no. 360-E, dated the 21st January, 1935.)

106. Check Lists.

- A Deputy Inspector is authorised to pass the pay bills and contingent bills of the Sub-Inspectors of Schools in his subdivision. Each such officer should submit to the Deputy Inspector, with his bill, his diary and a full list of the Primary, Special and Unrecognised schools in his circle. The list should show the name and class of each school, the date of commencement, the dates of inspection in the various months and any remarks thereon. This list should be returned to the Sub-Inspectors as the case may be, after inspection, signature and such remarks as the Deputy Inspector may wish to make. The Deputy Inspector should submit a similar list of the Middle schools under his charge to the Sub-divisional Education Officer along with his own travelling allowance bill. (G.O. no. 25-E.R., dated the 4th May, 1926, G.O. no. 360, dated the 21st January 1935 and G.O. no. 2289, dated the 9th September, 1945.)

107. Conference.

- Deputy Inspectors should attend the Sub-divisional Education Officers' Annual Conference and should also make it a point of attending as many of the annual conferences held by their Sub-Inspectors as possible. (G.O. no. 25-E. R., dated the 4th, May, 1926.)

108. Powers of Deputy Inspectors.

- Deputy Inspectors are empowered-(i)to sanction the sale of worn-out furniture and apparatus

belonging to the offices of the Sub-Inspectors. No articles whose cost price exceeds Rs. 50 should be sold without the sanction of the District Education Officer;(G.O. no. 25-E. R., dated the 4th May, 1926 and G.O. no 6796, dated the 10th December, 1930.)(ii)to grant leave to scholarship-holders in schools other than high schools subject to the rules prescribed by Government;(G.O. no. 25-E.R., dated the 4th May, 1926.)(iii)to sanction the transfer of pupils from Middle or Primary schools within their jurisdictions to other schools of similar status without prejudice to their right to compete for scholarships within the next two years;(G.O. no. 25-E.R., dated 4th May, 1926.)(iv)to sanction the transfer of Upper Primary Scholarships from Middle schools within their jurisdictions to other Middle schools;(G.O. no. 25-E.R., dated the 4th May, 1926.)(v)to make appointment to inferior service and other officers outside the graded service to posts under their control whose pay does not exceed Rs. 30 a month with accompanying power of granting leave, punishment, suspending, degrading and dismissal from their service and pension;(G. O. no. 25-E.R., dated the 4th May, 1926.)(vi)to recognise schools in accordance with the plan approved by the District Education Planning Committee which apply for recognition as Upper Primary or Lower Primary schools. If, however, the school is maintained by the local body, no change of status should be sanctioned without the approval of that body. If the local body does not agree with the Deputy Inspector, the matter should be reported to the District Education Officer;(G. O. no. 25-E.R., dated the 4th May 1926.)(vii)to pass their own pay bills and those of the establishment and their own contingent bills;(G.O. no. 25-E.R., dated the 4th May, 1926.)(viii)to countersign bills for grants-in-aid to Middle schools payable by a District Superintendent of Education or Municipality;(Government Notification no. 5062-L.S.-GO., dated the 1st June, 1954.)(ix)to draw up and submit to the District Superintendent of Education bills for Lower Primary Scholarships awarded in another district but made tenable to schools under their charge;(G.O. no. 25 E.R., dated the 4th May, 1926 and Government Notification no. 5062 L.S.G., dated the 1st June 1954.)(x)to grant casual leave and leave of absence during gazetted holidays and vacations to their establishment;(G.O. no. 25-E. R., dated the 4th May, 1926.)(xi)to pass the travelling allowance bills of the subordinates subject to budget provision;(G.O. no. 6796, dated the 10th December 1930.)(xii)to receive bills relating to salaries, contingencies and for the other payments as the case may be for Middle schools and non-Government Basic schools, to scrutinise them and despatch them with his counter-signature to the District Superintendent of Education.(Government Notification no. 5062 L.S.G., dated the 1st June, 1954.)

109. Annual Returns.

- A Deputy Inspector should attend when required to help the District Education Officer in the preparation of his annual returns in lieu of a Sub-Inspector from his subdivision. In that case he is only allowed to absent himself from his work for ten days inclusive of Sundays and holidays and the time spent in travelling from and to his headquarters. If the period exceeds this, he will cease to draw pay and allowance for the day or days in excess.(G.O. no. 25-E. R., dated the 4th May, 1926.)

110. Regulation of transfer of Deputy Inspectors of Schools and Deputy Superintendent of Education.

- A Deputy Inspector of Schools and Deputy Superintendent of Education should not ordinarily be posted in his home district. If the officer is already stationed in his home district, steps should be taken immediately to transfer him to a place outside his home district.(a)Ordinarily, a Deputy Inspector of Schools or Deputy Superintendent of Education who has worked for more than six years outside his home division, may be posted within his home division, provided it is administratively feasible and also desirable.(b)The transfer of a Deputy Inspector of Schools and Deputy Superintendent of Education shall be controlled only by the Director of Public Instruction, Bihar.(c)There should be a periodical review of the posting of the officers concerned.(G O. no. 6298, dated the 36th August, 1956.)

111. Deputy Superintendent of Education.

- In every district there shall be one or more Deputy Superintendent of Education to give such assistant and perform such functions as will be assigned by the District Superintendent of Education or as may be laid down by the Director.

112. Sub-Inspector of Schools.

- A Sub-Inspector's first duty is in connection with primary and indigenous schools. He may, however, be authorised by the Sub-divisional Education Officer or the Deputy Inspector of Schools to visit Middle and Junior Basic schools. He should also arrange occasionally to see the parents and guardians of the pupils of Primary schools in order to explain the necessity for regular and punctual attendance and to induce the people generally to take an interest in education. The headquarters of a Sub-Inspector will be located at the headquarters of Anchal-cum-Development Block and his jurisdiction will be co-ex-tensible with the jurisdiction of a Development Block. Ordinarily, a Sub-Inspector is placed incharge of 60 primary schools.(G.O. nos. 4367, dated 26th September, 1955 and 370, dated 22nd January, 1957.)

113. Relationship between the Sub-Inspector and the Block Development Officers/Project Executive Officers.

- (i) The Block Development Officer/Project Executive Officer shall have the full control over the movement of the Sub-Inspector of Schools within the Block. A copy of the tour programme of the Sub-Inspector of Schools shall be sent by him to the Block Development Officer/Project Executive Officer as also to the Sub-divisional Education Officer. The Block Development Officer/Project Executive Officer may ask the tour programme to be adjusted in which case the Sub-Inspector of Schools shall adjust the tour programme accordingly. The Block Development Officer/Project Executive Officer, while asking for such adjustment shall keep the requirements of the Education Code in view and shall send a copy of his order to the Sub-divisional Education Officer.(ii)The Sub-Inspector of Schools shall submit the monthly tour diary through the Block Development Officer/Project Executive Officer concerned, who will forward the same to the Deputy Inspector of Schools with such comments as he may like to record.(iii)Casual leave shall be granted to the Sub-Inspector of Schools by the Block Development Officer/Project Executive Officer concerned

under intimation to the Sub-divisional Education Officer.(iv)The Block Development Officer/Project Executive Officer shall be competent to inspect the work of the Sub-Inspector of Schools within the Block.(G. O. no. 4367, dated the 26th September, 1955 and no. 126, dated the 26th April, 1958.)

114. Minimum number of tour days, tour programme and check list.

- He must submit his tour programme to the Block Development Officer before going out on tour. He should submit with his diaries a full list of the Primary schools special and indigenous schools, the date of its commencement, the date of inspection in the various months and any remarks thereon. The form will be returned with the diary. The Sub-Inspector of Schools is required to be more than 200 days on tour every year and to visit and inspect each Primary school in his area at least once a year and in addition to pay a surprise visit to each school at least four times in the year. The surprise visit should be paid in the course of ordinary inspection tour to other schools.(G. O. no. 2289-E, dated the 28th September, 1945.)

115. Control of Sub-Inspector of Schools.

- The following rules regulate the appointment, leave, promotion, transfer, suspension and punishment of the Sub-Inspector:-
 (a)Appointment. - The Sub-Inspector of Schools shall be appointed by the District Education Officer within his jurisdiction under a system of centralised recruitment to be made by a selection committee subject to rules and instructions that may be issued by the State Government from time to time.
 (b)Leave. - Casual leave to the Sub-Inspector (in area other than N.E.S. and C.D. Blocks) is granted by the Sub-divisional Education Officer. The Sub-divisional Education Officer may also grant leave other than casual leave up to a maximum period of two months to a Sub-Inspector of Schools, if no temporary arrangements is involved. Applications for leave for more than two months will be forwarded by the Sub-divisional Education Officer concerned to the District Education Officer. Leave and Training reserve personnel should be deputed to act in leave vacancies.
 (c)Confidential Reports. - The annual confidential remarks of a Sub-Inspector of Schools posted in a Block will be initiated by the Deputy Inspector of Schools and forwarded to Block Development Officer/ Project Executive Officer concerned. After recording his remarks which may include exceptionally good work or bad work on the part of the Sub-Inspector, the Block Development Officer/Project Executive Officer will forward the papers to the District Education Officer through the Sub-divisional Education Officer who will record his own remarks and maintain the character rolls. In case of wide divergence of views between the District Education Officer and the Sub-divisional Education Officer, the District Education Officer may record his own views thereon. In the case of a Sub-Inspector of Schools posted outside the Block the confidential character roll will be initiated by the Deputy Inspector of Schools and forwarded to the District Education Officer through the Sub-divisional Education Officer. Due weight will be attached to these reports at the time of promotion.(G.O. no. 2126, dated the 26th August, 1958.)
 (d)Transfer. - (i) Ordinarily, no Sub-Inspector of Schools who has served for less than three years in one circle, should be transferred within the district by the District Education Officer. Should it, however, be necessary in the interest of public service to transfer such a Sub-Inspector of Schools who has not completed his full term of 3 years in one circle within the district the District Education Officer should obtain the previous approval of the Regional Deputy Director of Education giving adequate

reasons for such a transfer. Likewise, the Regional Deputy Director of Education when he decides to transfer a Sub-Inspector of Schools within 3 years of his posting in a particular circle from one district to another, should seek the previous approval of the Director of Public Instruction, Bihar or the Additional Director of Public Instruction, Bihar. Before the order of transfer is passed the Block Development Officer concerned should be consulted and this fact should be mentioned in the transfer order. (ii) A Sub-Inspector of Schools should under no circumstances be posted in his home subdivision. If a Sub-Inspector of Schools has already been stationed in his home sub-division, steps should be taken immediately to transfer him to a circle outside his home subdivision. (iii) Ordinarily, a Sub-Inspector of schools, who has worked for more than six years outside his home division, should be posted within his home division provided it is administratively found convenient. (iv) There should be periodical transfers of Sub-Inspector of Schools within the Division and if necessary outside the division also. A Sub-Inspector of Schools may also be transferred to a division other than his home division in public interest. Normally, a Sub-Inspector of Schools should not be allowed to work in the same district for more than five years. (v) It is further (decided that a Sub-Inspector of Schools should not be normally allowed to remain in on circle for more than three years. (G.O. no. 3149, dated the 7th July, 1960, G.O. no. 55-E. R, dated the 14th June, 1955 and Government, letter no. 6542, dated the 21st October, 1957.)) (e) Suspension and punishment. - Powers of suspension and punishment will be exercised by the District Education Officer and the Regional Deputy Director of Education as in the case of other Subordinate Education Service Officers. The District Superintendent of Education may request the District Education Officer to suspend or punish a Sub-Inspector of Schools for reasons to be recorded in writing.

116. Assistance in preparing the Annual Returns.

- One Sub-Inspector from each subdivision may be called by the District Education Officer and one Sub-Inspector from each district by the Regional Deputy Director of Education to help in the preparation of the annual returns. These Sub-Inspectors will be allowed to be absent from their work for ten days only inclusive of Sundays and holidays and the time spent in travelling from and to their headquarters. If the period is exceeded, the Sub-Inspector of Schools will cease to draw pay and allowances for the day or days in excess. (R. & O. Page 145.)

117. Guru gathering under Sub-Inspector.

- This Scheme is not in force now hence omitted.

118. Deputation of Sub-Inspector of Schools from Inspecting Branch to the staff of Junior Training School.

(a) Deputation of Sub-Inspectors of Schools to Junior Training schools should not be made as a measure of punishment. If a particular Sub-Inspector's work is unsatisfactory the remedy is not in transferring him to a training school, but in such cases disciplinary action should be taken against the Sub-Inspector of Schools concerned. (b) Only those Sub-Inspectors who are really capable and who have the necessary initiative, drive, and imagination should be deputed wherever necessary to

work in the Junior Training Schools.(c)Such Sub-Inspectors who are deputed to work in Junior Training Schools will continue to retain their line on the inspecting branch and will be eligible to be considered for promotion in that branch.(d)Whenever a Sub-Inspector of Schools is deputed on the staff of the Training school, a report should be sent to the Director for information and record.(G. O. no. 5489, dated the 22nd November, 1955.)

119. Duties and power of Divisional Superintendent of Basic Education.

- The Divisional Superintendent of Basic Education is under the administrative control of the Regional Deputy Director of Education. He is required to assist the Regional Deputy Director of Education in the supervision of basic education in the division.

120. Divisional Social Education Organiser.

- At each divisional headquarters here is a Divisional Social Education Organiser under the administrative control of the Regional Deputy Director of Education. His duty is to supervise and guide the work of the District Social Education Organisers and through them of the social education workers at lower level.

121. Powers and duties of the Superintendents of Basic Education.

(1)The Superintendents of Basic Education have been assigned the following duties and responsibilities:-(i)Supervision of Basic education in their respective division.(ii)Inspection of accounts of basic institution in their respective divisions,(iii)To attend the transaction regarding lands and buildings for the use of basic institutions.(iv)To deal with other development schemes of the Education Department within their respective divisions.(v)To assist the Regional Deputy Director of Education in executing and supervising the various development schemes of the Education Department.(vi)To inspect all Teachers' Training, and Sarvodaya High schools in the division at least once a year.(vii)To inspect as many basic schools, social education centres and libraries and elementary schools as possible under the control of the District Education Officer.(viii)To conduct assessment of Teachers' Training schools and Sarvodaya High schools and supervise as many assessment camps as possible.(ix)To conduct inspection of such land offered for the basic education centres and assist and guide in the preparation of plan and estimates for their buildings.(x)To conduct an experiment in at least one school under their direct supervision in respect of the progress and self sufficiency in that school.(xi)To conduct an experiment in respect of the Progress of the particular schools taken by them.(xii)To advise the District Education Officer in the matter of assessment of the efficiency of classes and teaching, transfer and posting of headmasters and teachers, maintenance of staff in relation to the crafts periodical increments and promotions and maintenance of records of teachers.(xiii)To take interest in basic and social education centers in the community project areas, national extension service blocks and education improvement programme.(xiv)To be on tour for at least 150 days in a year.(xv)To submit indent and forms and stationery of his office.(xvi)To appoint menials in his office.(xvii)To pass his own pay bills and those of the establishments and his own contingent bills.(xviii)To grant casual leave and leave of absence during gazetted holidays to his establishment.(xix)To pass the travelling allowance bills of

his establishment subject to the budget provision.(xx)To issue instructions and directions on organisation and instructional side of the work to the heads of basic institutions. These instructions should be regarded as having the force of orders of the Regional Deputy Director of Education.(xxi)to advise the Community Project Executive Officer in matters of opening of basic schools and appointments of teachers in community project areas and to attend the meetings of Project Advisory Committee.(xxii)To scrutinise and submit plan and estimates of the buildings and equipments of basic institution.(xxiii)To help the Regional Deputy Director of Education in matter of orientation programmes of schools on basic pattern.(G.O. no. 9000-E. dated the 17 December, 1949 & dated the 10/15 April 1950.)

122. Powers and duties of the Deputy Superintendent of Basic Education.

(1)Deputy Superintendent of Basic Education shall be under the direct administrative control of the District Education Officer and shall be primarily responsible for the state of Government Basic schools in his charge. He will be the local technical adviser in respect of the technique of basic education to the District Education Officer.(2)He is required to inspect and supervise the institution in his charge at least once in each quarters as best as he can, but one of his visits shall be thorough and exhaustive on the lines and instructions issued from time to time. In the other inspections he will go into various matters including compliance, etc., but need not necessarily cover all the points in details.(3)He is required to be on tour outside his headquarters for not less than 180 days in each financial year and devote at last 6 days to each Government Basic School under his charge every year.(4)He is required to submit tour programme before setting out on tour, to the District Education Officer, for approval.(5)He will collect all economic and other statistical reports and returns, as required, from time to time by the Directorate and submit to the District Education Officer with a copy to the Divisional Superintendent of Basic Education, and through him to the Secretary, Bihar Basic Education Board, as and when called for.(6)He should maintain a check list of the schools in his charge which would show the name and standard, the date of its establishment, the date of inspection in the various months and any special remarks thereon. This list should be submitted to the District Education Officer every month by 10th alongwith the travelling bill and also maintained as a permanent record in his office.(7)He is required to assist the teachers by personnel co-operation and guide in solving their problems and handicaps. He shall guide and assist in the assessment of the pupils of. the schools under his charge according to the instructions issued, from time to time.(8)He is required to select one basic school every year and develop it as a Model institution and carry necessary educational experiments therein with a view to advance and demonstrate the principle of Basic Education.He will be the ex-officio member of the local committees of all the schools under his charge and shall attend as many of the monthly meetings as possible in a planned manner.(9)He will submit timely indent of forms, envelopes and stationery for his office and the basic schools under him to the District Education Officer.(10)He will inspect as many Middle and Primary schools as possible to see that the integrated syllabus is followed.

123. The Deputy Superintendent is empowered.

(1)to countersign the establishment, travelling allowance and contingent bills of the basic schools under his charge;(2)subject to budget provision, to sanction the purchase of library and prize books

and of furniture and teaching appliances manufactured in India, upto a limit of Rs. 50 for each article for basic schools;(3)to sanction the sale of old and worn-out furniture and apparatus belonging to the basic schools. No article whose cost price exceeds Rs. 50 should be sold without the sanction of the District Education Officer;(4)to grant casual leave and leave of absence during gazetted holidays and vacations to his establishment and to the Headmasters of the basic schools;(5)to pass the travelling allowance bill of his establishment subject to the budget provision;(6)to approve the list of holidays of basic schools;(7)to appoint menials and other officers outside the graded service to posts under their control whose pay does not exceed Rs. 22.50 a month and sanction pension to such officers;(8)to pass his own pay bills and those of the establishment and his own contingent bills.

124. Duties of Divisional Assistant Administrative Officer, N.C.C.

- The Assistant Administrative Officer (N.C.C. and A.C.C.) has been assigned the following duties:-(1)to organise and control A.C.C. Units in the Division under the instructions over general direction of Administrative Officer, N.C C Bihar;(2)to scrutinize and pay all claims of parade, uniform and outfit allowance of A.C.C. officers in his division;(3)to carry out periodical inspection of A.C.C. Units and to see that the Units are running effectively and all records are maintained properly (Accounts of Junior Division N.C.C. Units) if they happen to be in the same station should also be inspected;(4)to maintain an up-to-date roster of all A.C.C. Units and A.C.C. officers under him;(5)to organise and inspect the annual camps of the A.C.C. Units with a view to their efficient running. A close liaison may be maintained with Community Project to National Extension Service Block authorities, so that the Units can participate in Social Service in these areas;(6)to help the Regional Deputy Director of Education in the duties in connection with the running of A.C.C. Units;(7)to maintain liaison with the circle Headquarters and Bn. Commanders in the Training and organisation of the A.C.C. Units;(8)to help the Regional Deputy Director of Education in the performance of his duties in connection with youth Welfare.(G.O. no. 9, dated the 3rd December, 1958.)

125. District Social Education Organiser.

- There is a District Social Education Organiser at district headquarters under the direct control of the District Education Officer. He is responsible for organising, supervising and inspecting the Social Education Programme in the District. He is expected to exercise technical control over the work of the Social Education Organisers.

126. Deputy Superintendent of Physical Education.

- In each district there is a Deputy Superintendent of Physical Education directly responsible to the District Education Officer for the growth of sports, games and physical education in the District.

127. School counsellors (Guidance Masters).

- The School counsellor is responsible for giving proper guidance to students in selecting the appropriate course suited to their abilities and aptitude. He shall organise and administer the guidance programme in the school to which he is attached. The Director of Educational and Vocational Guidance will continue to give him technical guidance through the head of the institution.

128. Principal of Government Higher Secondary Multi-purpose School and Head-master of Government High School.

- The Principal/the Headmaster is responsible for the institution under his control with the attached hostel, if any. He is empowered-(i)to pass his own contingent bills;(ii)to grant leave to scholarship-holders reading in his school subject to the rules prescribed by Government;(iii)to pass bills for middle and upper primary scholarships for scholars reading in his school;(iv)to select candidates for the Secondary School or Higher Secondary Examination from his school as the case may be;(D.P.I.'s circular no. 47, dated 20th November, 1954.)(v)to appoint menial and other officers outside the graded service to posts under his control whose pay does not exceed Rs. 30 per month;(G.O. 207-E. R., dated the 30th June, 1921.)(vi)to grant leave to teachers in lower division of the Subordinate Educational Service and of lower rank for a period not exceeding one month when grant of such leave does not involve the appointment of a substitute;(G.O. no. 456, dated the 2nd December, 1955.)(vii)to make admissions at his schools at his discretion subject to the rules in force;(G.O. no. 3961, dated the 19th November, 1925.)(viii)to fix the dates of the terminal examinations, subject to report to the District Education Officer;(Government Resolution no. 3961, dated the 19th November, 1925.)(ix)to purchase prize and library books within the sanctioned allotment;(Government Resolution no. 3961, dated the 19th November, 1925.)(x)to decide which of the private candidates, who appear at the test examination at their schools should be sent up for the Secondary School/ Higher Secondary examination;(Government Resolution no. 3961, dated the 19th November, 1925.)(xi)to appoint a subordinate officer to remain in charge of his school during a vacation subject to report to the District Education Officer;(Government Resolution no. 3961-E., dated the 19th November, 1925.)(xii)in case of a pupil leaving the State of Bihar for a School in Bengal to note on behalf of the Regional Deputy Director of Education that there is no objection to the pupil's migration. Doubtful certificates should be sent to the Regional Deputy Director of Education for countersignature;(Government Resolution no. 3961-E., dated the 19th November, 1925.)(xiii)to award free studentships within the prescribed limit;(Government Resolution no. 3961, dated the 19th November 1925.)(xiv)to condone break of study in the case of Secondary School candidates from their schools without report to the District Education Officer;(Government Resolution no. 3961, the dated 19th November, 1925.)(xv)to grant free tuition in accordance with Article 641 time-expired upper primary and lower primary schools;(Government no. 2200-E., dated the 25th April, 1927.)(xvi)to submit indent of forms and envelopes, etc., to the Superintendent Incharge Press and Forms, Gaya, without countersignature of any superior officer.(G O.no. 5456, dated the 2nd December, 1955.)Note. - Headmasters of Senior Training Schools exercise such of the above powers as are applicable to such Schools. In addition they have the power to grant leave of all kinds to stipend-holders subject to such rules as may from time to time be prescribed by the

Director and to pass the bills of stipend-holders in their Schools;(G.O. no. 163, dated the 26th January, 1915.)State Government's decision:-*[Regarding :- Delegation of powers to the Principals/Headmasters Multipurpose Zila Schools/Govt. Secondary Schools.With reference to G.O.no. 5456 dated 2-12-1953, and consequent upon the change in the designation of the post of Headmaster to that of Principals, and Zila Schools to Multipurpose Zila Schools, the powers delegated in the Govt. Order referred to above will be exercised by the Principal/Headmaster of Multipurpose Zila Schools/Government Secondary Schools as the case may be. This order will deem to have come into force with effect from the date the change took place.](* G.O. no. 3851 dated 1st. November, 1961.)

129. Lady Principal of Government Girls' High/Higher Secondary Schools.

- The Lady Principal of Government Girls' High/Higher Secondary schools including the Lady Principal of the B.N.R. Training College are responsible for the institutions under their control with the attached hostel, if any. They are empowered-(i)to grant free studentships to pupils in the school within the prescribed limit;(ii)to pass their own contingent bills;(iii)to grant leave to scholarship-holders reading in their schools subject to the rules prescribed by the State Government;(iv)to pass bills for middle and upper primary scholarships for scholars reading in their schools;(v)to select candidates for the Secondary School Examination from their schools;(vi)to make appointments in inferior service and of officers outside the graded service to posts under their control of which the pay does not exceed Rs. 30 a month with the accompanying power of granting leave, punishment, suspending, degrading and dismissing such officers and sanctioning their retirement from service and pension;(vii)to make admissions to their schools at their discretion subject to the rules in force;(viii)to purchase prize and library books within the sanctioned allotment;(ix)to decide which of the private candidates who appear at the test examination at their schools, should be sent up for the Secondary School/Higher Secondary Examination;(x)to appoint subordinate officers to remain incharge of their schools during a vacation subject to report to the Inspectress of Schools, Bihar;(xi)in the case of pupils leaving the State of Bihar or a school in another State, to note on behalf of the Deputy Directress (Girls') Education, Bihar, that there is no objection to the pupils' migration. Doubtful certificates should be sent to the Deputy Directress for countersignature;(xii)to condone breaks of study in the case of candidates for the Secondary School/Higher Secondary Examination from their schools without report to the Deputy Directress;(xiii)to grant free tuition in accordance with Article 641 to time-expired upper primary and lower primary scholars;(xiv)to recommend confirmation of mistresses under their control drawing a salary of Rs. of 350 or less without consulting the Managing Committees;(xv)to incur expenditure up to Rs. 50 a month on minor repairs or on accidental charges on the school bus used for the conveyance of pupils without obtaining prior approval of the Director but immediately thereafter Director's approval should be obtained subject to provision of funds;(xvi)to incur expenditure up to a maximum of Rs. 50 a year on repairs and maintenance of furniture in their schools, subject to provision of funds.(G.O. no. 4545, dated the 5th October, 1955.)

130. District Superintendent of Education.

- The District Superintendent of Education is empowered-(i)to operate the District Education fund;(ii)to act as the Secretary of the District Education Planning Committee;(iii)to act as the Secretary of the Education Committee of the District Board;(iv)to check-up bills of teachers received from the Sub-Inspector of Schools every month;(v)to prepare consolidated statement of payments made and submission of such statements to Government and the District Magistrate;(vi)to remit money orders to the teachers on account of their salaries and allowances;(vii)to maintain Provident Fund Accounts of the teachers;(viii)to distribute contingencies grants, library grants, etc., to the Schools;(ix)to maintain an up-to-date list of all the teachers employed in the schools maintained or aided by the local bodies This list will give all such particulars as date of appointment, scale of pay, age and existing pay etc.:(x)to prepare biennial lists of transfers of teacher; so that, except in rare cases unsystematic transfers may be avoided;(xi)to purchase and arrange a supply of craft materials and other articles for the schools; .(xii)to supervise the building programme; if any, for the schools in the district;(xiii)to distribute grants among the libraries in the districts and looking after the State Libraries;(xiv)to take over some other purely administrative functions of the Deputy Inspectors of Schools and sending some of the returns and reports hither to submitted by them;(xv)to grant leave to clerks up to a maximum of six months in accordance with the rules and to make temporary arrangement in leave vacancies;(xvi)to perform such other duties and functions as may be entrusted to them by Government and the Director of Public Instruction, Bihar from time to time;Note. - If there is any delay in the appointment and joining of any District Superintendent of Education his functions in respect of the programme of the expansion of the Primary Education, may be performed by the District Officer until he joins.(G. O. no. 1627-E., dated the 20th January 1954 and no. 2189, dated the 7th June, 1958.)

131. Duties and Functions of Social Education Organisers.

- Primary functions of a Social Education Organiser is the full Education of the people in citizenship and thus creating a field for work by the other extension officers of the Book-team. The duties and functions of Social Education Organisers are as follows:(a)General Approach. - (a) to make people conscious of their existing want;(b)to create an urge in them for a better living ;(c)to create the necessary outlook and aptitude in them towards the satisfaction of their wants and the attainment of better living through self-help;(d)to acquaint the people with the various facts of the Community Development Programme which offer assistance to them for securing a better living;(e)to impart new ideas and skills, including literacy to the people;(f)to provide recreation to the people;(g)to revive social and cultural activities which, though extremely necessary, for the community life of the people, may yet be dying out for want of proper and adequate interest;(h)to build up local leadership; and(i)to enthuse the people and secure their full participation in the implementation of the Community Development Programme;(b)Duties. - (i) to bring about a change in the outlook of the people to help them to see the possibilities for development through self-help projects;(ii)to create in the village people an urge for healthy living and a desire for more knowledge about improvements relating to agriculture, animal husbandry, health, Cottage Industries, etc.:(iii)to help in organising the people for Co-operative efforts through the formation of Panchayats, Co-operatives, Farmers' associations, Youth clubs, Women clubs and Welfare organisations;(iv)to

promote education and adult education activities in the villages. These would include persuading the parents to make better use of the existing schools by sending their children to schools and associating the school in the social education activities like organisation of literacy campaigns, rural literacy, etc.;

(v) to organise cultural and recreational activities such as dances, Kirtans Bhajans, exhibitions, Melas, etc.;

(vi) to develop rural leadership, through training camps, study tours and group discussions;

(vii) to educate the village people about implications and essentials of planning and to create in them a consciousness of priorities;

(viii) to educate the people about the rights, duties and obligations of citizenship in a democratic society;

(ix) to inculcate among the people a growing interest for the knowledge about the country;

(x) to develop public opinion by persuasion against existing social evils such as child marriage, drinking habits, use of narcotics such as Ganja, Bhang, opium, etc.;

(xi) to distribute educational materials such as charts, news-letters, wall newspapers, editing local news-bulletin, setting up rural circulating libraries, etc.;

(xii) to organise social types of physical welfare activities like games, sports, Akharas, etc.;

(xiii) to prompt the use of audio-visual media through film strip, lantern slides, projection materials, posters, gramophone records, exhibitions, etc.;

(xiv) to co-relate social education with primary and basic education and to associate in their spread, and improvement of standards and to visit primary schools in their areas;

(xv) to ensure that community centres work as local centres of social services and other amenities for the community;

(xvi) to organise voluntary agencies for furthering the social education programme in all its facts;

(xvii) to work for the implementation of the detailed Social Education Programme drawn up for the Block in the light of the model programme for it; (G. O. no. 1988, dated the 12th May, 1959.)

(xviii) to help the preparation of reports and returns relating to the social education programme;

(xix) to carry out such other work as is entrusted to him/her from time to time;

Notes. -

(i) In addition to the above, the Lady Social Education Organisers will concentrate on women's and children programme in particular. They will see that sufficient number of social education centres for ladies are run in their respective Blocks. They will organise Mahila and Shishu Krira Kendras. In Mahila Mandals, some handicrafts e. g., cutting, knitting, embroidery or some other kinds of household work may well be developed. Kirtan, Bhajan and Folk songs will undoubtedly play an important role in the Mahila Mandals. Education and recreation should go hand in hand.

(ii) Lady Social Education Organisers should have a proper understanding of "Planning for the family". She should be able to advise the ladies of her area regarding the value of small savings, kitchen garden, home-washing, storage of food stuff, economy at festivals, as also on occasions of birth, marriage and death.

(iii) Lady Social Education Organisers are expected to have a full knowledge and experience of rationalisation of household duties including use of alternative fuel, smokeless fire places, bath, habits of cleanliness, storage of food-stuffs, and drinking water.

(iv) In fact, the Lady Social Education Organisers are expected to motivate the rural women-folk to improve their economics, educational, social and cultural aspects of life by freely mixing with them and by their own example. (G. O. no. 1988, dated the 12th May, 1955.)

(C) Rules for Inspecting Officers.

132. Duties of the Inspecting Officers intaking prompt action to deal with abnormal situation.

- The Inspecting officers should ensure that whenever any abnormal situation (organised strike, forbidden concerted action, act of indiscipline calculated to undermine administration of law and order or any untoward event of a serious nature) arises in their jurisdiction, timely information by

express letter, telephone, telegram or special messenger is immediately communicated to the Director of Public Instruction, who should be fully posted with any subsequent significant developments. The Sub-divisional Education Officer, will submit such reports direct to the District Educational Officer, Regional Deputy Director of Education and the Director of Public Instruction, Bihar. The District Education Officer on receipt of such report from the Sub-divisional Education Officer should submit his own assessment of the situation with a report on the action taken by him to deal with it to the Regional Deputy Director of Education, who in turn will submit his report to the Director of Public Instruction. It is necessary that very prompt action should be taken by the proper authority. If the officer whose normal duty is to deal with such situations is away from headquarters, the officer immediately subordinate to him, who is on the spot, should promptly assume responsibility for effectively handling such situations. A factual report to the Director of Public Instruction, on all incidents involving students which have a direct repercussion on general law and order, communal relations, railway administration, bus transport, student-teacher relationship, should also be sent within a week of their occurrence. (D. P. I.'s Circular no. 629, dated the 19th February, 1949 and no. 3045, dated the 3rd July, 1959.)

133. Duties of Inspecting Officers in keeping the Divisional Commissioner informed of important developments in the Educational Sphere.

- It is most important that the Divisional Commissioners, Deputy Commissioners and the District Magistrates as heads of their respective divisions and districts, be kept informed of all important matters whether of administrative and political significance or these relate to development plans. The Regional Deputy Directors of Education and the District Education Officers should keep themselves in touch with the Divisional Commissioners and Deputy Commissioners and the District Magistrates and see them from time to time and apprise them of the recent educational development. (G.O. no. 28497, dated the 25th September, 1953.)

134. Duty of Inspecting Officers.

- Inspecting officers are not merely teachers or examiners. They should possess the experience and knowledge needed by teachers, but their real duty is to see how far the actual teachers understand the art of teaching and school management and how far they are careful and zealous in performing their duties; to give them instruction and advice with regard to their work, and in general to assist them in overcoming any difficulties which they may encounter. (Cf. R. & O. Page 101.)

135. Inspection and Examination.

- The proper scrutiny of a school consists of two principal parts, viz. inspection and examination. By the former is meant the process of seeing a school at work during its ordinary routine, nothing, for example, the suitability of the building, the sanitary conditions, the arrangement and organisation of the classes, the organisation of school and class libraries, the furniture and apparatus, the manner in which the accounts and registers are kept, order and discipline, the relationship between teachers and pupils, the ability of new programmes like assessment, NCC/ACC and the methods used in

teaching. By the latter is meant the process of testing the pupils in order to discover how far they have profited by the instruction of their teachers and how far weakness in the method of teaching is borne out by resultant weakness in the class. (Cf. R. & O. Page 103.) Note. - For guidance of inspecting officers three forms have been prepared containing suggestions as to points that should be noticed at high and middle schools, respectively. These forms will be found in appendices I, II and III.

136. Notice of Inspection.

- Ordinarily notice of the date of inspection should be sent to high, middle and training schools, with the intimation that work should go on as usual. A form has been drawn up on which Headmasters should supply to the inspecting officers the information which he requires. This should be ready for his perusal on his arrival. (Cf. R. & O. page 103.)

137. Inspection remarks.

- Inspection remarks on all kinds of schools should be written in Hindi (Devanagari Script). Besides other points, a paragraph on the following point' should also be devoted in the inspection note. - (1) Land and Building. (2) Staff with their qualification. (3) Appliances and equipment. (4) No. of books in the library and the approximate value. (5) Funds including Reserve Funds. (6) Strength of the classes. (7) Managing Committee vis-a-vis new rules. (8) Proper evaluation and assessment work. (9) Use of library books. (10) Teacher pupil contact. (11) Parents-teacher contact. (12) Social activities. (13) Efficiency of Junior Cadet Units. (14) Existence of troops and scouts and guides. (15) Physical Education. (16) Ticketless travelling, and (17) School discipline. (B. S. E no. 3309, dated the 22nd March 1957 and D. P. I.'s no. 10873, dated the 24th August 1949.) Note. - The general report on a High/Higher Secondary Multi-purpose, Middle or a Basic School, inserted in the Visitor's book should not contain criticism of the work of the Headmaster/Principal or the individual teachers. Such criticism should be contained in a separate confidential report to be sent to the Headmaster. If the Headmaster himself is criticised, a separate confidential report should be sent to the Secretary. Where the Headmaster himself is the Secretary, the confidential report should be sent to his immediate controlling officer or to the President of the school committee, if it is a non-Government institution. Copies of the confidential report, as well as of the open report should in the case of High/Higher and Multipurpose schools/supplied to the Board of Secondary Education and in case of Basic schools to the Basic Education Board. (D. P. I.'s no. 8731, dated the 5th March 1952.)

138. Mutual visits of Headmasters and Headmistress and staff to neighbouring schools.

- Government desires that Headmasters and Headmistresses of High Schools and their staff should acquaint themselves with the special activities and feature of other High Schools in the neighbourhood, for example, Mission School in Ranchi deserves to be visited by the Principal, Ranchi Zilla Multi-purpose Schools. It is, therefore, necessary that District Education Officers or the

Regional Deputy Directors of Education should direct the Headmasters and the Headmistresses and staff of all recognised schools in their respective jurisdictions to associate with each other and to organise visits to different institutions so that the schools may benefit from the experience of similar institutions.(G.O. no. 1856-E., dated the 20th October 1951.)

139. Tours.

- Inspecting officers should arrange their tours so that they can visit the greatest number of schools with the minimum amount of travelling. The habit of making short excursions from headquarters, seeing two or three schools and then returning, is to be deprecated. Long daily journey should not be undertaken unless for special and adequate reasons.(R. & O. page 102.)

140. Instructions regarding inspection of offices and institutions by Inspecting Officers.

- It is the responsibility of every Inspecting Officer to see that all offices and institutions under his control are inspected frequently, regularly, and systematically. The following instructions should be followed strictly :-(a)Every Inspecting Officer should forward a list of institutions inspected by him during the preceding month latest by the 7th of the following month to his superior officer.(b)In April in each year, every Inspecting Officer should prepare list of institutions in his area, which were not inspected by him stating the reasons for the same.(c)Such monthly and annual lists should be forwarded to the Director of Public Instruction, Bihar by the Regional Deputy Director of Education who will indicate the frequency of inspection of various institutions by various Inspecting Officers.(D. P. I's circular no, 3437, dated the 15th July 1957.)Section II - The District Board

141. Local Self-Government Act.

- The following are the provisions of the Local Self-Government Act (Bengal Act III of 1885, as amended by Bihar and Orissa Act I of 1923 and Bihar Act VII of 1954 relating to Education)."54A. Constitution of District Education Fund. - (1) There shall be formed for each district a fund to be called the "District Education Fund" and there shall be placed to the credit thereof-(i)all sums granted to the District Board by the Government for purpose of education;(ii)all income derived from any endowments or other property owned or managed by the District Board for the benefit of education;(iii)an annual contribution from the District fund not being less than the average of the sums spent by the District Board for purpose of education during three years immediately preceding the year in which the contribution is made;(iv)all receipts in respect of any school for the maintenance or management of which the Board is responsible under Section 62 or Section 63;(v)all other sums which may be contributed to or received by the District Board for purpose of education; and(vi)such other sums as may be directed by the State Government to be credited to the District Education Fund.(2)Subject to the provision contained in sub-section (3), the District Education Fund shall be vested in the District Board, and the balance standing to the credit of the Fund shall be kept in such custody as the State Government may, from time to time, direct.(3)The District Superintendent of Education appointed under section 62A shall operate the District Education Fund

in accordance with rules made by the State Government.

54B. Application of District Education Fund. - The District Education Fund shall, subject to such rules as may be prescribed by the State Government be applicable to the following objects, namely :-

(i)the construction, maintenance and repairs of any works connected with schools for the maintenance and management of which the Board is responsible under section 62 or section 63;(ii)the payment of salaries and allowances of masters, assistant masters and other establishments of such school;(iii)the payment of gratuities and contributions towards provident funds of masters, assistant masters and other establishments of such school;(iv)the payment of salaries and allowances of the establishments of the District Board for purpose of education;(v)the payment of grants-in-aid to schools and educational institutions other than those referred to in section 62 or section 63; and(vi)the payment of any other expenses in connection with education as may be determined by the State Government from time to time.

54C. Accounts of District Education Fund, how to be kept and published. - Account books of the District Education Fund shall be kept by the District Superintendent of Education.

An account showing the income of the District Education Fund under each head of receipt, the charges of establishment, the works undertaken, the sums expended on each work, and the balance, if any, of the Fund remaining unspent at the end of the year, shall be prepared for each financial year as soon as possible after its close and any person resident in, or owning or holding land in, the district may at all reasonable times inspect any such account without payment of a fee.

62. Subject to any rules made by the State Government under this Act, every District Board shall be charged with, and be responsible for, the maintenance and management of all primary and middle schools under public management within the district, the construction and repair of all buildings connected therewith, the appointment and (subject to the provisions of section 33), of all masters and assistant masters provided that nothing contained in this section shall be held to apply to schools for the education of the Europeans and Anglo-Indians:

Provided further that the posting and promotion of the masters and other establishment of such schools shall be made, and disciplinary action, including removals and dismissal, taken against them, by the District Board in consultation with the District Superintendent of Education appointed under section 62A.

62A. Power of State Government to appoint District Superintendent of Education and other officers. - The State Government may appoint for each district a District Superintendent of Education and such other officer or officers to assist him as it thinks fit and their establishment and may transfer the Superintendent and the officers from one district to another.

62B. Control over establishment of schools to which grants-in-aid are made. - Subject to the rules made by the State Government in this behalf, the appointment, posting and promotion of the masters, assistant masters and other establishments of schools to which grants-in-aid are made shall be made, and disciplinary action including removal and dismissal, against them shall be taken, by the District Superintendent of Education in consultation with the District Board.

62C. Procedure in case of difference of opinion between District Board and District Superintendent of Education. - (1) If there is any difference of opinion between the District Board and the District Superintendent of Education on the question of the removal or dismissal of any member of the establishment of any school the matter shall be referred to such authority as may be prescribed in this behalf, by a general or special order, by the State Government and the decision of such authority shall be final.

(2) Notwithstanding anything to the contrary contained in section 33, such authority as may be prescribed in this behalf, by the State Government, by a general or special order, may, of its own motion, or on a reference by the Chairman of the District Board or the District Superintendent of Education, call for papers relating to the appointment, posting or promotion of any member of the establishment of a School, or to any disciplinary action, including removal or dismissal taken or proposed to be taken against any member of the establishment, and such authority may pass such orders as it thinks fit and the orders of such authority shall be final.

63. Other Schools. - The District Board may, subject to any rules made by the State Government under this Act, with its own consent, be charged with.

* * * (3) That every district board shall conform to any rules made by the State Government under this Act, regarding the qualifications of candidates for employment and made responsible for, the maintenance and management of any other schools or class of schools within the district.

64. It shall be lawful for the State Government to declare that the maintenance and management, of any High English School under the Bihar and Orissa Municipal Act, 1922. shall be entrusted to a Joint Committee, consisting partly of members delegated by the Commissioners of such municipality and partly of members delegated by such District Boards as may be named in the order, provided that no order shall be made under this section except with the consent of the local authorities and the municipal authority affected thereby.

Every order issued under this section shall specify the number of members to be delegated, and the proportion of the cost of maintenance of the school to be provided, by each of the local authorities and the municipal authorities and the municipality named therein. Every Joint Committee appointed under this section shall in respect of any such schools have the same powers, and be subject to the same liabilities, as are by this heading conferred and imposed on district boards.

64A. The District Board may, subject to any rules, made by the State Government under this Act-

(a) provide buildings to be used as students' hostels in connection with schools for the maintenance and management of which the board is responsible under section 62 or 63, and maintain and manage such hostels; (b) make grants-in-aid to any school referred to in section 64, or any other school, college or educational institution for the purpose of providing buildings to be used as students' hostels in connection with such school, college or institution, or for the purpose of maintaining and managing such hostels; or (c) establish scholarships for the furtherance of technical or other special forms of education.

65. It shall be lawful for the State Government from time to time to transfer to a District Board such funds as it may deem necessary for expenditure on-

(a) the improvement of any school or class of schools within the district under private management; or (b) the maintenance or improvement of any school or class of school maintained and managed by the District Board; or (c) the provision of buildings to be used as students' hostels in connection with any school referred to in section 64, or in clause (a) of clause (b) or this section, of any other school, college or educational institutions, and the maintenance and management of such hostels. And subject to any rules made by the State Government under this Act, the Board shall be charged with, and shall be responsible for the proper distribution of such funds.

65A. The hostels referred to in sections 64A and 65 may be situated either within the area directly subject to the authority of the District Board, or within any place or town lying within that area in which the Bihar and Orissa Municipal Act, 1922, is for the time being in force.

65B.

(1) Every District Board shall appoint an Education Committee consisting of-(a) the District Education Officer; (b) not more than four members of the District Board; (c) not more than three persons who may be of either sex and who are not members of the District Board, but who in the opinion of the District Board, possess special qualifications for serving on the Committee; and (d) the District Superintendent of Education who shall be ex-officio member and Secretary of the Committee. (2) The Education Committee shall, subject to the control of the District Board and to any rules made under this Act, superintend all matters connected with the finances, accounts, maintained by the District Board. (3) Nothing contained in the foregoing sub-sections shall apply to schools referred to in section 64.

65C. Constitution of Planning Committee for education and its functions. - (1) There shall be a Planning Committee for education to be called at the Education Planning Committee in each district consisting of-

(a) the District Magistrate; (b) the Chairman of the District Board; (c) the District Education Officer; (d) the Chairman of the Municipality at the headquarters station of the district; (e) one non-official member to be appointed by the State Government; (f) not more than five members of the State Legislature to be appointed by the State Government; the Secretary of the Planning Committee. (2) The Planning Committee shall conduct its business and discharge its functions in accordance with such rules as may be made by the State Government in this behalf. (3) The President and the Secretary of the Planning Committee shall exercise such powers and perform such duties as may be prescribed by rules made by the State Government. (4) It shall be the duty of the Planning Committee to plan and regulate the expansion of primary and middle education, including location of educational schools and institutions and from time to time prepare lists of suitable candidates (possessing such qualifications as may be prescribed by rules by the State Government) for appointment as masters and assistant masters of schools referred to in sections 62 and 62B.

65D. Power of State Government to appoint an authority to perform the duties of District Board in respect of education. - If the State Government is satisfied, after such enquiry as it thinks fit, that any sum granted of funds transferred by the State Government to the District Board for purposes of education are not being spent properly on the purpose for which the sums were granted or the funds were transferred, the State Government may, by notification, appoint an authority who shall, subject to the control of the State Government, perform the duties imposed on the District Board under this Act in respect of education and direct the person having the custody of the District Education Fund to pay to such authority the amount necessary for the performance of such duties.

* * *

138. It shall be lawful for the State Government to make rules consistent with this Act for any District Board for the purpose of-

* * *(j)regulating the maintenance and management of schools under sections 62, 63 and 64, the construction and repair of buildings connected therewith and the appointment and payment of salaries to masters and assistant masters and the proper distribution of funds transferred to District Boards under section 65;(i)prescribing the conditions subject to which grant-in-aid may be made under section 64-A;(ii)regulating the provision, maintenance and management of students' hostels and the establishment of scholarships under Section 64-A;(iii)prescribing the powers and duties of committees appointed by the District Board and regulating the appointment, term of office and removal from office of members of such committees"x x x

142. Statutory Rules for District Board.

- The following are the rules framed by Government in exercise of the powers conferred by Sections 54B, 62, 62B, 63, 63B, 65C and 138 of the Local Self-Government Act. These rules also regulate, mutatis mutandis the control over schools to be exercised by the Hazaribagh Mines Board.(Government Notification No. 5062, L.S.G., dated 1st June, 1954)Section I

1. Throughout these rules-

(a)"School" means an institution in which the course of instruction does not go beyond the middle or the senior basic standard.(b)"Recognised schools" means schools recognised by the Department of Education (hereinafter called the Department).(c)"Schools under the Public management" means those recognised schools which are managed by the department, by any local authority, or by any special persons or committees appointed by, and acting on behalf of Government. The expression "Board-managed schools" wherever used means the schools under the direct management of the District Board schools.(d)"Schools under private management" means those recognised school of which the managers are private persons or bodies. "Aided schools" under private management receives aid from the District Education Fund.(e)"The school authority" means the committee which manages a school and may include a panchayat.(f)"Public Funds" means all funds assigned for the purpose of education from State, local or municipal revenues. "Private Funds" means funds derived from any other source.(g)"Director" means the Director of Public Instruction, Bihar and includes the Additional Director of Public Instruction.(h)"Regional Deputy Director" means a Regional Deputy Director of Education that is an officer appointed to hold charge of a Division.(i)"District Education Officer" means the District Education Officer, that is, an officer appointed in a district to perform such duties as may be laid down by the State Government, from time to time.(j)"Sub-divisional Education Officer" means the Sub-divisional Educational Officer", that is, an officer appointed for one or more subdivisions, but not for a whole district to perform such functions as may be laid down by Government or the Director.(k)"District Inspectress" means the District Inspectress of Schools, that is, an officer appointed in a district or more than one district to perform such duties as may be

laid down by the State Government from time to time.(l)"Deputy Inspector" means the Deputy Inspector of Schools, that is, an officer appointed for one or more subdivisions, but not for a whole district, to perform such functions as may be laid down by Government or the Director.(m)"District Superintendent of Education" hereinafter called the District Superintendent, means an officer appointed under Section 62A of the Act.(n)"Deputy Superintendent of Education" hereafter called the Deputy Superintendents means an officer appointed by the Director, for giving such assistance to the District Superintendents and performing such duties as may be laid down by the State Government or the Director, from time to time.(o)"Local Self-Government Act" means the Local Self-Government Act as amended by the Local Self-Government (Amending and Validating) Act of 1954. The word "Act" wherever used in these rules means the Local Self-Government Act as defined above.(p)"Planning Committee" means the committee formed under Section 65C of the Act.(q)"District Board Education Committee" means a committee formed under Section 65B of the Act.(r)"District Education Fund" means the fund formed under Section 54A of the Act.(s)"Panchayat" means a Gram Panchayat established under the Bihar Panchayat Raj Act, 1949.(t)"Department" means the Education Department of the State Government.

2. A school will ordinarily be recognised if it follows the courses of study prescribed or approved by the department and fulfils the conditions and complies with the instructions issued by the department from time to time; but recognition may be withheld or withdrawn from any school which-

(i)has committed a wilful breach of the transfer rules;(ii)has not attained or does not attain to a reasonable standard of efficiency;(iii)does not maintain a satisfactory standard of discipline or employs any teacher who takes part in political agitation directed against the authority of Government or who endeavours to inculcate opinions tending to excite feelings of disloyalty to the State of disaffection among the pupils, or to create hatred between the citizens of the Indian Union;(iv)appears to the authority empowered to grant recognition for any other reason, to be injurious to the interests of education.

3. Recognised schools shall be open to inspection and their pupils shall ordinarily be eligible for admission to public examinations or tests or assessments held by the Department.

4. District Education Fund. - The District Education Fund constituted under Section 54A of the Act will be kept in the Government Treasury of the district and will be operated upon by the District Superintendent, through a system of cheques and transfer credits.

5. (a) All payments out of District Education Fund shall be made by the District Superintendent.

(b)The District Superintendent shall keep a single account of the income of the District Education Fund, but the account of expenditure out of the fund shall be kept in two categories, one consisting of expenditure relating to Board-managed Schools and the other consisting of expenditure relating to the remaining schools.(c)The payment of salaries and allowances of masters, assistant masters and other members of the establishment of schools of all categories, as also grants for equipment, etc. for such schools shall, as far as possible, be made through money-orders.

6. A District Board shall not exercise control over, and may not incur expenditure on any classes of recognised schools other than the following:-

(a)Middle schools, primary schools and non-Government junior basic or basic schools directly managed and maintained by the District Board under Section III below.(b)Any other schools or class of schools which the Board may with the directions of the State Government given under Section 63 of the Act, maintain.

7. Save as expressly provided in these rules, a District Board shall not incur any expenditure on, or make any grant-in-aid to any other educational institution, without the previous sanction of the State Government.

Note. - For purpose of this rule the Bharat Scouts and Guides or any of its local branches shall be deemed to be an educational institution.

8. (a) Apart from the District Superintendent, there shall be one or more Deputy Superintendents for every district. The Deputy Superintendents will give such assistance and perform such functions as will be assigned to them by the District Superintendent or as may be laid down by the Director.

(b)The staff engaged hitherto on the work for educational administration under the District and Local Boards shall in day-to-day administration work under the guidance of the District Superintendent. The final disciplinary power over the staff will, however, be those of the District Board but the District Superintendent will be consulted in every case and due weight will be attached to his opinion.(c)The staff sanctioned by Government will be entirely under the control of the District Superintendent, but the Chairman, District Board may report to the District Superintendent against any particular assistant for disciplinary action.(d)Work among both categories of staff mentioned in (b) and (c) above will be distributed by the District Superintendent, in the interest of administration.

9. The District Superintendent shall be responsible for the maintenance of Service books and character-rolls of all teachers in receipt of salaries and allowances out of the District Education Fund. These character-rolls and service-books will consist of re-port-sheets submitted annually for every

teacher of all primary schools and non-Government junior basic schools by the Sub-inspectors of schools and for every teacher of middle and non-Government basic schools by the Deputy Inspector of Schools. These report-sheets will be kept in a separate file for each teacher in the personal custody of the District or Deputy Superintendent, with such remarks as the Chairman of the Board or the District Superintendent, may like to make. The District Education Officer may also ask for any entry to be made in the character-roll of any teacher.

10. Comprehensive lists of all teachers and of schools shall be maintained by the District Superintendent, in such form as may be prescribed by the Director.

11. Tho District Superintendent of Education shall forward copies of its educational proceedings of the Board and the Education Committee to the Regional Deputy Director of Education who shall be competent to make observations thereon for the consideration of the Board.

12. At the close of every financial year, such educational returns as may, from time to time, be required by Department shall be prepared in the office of the District Superintendent of Education jointly by the District Superintendent and the District Education Officer and their staff and subordinate officers, on such date as may be prescribed by the Department.

The Board shall supply to the District Superintendent and the District Education Officer any information which may be required for the preparation of the reports and returns. A report of the educational operations of the Board shall be drafted within the time prescribed by the Department, by the District Superintendent and the District Education Officer jointly every year. The report shall contain such particulars as may, from time to time, be required by the department. The District Superintendent shall submit the report to the District Officer with such comments as the Chairman, District Board may like to make. The District Officer shall, on or before the date fixed by the department, forward the report to the Regional Deputy Director who shall submit it to the Director with his remarks together with his own report on education in the circle under his charge.

13. Should a difference of opinion arise between the Board and the Regional Deputy Director on any question connected with the Board-managed schools or should the Board omit to take action in any case when requested to do so by the Regional Deputy Director or should the Regional Deputy Director disapprove of any action taken by the Board, the question shall be referred to

the State Government in the Education Department either by the Regional Deputy Director or by the Board, if by the former, through the District Officer and the Director and if by the latter, through the District Officer.

14. The State Government may authorise any Deputy Superintendent or Deputy Inspector, as the case may be, to exercise any power or perform any duty conferred or imposed under these rules on the District Superintendent or District Education Officer respectively, in any area specified in such orders.

Section II Rules applicable to all types of schools maintained or aided out of the District Education Fund

15. Any school maintained or aided out of the District Education Fund, together with all its accounts, books and other records, shall at all times, be open to inspection and examination by the Commissioner, the District or Sub-divisional Officers, the Regional Deputy Director, the District Education Officer, the Deputy Inspector, the District Inspectress, the District Superintendent, the Deputy Superintendent, by members of the District Board Education Committee and District Board in case of Board-managed schools (in case of primary schools) also by the subordinate inspecting agencies employed by the department and to this end, the records and accounts shall be placed and kept in such custody that they shall always be accessible, on the visit of any such inspecting officer.

16. Every, such school shall submit punctually in the prescribed form such annual and periodical returns and they may be called for by the department or by the District Superintendent.

17. Every such school shall have attendance register, an admission register, a visitor's book, record of transfer certificates received and issued and where fees are charged an account book, each of which must be kept in such form as the department may prescribe. The school shall also maintain such other registers and books as the department may prescribe from time-to-time.

18. Every such school shall observe rules relating to transfer and other matters of the department.

19. A teacher in any school maintained or aided out of the District Education Fund shall be disqualified from continuance of his employment, if he takes part in political-propaganda or demonstration or becomes or continues to be a member of a political organisation.

20. Every such school shall provide instruction according to the courses of study prescribed by the State Government. Save with the previous approval of the State Government, the text-books in every such school shall be selected from the lists published by the Director. No change of system in the administration or control of recognised schools shall be introduced without the sanction of the State Government. Application for such sanction shall be forwarded to the Director through the District Superintendent and the Regional Deputy Director who shall record their opinions on the proposal.

21. The levy and rates of fees to be realised from pupils shall be regulated by such instructions, as have been or may be given by the State Government and will be subject to such general or special exemptions and concessions as Government may grant from time to time.

22. The percentage and number of free studentships and half-free-studentships shall be as have been or may be prescribed by the State Government.

23. In the hostels, if any, attached to middle or primary schools, managed or aided out of the District Education Fund, such percentage of the boarders as may be laid down by the Director may be excused seat-rent and furniture rent provided they are really poor. Boarders who are members of the Scheduled Tribes or who belong to Scheduled Caste may be excused seat-rent in such hostels up to a number to be fixed by the District Board on the recommendation of the Education Committee concerned in case of Board-managed schools and by the District Superintendent in the case of other schools.

24. Procedure for the submission, scrutiny and counter signature of establishment and other bills of all schools managed or aided from the District Education Fund. -

(a) Primary and non-Government junior basic schools-(i) Headmaster of all primary and non-Government junior basic schools, and in the case of single-teacher schools such teachers, shall prepare monthly bills for the salaries, contingencies and other payment or grant-in-aid, as the case may be, due to the school in the form prescribed by the Director and submit them to the circle Sub-Inspectors of schools at their monthly Guru-gatherings alongwith a money-order form duly filled in with all details excepting the amount, and certificate by the teacher or teachers as the case may be, of their having received the previous month's salaries and allowances.(ii) Each Sub-Inspector's circle shall be divided into two or three convenient sub-circles with their headquarters at the most important middle or basic school in that sub-circle. In sub-circles where there is no suitable middle or basic school, the District Superintendent may approve some other suitable place for the headquarters of the sub-circle.(iii) The Sub-Inspector of schools shall hold monthly Guru-gatherings of all Headmasters of primary and non-Government junior basic schools working in each sub-circle at the headquarters of that sub-circle, on suitable dates in the last week of each month. At each such Guru-gatherings, the date for the next monthly Guru-gatherings shall be announced by sub-inspector. At these Guru-gatherings the sub-inspector shall receive the monthly bills for all the primary and non-Government junior basic schools. He shall forward these bills after care full check and counter-signature to the District Superintendent latest by the 4th of every succeeding month.(iv) In case the Sub-Inspector is not likely to be able to attend any Guru gatherings for any unavoidable reason, he will in advance nominate the Headmaster of the middle or basic school at the headquarters of the Sub-circle to receive the bills from the Gurus in his behalf and make them over to the neighbouring Sub-inspector who will be looking after the duties of the Sub-Inspector, on leave, during his absence, for checking the same and onward transmission to the District Superintendent with his counter-signature. In such an event, the Sub-Inspector concerned should send advance intimation to the District Superintendent giving details of the arrangements made by him. In sub-circles where there is no such suitable middle or basic school, the District Superintendent may permit the nomination by the Sub-Inspector of some other suitable person to receive the bills at the Guru-gatherings on his behalf in the event of his absence.(b) Middle and non-Government basic schools -(i) Headmasters of all middle and non-Government basic schools shall prepare monthly bills relating to salaries, contingencies and other payments or the grant-in-aid, as the case may be, due to the school, and send to the Deputy Inspector of Schools concerned by registered post or by special messenger so as to reach him not later than the 4th of the following month. Such bills should invariably be accompanied with a money-order form duly filled in with all details excepting the amount, and a certificate signed by all the teachers of their having received the previous month's salaries and allowances.(ii) The Deputy Inspector of Schools shall carefully scrutinise these bills and despatch them with his countersignature to the District Superintendent not later than the 7th of the month, by the quickest possible means. The Deputy Inspector shall make it a point to remain at his headquarters in the first week of the month to attend to this duty.

25. Examination of bills and remittances of payments by the District Superintendent. - (a) All bills received by the District Superintendent from the Sub-Inspectors of Schools and Deputy Inspectors of Schools shall be immediately entered in the bill register. Thereafter each bill shall be properly

scrutinised with the least delay and necessary entries made in the prescribed register and the amount of the bill that has been passed for payment shall be entered in the money-order form.

(b)Remittances shall be made on monthly basis for every category of schools and teachers.(c)The District Superintendent will, in consultation with the Divisional Postal Superintendent or where there is no Postal Superintendent, in consultation with the Head Postmaster, prepare a roster according to which, as far as possible on every working day, the remittances in respect of a batch of schools shall be made. The roster shall be strictly followed and it will be the duty of the District and Deputy Superintendents to see that the money-orders are ready and handed over to the Post Office in the first hour of the day fixed. In the event of holidays, the roster will be adjusted well in advance. If there is departure from the roster the grounds on which this departure was made, shall be recorded in a register to be maintained specially for this purpose.(d)Except those amounts for equipments, teaching and craft materials for which orders have to be placed centrally, the remaining amount should be remitted on a monthly basis to the Headmaster or teacher incharge of the school or where it is necessary to the Secretary of the School, details being mentioned in the money-order form.

26. Receipt of payments by Schools. - (a) The Headmaster or teacher-in-charge shall, on receipt of the money-order, outter the amount in the register prescribed by the Department and distribute the salaries and allowances to the staff, or on the day that the money-order is received or on the next working day at the latest. The amounts in respect of equipments, teaching and craft materials, contingencies, etc., shall be deposited by the Headmaster or teacher-in-charge into the Post Office Savings Bank Account the same day that it is received or on the next working day. The account will ordinarily be operated by the Headmaster of the School and into this account local donation, if any, will also be deposited. The District Superintendent in consultation with the Chairman may also permit the Secretary of the School Committee to operate the account in special cases where such an arrangement is considered to be more desirable. Where it is not practicable for any Savings Bank Account to be opened for want of a Post Office with Savings Bank facilities within reasonable distance, the District Superintendent in consultation with the Chairman approve of any other suitable arrangement for the proper custody of such funds.

(b)The local committee or Panchayat should be associated with the disbursement of amounts relating to items other than salaries and allowances of staff, in accordance with such general or specific instructions as may be given by the District Superintendent, in consultation with the Chairman.

27. Headmasters or teachers incharge of schools shall be required to furnish such security and surety as may be prescribed from time to time.

28. Some of the equipments and teaching craft materials may be purchased by the District Superintendent in consultation with the Chairman, centrally at the headquarters but prior approval of the Director should invariably be obtained to the list of such articles.

29. After the list has been approved by the Director, tenders and quotations should be invited, but for articles manufactured in basic institutions, Reformatory Schools, Cottage Industries institutes, Bihar Khadi Samiti and other organisations approved by the Director, orders should be placed with such organisations.

30. The quotations received should be thoroughly scrutinised by the District Superintendent and placed before the District Board Education Committee for approval. After the approval of the District Board Education Committee is obtained, the purchase shall be made and the articles so purchased, distributed amongst various schools with the least delay.

31. (i) No book shall be purchased or distributed for schools use unless-

(a) it is in the list of text-books published by the Director for the year in which it is purchased or distributed; or (b) it is in the list of books approved by the Director for use as prize books or library books; or (c) its purchase or distribution has received the previous approval of the State Government. (ii) No newspapers, periodicals or other documents not included in the list approved by the Director shall be purchased or distributed for use in schools, save with the previous approval of the State Government.

32. It shall be the duty of the District Superintendent and the Chairman, District Board to see that, within such period as may be prescribed by the Director, every school covered by the District Education Fund is placed under a Panchayat or a properly constituted local committee. Powers to these may be delegated by the District Superintendent on the basis of records of such Committees and Panchayats and in accordance with the general or specific instructions of the Director.

Section III Special Rules applicable only to Board Managed Schools

33. Subject to the general control of the District Board Education Committee shall be responsible for the superintendence of all matters connected with the finances, accounts, maintenance and management of schools maintained by the Board.

34. As far as possible, the day-to-day administration of these schools should with the approval of the Board be entrusted to the Secretary of the District Board Education Committee. A list of items regarding which powers may be delegated to the Secretary should be prepared, so that the work may be carried on smoothly.

35. The District Board Education Committee shall meet at least once every month. Emergent of the Committee may also be called by the Chairman, District Board.

36. The District Board Education Committee subject to the general control of the Board will be responsible for seeing that every school is properly managed and that accounts of contingencies, etc., of every school are duly maintained and that the buildings and equipments of the schools are kept in proper state.

37. All decisions and instructions of the District Board Education Committee as approved by the Board shall be signed and communicated on its behalf by the Secretary of the Committee.

38. All actions proposed to be taken by the Chairman regarding the postings and promotions of masters and assistant masters and other establishments of Board-managed Schools and regarding disciplinary action including removal and dismissal, shall be reported without delay to the District Superintendent who shall furnish his opinion within 14 days of the receipt of the information. Unless he does so, it will be assumed that he concurs in the action proposed. If the Chairman does not accept the advice of the District Superintendent, the latter shall refer the matter to the prescribed authority whose decision shall be final. The prescribed authority may act in the manner prescribed in Section 62 (c). Pending decision of the prescribed authority the Chairman shall not carry into effect the proposed action.

39. Should the Regional Deputy Director or the District Education Officer or the District Inspectress discover that the teachers in any school maintained by the Board are not properly qualified for their work, that the instruction given is not in an efficient manner, or that discipline is not properly exercised, or that the accounts are not properly kept or should he-be in any other way dissatisfied with the management of the school, he shall report the matter to the District Superintendent who will take necessary action forthwith and inform the Chairman, District Board. Recognition will not be withdrawn ordinarily except at the end of a session, but it may be withdrawn at any time under the special orders of the Regional Deputy Director for reasons to be recorded in writing and communicated to the Chairman and the District Superintendent.

40. The list of holidays and vacations to be observed in Board-managed Schools shall be drawn up annually by the District Board Education Committee, by the date prescribed by the Director subject to such general or special instructions, as may be, issued by the State Government. A copy of such list shall be forwarded to the District Education Officer, District Superintendent, Deputy Inspector and Deputy Superintendent as also to all sub-inspectors of schools at the beginning of each year.

41. Proper accounts will be maintained in every Board-managed School showing the income from school fees at the end of each month. The total amount received through school fees each month shall be remitted by the Headmaster or teacher incharge, as the case may be, in the first week of the following month through money-order to the District Superintendent for being credited to the District Education Fund, full particulars of the amount should be noted in the money-order Form.

42. On receipt of the money-order referred to in the preceding rule, the District Superintendent shall credit the amount to the District Education Fund, through transfer credit.

Section IVSpecial Rules applicable to School securing aid out of the District Education Fund.

43. Grant-in-aid out of District Education Fund shall be given on the principle of strict religious neutrality.

44. The Committee or Panchayat incharge of any school or schools receiving grant-in-aid from the District Education Fund shall be responsible for the due expenditure of the school funds, in accordance with conditions of the grant. It shall appoint a Secretary to conduct its correspondence with the District Superintendent.

45. The District Superintendent shall, subject to the general control of the Director, be responsible for the distribution of grants-in-aid and for the general supervision of the finances, accounts, maintenance and management of all aided schools and may issue instructions in that connection to the Managing Committees or Headmasters or teacher-in-charge.

46. The powers regarding appointment, posting and promotion and of disciplinary action including removal and dismissal of Masters and Assistant Masters and other members of the establishment of aided schools will be exercised by the District Superintendent, in consultation with the Chairman, District Board. The District Superintendent may, where necessary, obtain the opinion of the Managing Committees and such committees may also make proposals or recommendations on these matters to the District Superintendent.

47. Every action proposed to be taken by the District Superintendent regarding the appointment, posting and promotion and disciplinary action including removal and dismissal of Headmasters and Assistant Masters and other members of the establishment of aided schools shall be reported to the Chairman, District Board immediately, who shall furnish his opinion within 14 days of the receipt of the information. Unless he does so, his concurrence in the action proposed will be presumed. If there is difference of opinion the District Superintendent shall refer the matter to the prescribed authority, whose decision shall be final. The prescribed authority may act in the manner prescribed in Section 62C, pending decision of the prescribed authority, the District Superintendent, shall not carry into effect the proposed action.

48. (a) Leave to teacher of aided, primary and non-Government and Basic schools shall be granted by the Sub-Inspector of schools concerned, according to the rules laid down in Section VIII of this Chapter.

(b) Leave to teachers of aided, middle and non-Government basic schools may be granted by the school authority or by any person to whom the school authority may delegate this. The notice of any leave other than casual leave given to any teacher, shall be forwarded to the District Superintendent with the next bill for grant-in-aid, and the District Superintendent may object to the grant of the leave, taking in full the reasons for such objection.

49. Subject to such general and special instructions as may be issued by the State Government, the list of holidays and vacations to be observed in aided schools shall be drawn up by the District Superintendent, not later than the 1st of November next preceding the year for which the list is intended. In drawing up the list, the District Superintendent shall take into consideration the recommendations and suggestions, if any, of the Managing Committees. A copy of such list shall be forwarded to the Chairman, District Board, District Education Officer, Deputy Inspector and Deputy Superintendent, as also to all Sub-Inspectors of schools and all the schools at the beginning of each year.

50. No application for grant-in-aid shall be disposed of except in accordance with the plan prepared under sub-section 5 of Section 65C of the Act. In exceptional cases, however, the District Superintendent may with the previous orders of the Director sanction grants in anticipation of the plan.

51. Grants may be granted for starting new schools, even without any application for the grant having been made, provided such schools are included in the plan prepared under sub-section 5 of Section 65-C of the Act.

52. Applications for inclusion of schools in the plan and for qualifying for grant-in-aid should be made to the District Superintendent of Education.

53. Subject to the provisions of rules 51 and 52 grants shall ordinarily be given only to those recognised schools which are managed by committees, whose constitution is approved by the District Superintendent and which, with the aid of the grant to be given, can adopt a scale of establishment not lower than that prescribed by Government from time to time. This rule shall only be relaxed with the previous approval of Government. Before grant is

given to a school, reasonable local contribution shall be required.

54. Every application for inclusion of schools in the district plan and for eligibility for grant out of the District Education Fund, shall be submitted to the District Superintendent with full information on the following points in a prescribed form:-

(a)The name of the persons who are to form the committee of management.(b)The average number of pupils expected.(c)The fees to be charged for each class.(d)The number, qualifications and salaries of the teachers in detail.(e)The proposed monthly expenditure on other items in detail,(f)Pecuniary resources on which the school will depend for support.(g)The amount of aid sought.(h)The names of other Primary, Basic, Middle or High Schools within a distance of 5 miles from the school concerned, together with their distances from the location of the proposed school.

55. Every application for inclusion in the plan or grant-in-aid shall be entered as soon as it is received in a register to be maintained for the purpose, by the District Superintendent.

56. Before placing the application before the Planning Committee the District Superintendent shall get full enquiries made through the subordinate inspectorate and shall also obtain the opinion of the District Education Officer and the Chairman, District Board.

57. After a school has been included in the plan, the District Superintendent may, subject to the general or specific instructions of the Director, sanction a suitable grant provided the funds at his disposal are sufficient to meet the requirement.

58. (a) Grants shall ordinarily be sanctioned for period of three years but the District Superintendent may, at any time during its currency, for reasons to be recorded in writing, increase, reduce, suspend or withdraw a grant.

(b)The District Superintendent shall notify to the District Education Officer all cases where grants have been suspended, withdrawn, reduced or increased or new grants have been given.

59. Sanction to a grant shall be conveyed in a form which may be appended to these rules and on the conditions to be stated therein.

60. When a grant is sanctioned, the school authority shall forward to the District Superintendent an agreement on stamped paper to the effect that it will conduct the school, according to the conditions of the grant.

61. Should the Regional Deputy Director or the District Education Officer or the District Inspectress discover that the teachers in any aided school are not properly qualified for their work, that the instruction given is not in an efficient manner, or that discipline is not properly exercised, or that the accounts are not properly kept or that any of the conditions on which the school is getting the grant is not being observed or should he be in any other way dissatisfied with the management of the school, he shall bring the matter to the notice of the school authority and the District Superintendent. If the school authority omits to take necessary action within a reasonable period, the District Superintendent will take necessary action forthwith. Recognition will not be withdrawn ordinarily except at the end of a session, but it may be withdrawn at any time under the special orders of the Regional Deputy Director for reasons to be recorded in writing.

Section VRules for the Education Planning Committee

62. An annual plan shall be prepared by the Planning Committee of every district and will contain such particulars as may be required in those rules.

63. Except as otherwise provided, all future grants for expansion and improvement of schools shall be given only for schools included in the annual plan. Thus no new schools opened outside the plan will ordinarily be entitled to receive grants from the District Education Fund.

64. The District Superintendent shall obtain from the Sub-Inspectors, Deputy Inspectors, Chairman, District Board and from other sources, lists of institutions that may be considered by the Education Planning Committee. He shall also place before the committee all applications for inclusion in the plan or for grants received by him under rule 52. The Committee shall also consult in the preparation of the plan such other persons and officers as advised by the Director.

65. While examining applications or recommendations for the establishment, expansion or improvement of school, the Education Planning Committee shall consider whether the school will supply a want in the locality, whether the teaching staff in the case of existing schools is competent and adequate how far local resources including the resources of the Committee would be adequate to meet the necessary expenditure, whether special facilities like offer of lands or buildings are available whether the school deserves priority in the context of the over-all needs of the District and the limited resources available and whether the funds in the District Education Fund are sufficient to meet requirements. Special consideration should be given by the Planning Committee to the needs of the scheduled castes, and scheduled tribes and to the necessity of providing increased facilities for the education of girls.

66. The plan should provide, among other things, the following.-

(a) Number and names of schools to be upgraded on traditional lines and provided with the additional teachers and equipments, with the total number of additional teachers required for the purpose. (b) Number and names of schools (whether traditional or Basic) to be newly started with details about the number of teachers and likely cost on each such school. (c) Number and names of schools to be converted into Basic Schools with number of additional teachers and amount required for the purpose. (d) Number and names of schools to be improved or expanded. (e) Number and names of schools in which rooms and any other structures are to be constructed and the likely cost on each such construction. Lands for the building should ordinarily be provided by the local people and this should be a criterion for selecting the place for a building grant. (f) Number and names of schools in which non-recurring grants for equipments are required. The items will be such as almirahs for books, seats, choukies, globes, looms, carpentry tools, khurpis, kudalis, equipments for poultry farming, or bee-keeping, cattle for agriculture or dairy farm etc., depending upon the grade and type of schools. (g) Number and names of schools in which woman teachers are to be specially appointed. (h) Number and names of schools which are in existence from before and are sought to be brought under the programme as new schools. (i) Any other information relevant to the plan.

67. The plan shall be submitted to the Director of Public Instruction by the 1st of November of the year preceding the one for which the plan is required. This date may, however, be changed by Government if and when necessary and will not apply to the plans for 1954-55. The Director shall give his approval to the plan or make such changes as he may consider necessary and intimate his approval within a month of its receipt.

68. Preparation of list of suitable candidates. - (a) A list of suitable candidates for the posts of teacher shall be prepared by the Committee at least once a year. Ordinarily the annual list should be prepared within one month of the publication of results of the Training Schools, but this shall not apply to the list prepared for 1953-54 and 1954-55.

(b)When the Committee is preparing the list of suitable candidates it should consult the District Employment Exchange Officer and the Principals of the Training Schools.(c)While advertisements should be issued in advance inviting applications, the Committee may also obtain lists of trainees or trained persons from the heads of Training Institutions.(d)In the matter of reservation of places for members of particular communities or preferences to be given the Committee shall be guided by such instructions as may be issued from time to time by the State Government.(e)Qualifications of the candidates shall be such as may be laid down by Government.(f)All lists prepared by the Committee shall be furnished forthwith to the Director, who may, after specifying the grounds, direct the Committee to re-examine the list in the light of his advice and to make such changes as may be considered by him necessary, in the light of the general instruction of the State Government. The list when prepared and finalised shall be announced and shall also be supplied to the Chairman of the District Board and to the District Superintendent of Education.(g)It will be open to the Committee to interview candidates or to organise selection camps of candidates.

69. The Planning Committee shall meet at least four times in the year and may have to hold more frequent meetings at the time of the preparation the district plan and selection of suitable candidates. The meetings of the Planning Committee will be convened by its Secretary in consultation with its President. The quorum for a meeting will be four but an adjourned meeting may be held without the required quorum. The final decision on the Plan and the list of suitable candidates shall not be taken in the absence of the President.

70. Preliminary steps for the implementation of the Plan shall be taken, well in advance of the academic year.

Section VI Procedure for the construction of the Building of Schools and expenditure to be incurred thereon out of the District Education Fund

71. Expenditure may be incurred from the District Education Fund subject to availability of funds towards-

(a)the cost of constructing, enlarging or improving school building;(b)executing extensive repairs;(c)paying off, in special cases, debts incurred in constructing or enlarging or improving the school building.Notes. - (i) Expenditure on the purchase of buildings may be treated as expenditure

on the construction of buildings.(ii)Except in the case provided in rules above no grant shall be made in consideration of former expenditure on school building.

72. The building grant, in the case of school other than Board-managed, shall be given on the following conditions:-

(a)Sufficient land is made available by the applicants for the construction of the building.(b)A trust deed shall be executed providing for a legal ownership of the premises in favour of the Panchayat or local Committee for the proper maintenance of the buildings and for the efficient management of the school.(c)Preference will be given to schools of which the local Panchayat or Committee undertakes to meet such portion of the cost of construction as may be laid down by Government.

73. All proposals for the construction or additions to or improvements of buildings of Board-managed Schools, and all applications or proposals for the construction of additions to or improvements of the buildings of other schools shall be placed before the Planning Committee.

74. The recommendations of the Planning Committee, relating to the Board-managed Schools, shall be placed before the District Board Education Committee which will give necessary directions to the District Engineer and to its Secretary for the works, subject to the availability of funds from the District Education Fund and subject to the observance of the standard approved by the Director. All construction work, in respect of Board-managed Schools, will be the responsibility of the District Engineer. The District Superintendent of Education will, however, keep a general watch on the progress of work and will inform the District Board Education Committee if the progress is not satisfactory.

75. The recommendations, in respect of other schools, will be considered by the District Superintendent of Education subject to the availability of funds. He may give grants to the local Panchayats or Committee in suitable instalments. He and the subordinate inspectorate staff will be responsible for the supervision of the works in such schools. They will, however, get technical advice and such other assistance as may be necessary, from the District Engineer. The agency for the work of construction and improvements, etc., will ordinarily be the local Panchayat or Committee. No grant shall be paid in full until-

(i) a report is received by the District Superintendent of Education from the District Engineer or any other competent technical officer that the building has been satisfactorily completed; (ii) a trust deed is duly registered and a copy lodged with the District Superintendent of Education transferring his land to Government.

76. Loans may also be given to local Panchayats and Committees for the construction of school buildings subject to such general instructions and conditions as may be laid down by Government.

77. No expenditure may be incurred on building works by the District Board nor any grant given for a single work exceeding Rs. 6,000 or exceeding the amount estimated for an approved standard plan. Proposals involving higher expenditure should be referred to the Director for approval with full particulars and justification.

Section VII Rules for the Examination and Grant for Lower Primary Scholarship

78. The District Board shall be responsible for the award and payment of lower primary scholarships. These scholarships shall be of the value of Rs. 3 a month and be tenable for two years. They shall be distributed by thanas, and be open to competition only among pupils of recognised lower primary schools, except that girl candidates shall be allowed to appear from any primary or middle school. Candidates from any such school in the district shall be eligible for the scholarships whether or not the school is situated in the area under the control of the District Board. They shall not be over eleven years of age on the date of the examination (for member of Scheduled Castes and Scheduled Tribes the age-limit is twelve) and no candidate may appear at the examination more than once. A fee of two annas shall be charged from each candidate.

79. A preliminary selection of candidates shall be made by Sub-Inspectors of schools who shall fix centres to which teachers shall send their candidates for examination, provided that no pupil shall be required to attend a centre more than four miles distant from the school. Each Sub-Inspector shall forward to the District Education Officer a list of the eligible candidates from schools under his control. The number of names in the list shall not exceed eight times the number of scholarships available. The District Education Officer shall scrutinise the list and strike out or add names if he thinks this to

be necessary. Not more than two candidates shall be selected from any one school.

80. The examination of the candidates thus selected shall be held at the headquarters of the Sub-Inspector or at any other convenient place within his jurisdiction and under arrangements made by the Board. The examination shall be limited to the prescribed course. Written answer will be required in composition and in arithmetic's the rest of the examination will be oral. The oral part of the examination will be conducted by the Centre Superintendents appointed by the Board, who will also set and mark the papers to which written answers are required, unless the Board prefers to make other arrangements. Both in the written and in the oral part of the examination the question should be so framed as to test intelligent understanding, rather than memory alone.

81. The marks assigned to the candidate at the oral and written examination shall be forwarded to the District Education Officer who shall forward them to the Board with his views as to the award of scholarships and with any other remarks which he may deem necessary.

82. The scholarships shall be awarded by the Board in consultation with the District Education Officer and in accordance with these rules. Not more than one scholarship shall ordinarily be awarded to a school, provided that a boy and a girl may gain scholarship from the same school, and provided that the Board may, in other exceptional cases, permit a school to hold more than one scholarship.

83. A District Board shall when awarding scholarships conform to such general rules relating to scholarships as shall, from time to time, be prescribed by Government.

84. Bills for lower primary scholarships tenable in upper primary schools, shall except as hereinafter provided, be countersigned by the Sub-Inspector of schools and shall be submitted by him, to the District Superintendent of Education for payment.

85. In the case of a lower primary scholarship awarded by one District Board and made tenable with the consent of Board in another district, the bills shall be drawn up by the Headmaster of the Schools in which the scholarship is held and presented for payment to the District Superintendent of Education of the former district through the District Superintendent of the latter district.

86. Bills for lower primary scholarship tenable in high schools shall be submitted direct by the Headmaster to the District Superintendent.

143. Issue of Executive Instructions to the District Superintendent of Education by the District Education Officer and others in regard to matters falling in former's statutory jurisdiction as laid down in the Local Self Government Act.

- Executive instructions may be issued to a District Superintendent of Education by his District Education Officer and other superior officers in regard also to matters which fall within his statutory jurisdiction and that the instructions so issued, are to be treated as binding on him in the sense any instruction of a superior officer is binding on his subordinate. When any instruction is issued, in regard to matters referred to above, to a District Superintendent of Education by any of his superior officers, he must act thereon, where he is not required to consult District Board and that he should base his stand thereon (even though his personal views may be different) for the purpose of consultation, where he is required to act up in consultation with the District Board. (G. O. No. 6377, dated the 15th December 1959.) Section VIII Model Leave Rules for teachers of non-Government Primary and Middle School managed or aided, out of District Education Fund

144. Application of Rules.

- These rules may be applied to all teachers of primary and middle schools paid out of District Education Fund, other than those serving in the schools managed by Managing Committees or by the District Board. The Managing Committees of primary and middle schools where these exist, may adopt these rules for the purpose of grant of leave to teachers serving under them. These rules maybe extended to the teachers of such schools after the' decision of the Managing Committees, and these rules have been communicated to the District Superintendent of Education. Note. - In regard to the schools, managed by District Board they may be treated outside the purview of these rules till the District Boards are agreeable to adopt these rules.

145. Grants of Leave.

- Leave is not to be granted to any employee as a matter of right. Utmost care should, therefore, be exercised to ensure that leave is not granted to a teacher unless it is absolutely necessary. In short-term vacancies, caused due to absence of teachers on leave, deputation of substitutes should not ordinarily be made, except in a single-teacher schools, and the remaining teachers should be

requested to carry on the work and that the question of deputation of substitutes in such schools should be considered, in such cases only when the work is found, for only special reasons, impossible for management without such deputation. Note. - Provision of leave-reserve is being made, on the basis of one per cent of the total number of teachers in the district (including the teachers of Board managed and managing committee-managed Schools), paid out of the District Education Fund. Every effort should be made to see that the work is managed with the leave reserve. (G.O. no. 5801, dated the 21st November 1960) Sub-Section I

1.

(1) Short title, extent and commencement. - These rules may be called the Leave Rules for the teachers of non-Government primary and middle schools. (2) They shall apply to teachers of all primary and middle schools managed or aided out of District Education Fund. (3) They shall come into force on the 1st, April, 1960.

2. Definitions. - In these rules, unless there is anything repugnant in the subject or context.-

(1) "average pay" means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation, of average pay. If no pay was earned during a portion of the aforesaid twelve months, such portion shall be excluded from the calculation and the average pay earned during the remaining portion includes- (2) "duty" (i) Service as a probationer or apprentice, provided that such service is followed by confirmation; (ii) Joining time; and (iii) A course of technical instruction or training completed by specific order of the department. (3) "Form" means the forms appended to these rules. (4) "Joining time" means the time allowed to a teacher in which to join a new post or to travel to or from a station to which he is posted. (5) "Leave on average pay (half or quarter average pay)" means leave on leave-salary equal to average (or half, or quarter average pay) as regulated by Section V of Chapter VI of the Bihar Service Code. (6) "Leave Salary" means the monthly amount paid from the District Education Fund to a teacher on leave. (7) "Local Fund" means revenue administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceeding generally or to specific matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the framing of leave, pension or similar rules. (8) "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each should first be calculated, and the odd number of days calculated subsequently. (9) "Pay" means the amount drawn monthly by a teacher as- (i) the pay, other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre; (ii) special pay and personal pay; and (iii) any other recurring emoluments which may be specially classed as pay by the Department. (10) "Special pay" means an addition, of the nature of pay, to the emoluments of a post granted in consideration of- (a) the specially arduous nature of duties; or (b) a specific addition to the work or responsibility; or (c) the unhealthiness of the locality in which the work is performed. (11) "Personal pay" means pay granted to a teacher- (a) to save him from a loss of substantive pay in respect of permanent post due

to a revision of pay or to any reduction of his substantive pay otherwise than a disciplinary measure; or (b) in exceptional circumstances, on other personal considerations. (12) "Substantive Pay" means the pay, other than special pay, personal pay or pay granted in view of personal qualification which a teacher draws on account of a post which he holds substantively or by reason of his substantive position in a cadre. (13) "Time scale-pay" means pay, which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. (14) "Temporary post" means a post carrying a definite rate of pay sanctioned, for a limited time. Sub-Section II Casual Leave and Leave during Holidays and Vacations

3. Following will be competent to sanction casual leave, leave of absence during the gazetted holidays or vacations, to the class of teachers noted against each

Class of teachers.	Sanctioning authority.
(i) Headmaster of District Board-managed Middle Schools and such aided Middle Schools as have no managing committees	District Superintendent of Education.
(ii) Headmaster of middle schools having managing committees.	Secretary of the managing committees of the Schools.
(iii) Assistant teachers of middle school.	Headmaster of the school.
(iv) Headmaster and assistant teachers of primary school, other than those managed by managing committees.	Sub-inspector of schools.

4. Application for casual leave, or for leave of absence during gazetted holidays or vacations, shall be made in advance and shall state clearly the date on which the teacher wishes to leave the station and the date on which he proposes to return. Such an application shall ordinarily be submitted at least a week in advance.

5. Casual leave may not be granted for more than 16 days in one calendar year. The unutilised balance of casual leave of one calendar year shall not be combined with casual leave of the succeeding calendar year.

6. A teacher appointed during the course of a year may be granted casual leave in proportion to the number of months (part of a month being treated as full month) he is employed in that year.

7. Casual leave will not be admissible in continuation of vacations.

8. Sundays and holidays (including local holidays) may be both prefixed and suffixed to casual leave but the total period of absence including such holidays, shall not exceed 12 days at a time. Intermediate Sundays and holidays, falling within a period of casual leave, shall be counted as a part of leave.

9. A teacher who seeks permission to leave his station during casual or vacation leave or leave of absence during holiday shall state, in his application, the address or addresses which find him during such leave.

10. A teacher on casual leave shall not be treated as absent from duty and his pay shall not be intermitted. No substitute shall be appointed in place of a person absent on casual leave.

11. Casual leave cannot be claimed as of right. These rules merely prescribed the maximum amount of casual leave which may be granted. The sanctioning authority shall have full discretion not to grant the leave where it is not necessary or when its grant would be opposed to the interests of public service.

12. Casual leave shall not be granted in cases in which some other form of leave be appropriate.

13. Every authority which grants casual leave shall cause a register of such leave to be maintained in the form given below:-

Column 1. - Name and rank of the person to whom casual leave has been granted. Column 2. - Date (s) on which leave begins and ends. Column 3. - Purpose of leave. Column 4. - Signature of the sanctioning authority. Column 5. - Remarks. Sub-Section III Quarantine Leave

14. Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the house in which the teacher is actually residing.

15. Quarantine leave may be granted by the authority, competent to sanction casual leave on the certificate of a Medical or Public Health Officer, for a period not exceeding twenty one days. Any leave necessary for quarantine purpose, in excess of this period shall be treated as ordinary leave.

16. Quarantine leave may be granted, when necessary, in continuation of other leave, subject to the maximum mentioned above.

17. A teacher on quarantine leave will not be treated as absent from duty and his pay will not be intermitted.

18. Cholera, small pox, plague, diptheria, typhoid fever and cerebrospinal meningitis will be considered infectious diseases for the purposes of this leave. In the case of chicken pox, no quarantine leave shall be sanctioned unless the Health Officer of the area considers that because of doubt as to true nature of disease, there is reason for the grant of such leave.

19. Medical or Public Health Officer, referred to in rule 18 includes medical officer in charge of a Government (Civil or Military) hospital or dispensary or any hospital or dispensary which is vested in, or is under the control and administration of any local body. In case of a teacher at whose place of duty there is no such hospital or dispensary, the Medical Officer in charge of such a hospital or dispensary situated nearest to the teacher's place of duty shall be deemed to be the Medical or Public Health Officer.

Sub-Section IV Other Kinds of Leave

20. Following kinds of leave come under this class-

(1) Earned leave. (2) Half-pay leave. (3) Commuted leave. (4) Extraordinary leave.

21. Earned leave. - (1) The earned leave admissible to a teacher every year will be one-eleventh of the period spent on duty reduced by thirty days.

(2) A teacher will cease to earn such leave when the earned leave due amounts to sixty days. (3) The amount of earned leave due is the amount of earned leave diminished by the amount of earned leave which has been taken. (4) A teacher may at any time be granted the whole or any part of the earned leave due to him but not exceeding sixty days at a time.

22. Half-pay leave. - Half-pay leave will be earned without any restriction to the limit of accumulation in the course of service, at the rate of 15 days for each completed year of service. Such leave due can be availed of on private affairs as well as on medical certificate. There will be no limit on the half pay leave that can be availed of at a time on medical certificate. In case of leave

on half pay for private affairs leave can be granted up to a maximum limit of sixty days in a year or at a time during a year unless the authority competent to sanction the leave has reason to believe that the teacher will return to duty after its expiry.

Explanation. - The term "completed year of service" used in this rule means continuous service of specified duration, and includes period spent on duty as well as on leave (including extraordinary leave).

23. Commuted leave. - (1) At his option a teacher can have the half-pay leave due converted into half the amount of full pay leave. Such converted leave will be termed "commuted leave". It will be granted only on medical certificate subject to a limit of 120 days during the entire service.

(2) Commuted leave may be combined with earned leave but such combination will be limited to 120 days. This maximum limit of 120 days will apply also to the combination of earned leave, vacation and commuted leave: Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

24. Extraordinary leave. - Extraordinary leave may be granted to a teacher in the following special circumstances :-

(i) When no other leave is admissible under these rules; and (ii) When other leave being admissible, the teacher concerned applies in writing for the grant of extraordinary leave. On medical grounds shall be one year at a time and that on private affairs two months in a year. Sub-Section V General Conditions of Leave (other than Casual and Quarantine Leave)

25. The rules, contained in this and in the preceding sub-section, apply to all permanent members of the staff of schools, managed or aided out of District Education Fund, and also to such members thereof as have completed three years of active service and are expected to be retained in the service of the schools on the expiry of the leave.

26. Any leave (other than casual leave and quarantine leave) under these rules will be granted by the District Superintendent of Education, but in case of Board-managed Schools, with the approval of the Chairman, and in case of aided middle schools this power will be exercised by the managing committees subject to the approval of the District Superintendent of Education.

27. Leave cannot be claimed as of right. In cases of exigency, leave may be refused or revoked, or leave for a shorter period than that prayed for may be given.

28. Leave may not be granted to a teacher under suspension unless the authority competent to grant leave has reason to believe that the teacher placed under suspension may be honourably exonerated from all charges and is otherwise entitled to leave.

29. The procedure regarding application for leave, grant of leave etc., shall be regulated as under:-

(1)The leave account should be maintained in Form B* in respect of each teacher by the head of the institution in which the teacher is employed.(2)Every application for leave or for extension of leave shall be made in Form A to the authority competent to grant such leave or extension through the proper channel.(3)The head of the institution will forward such leave cases to the competent authority with the service book and the leave account duly completed for disposal.(4)Applications for leave other than casual leave, leave on urgent private affairs, should be submitted in the prescribed form at least one month before the date on which the leave is required.

30. Leave is earned by duty only. For the purpose of this rule a period spent on leave including extraordinary leave (leave without pay) does not count as duty.

31. Except as otherwise provided by these rules-

(1)Leave begins on the day on which transfer of charge is effected, or, if charge is transferred in the afternoon on the following day; and(2)Leave ends on the day on which charge is resumed and if charge is resumed before noon on the preceding day,

32. Holidays can only be prefixed or suffixed to the leave,

33. A teacher may be permitted to combine vacation with leave either at the beginning or the end thereof provided that-

(1)no additional expense shall be incurred by the school for the period of the vacation;(2)vacations shall not be both prefixed and suffixed to leave;(3)leave shall not be both prefixed and suffixed to vacation; and(4)the period of vacation shall be reckoned as leave in calculating the maximum amount of the leave which may be granted at a time under rule 21.

34. When a teacher is permitted to prefix holidays to leave, his leave begins on the first day after holidays.

35. When a teacher is permitted to suffix holidays leave, his leave ends on the day on which it would have ended if the holidays had not been suffixed.

36. When a teacher is permitted to combine leave with vacation, his leave begins or ends on the day on which it would have begun or ended if it had not been combined with vacation.

37. No teacher who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness. A teacher who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate, may be required by the authority which granted the leave to produce a similar certificate.

38. Absence from duties without sanction of leave except due to sudden illness (on medical grounds) shall be treated as misconduct and shall be dealt with under disciplinary rules.

39. No teacher on leave can take any service or accept any employment without obtaining previous sanction of the authority empowered to appoint him.

Sub-Section VII Leave Salary

40. A teacher on earned leave shall be entitled to leave salary at a uniform rate equal to the average monthly pay earned during 12 complete months preceding the month in which the leave commences.

41. A teacher on half pay leave shall be entitled to leave salary equal to half the leave salary admissible on earned leave.

42. A teacher on commuted leave will be entitled to leave salary equal to twice the amount admissible under rule 41.

43. A teacher on extraordinary leave is not entitled to any leave salary.

Sub-Section VII Maternity Leave

44. Maternity leave may be granted to a female teacher of a primary or middle school on the production of a certificate from a Medical Officer in charge of any hospital or dispensary run by Government or a local body, by the District Superintendent of Education and in case of teachers of Board-managed Schools with the consent of the Chairman of the District Board. As regards aided schools managed by approved managing committees, this power will be exercised by such managing committees with the approval of the District Superintendent of Education.

45. The period of such leave may extend up to a date two months subsequent to the date of its commencement or four weeks subsequent to the date of confinement, whichever is earlier.

46. Leave salary during such leave shall be equal to pay drawn by the teacher at the time of taking leave.

47. Leave of any other kind may be granted in continuation of Maternity leave, if the request for its grant is supported by a medical certificate. Maternity leave shall not be debited against leave account and will be treated as special leave on full pay.

Sub-Section VIII Miscellaneous

48. The earned leave to the credit of a teacher on the 1st April 1960 under the rules previously in force will be carried forward and there will be no retrospective calculation of such leave.

49. For half pay leave, it will be necessary to make retrospective calculation in respect of such leave for the entire continuous service of a member in service. The half pay leave to be carried forward under these rules will therefore, be the total half pay leave earned in respect of completed years of service on the 1st April, 1960 reduced by the amount of the half pay leave on private affairs and on medical certificate availed of prior to that day. If this calculation results in minus balance, it should be adjusted against the half

pay leave that will be earned subsequently.

50. Grant of half pay leave on medical certificate and commuted leave will also continue subject to the production of medical certificate from the prescribed medical authority and for a period not exceeding that recommended by such Medical Officer.

Section III Municipalities

146. The Municipal Act.

- The following are the provisions of the Bihar and Orissa Municipal Act (VII of 1922) regarding education :-(1)The Commissioners at a meeting may appoint committees to assist them in the discharge of the duties devolving upon them under this Act, within the whole or any portion of the municipality, in regard to all or any of the following subjects namely-x x x(d)education.x x x
(2)The Commissioners at a meeting may delegate to any such committee any of their powers and duties or withdraw all or any of the powers and duties so delegated.(3)Each such committee shall in the performance of the duties and in the exercise of the powers delegated to it, be liable to all the obligations imposed by this Act on the Commissioners in respect of such duties and powers.(4)All the proceedings of any such committee shall be subject to confirmation by the Commissioners at a meeting, unless the Commissioners at a meeting in delegating such powers and duties direct that its decision shall be final.

50.

(1)A committee shall consist of not less than three nor more than six Commissioners and of any person of either sex who is not a Commissioner but who may, in the opinion of the Commissioners, possess special qualifications for serving on such committee:Provided that the number of persons appointed on any committee who are not Commissioners, shall not exceed one-third of the total number of the members of such committee.(2)All the provisions of this Act relating to the duties, powers, abilities, qualifications and disabilities of Commissioners shall be applicable, so far as may be, to such person.* * *

339. It shall be the duty of an education committee appointed under Section 49, subject to the control of the Commissioners and to the rules made by the State Government.-

(i)to superintend all matters connected with the finance, accounts, maintenance, management and teaching of all schools maintained by the Commissioners, and(ii)to determine the conditions to be complied with when grants are made by the Commissioners to schools.

340.

(1)The State Government may from time to time transfer to the commissioners such funds as it may deem necessary for expenditure on:-(a)the improvement of any school or class of schools within the municipality under private management; and(b)the maintenance or improvement of any school or class of schools maintained, and managed by the Commissioners; and(c)the provision of buildings to be used as students' hostels in connection with any school mentioned in clauses (a) and (b).(2)The Commissioners shall be charged with and be responsible for the proper distribution of funds transferred under sub-section (1).

341. The State Government may make rules consistent with this Act-

(i)determining the classes of schools which may be maintained or aided by the Commissioners;(ii)regulating the construction and repair of buildings connected with such schools, including hostels;(iii)regulating the appointment and salaries of masters and assistant masters of such schools; and(iv)regulating the establishment of scholarships generally, or for the furtherance of technical or any other special form of education.

147. Statutory rules for Municipalities.

- The following are the rules framed by Government under Sections 81 and 341 of the Bihar and Orissa Municipal Act(Government notification no. 5246-L.S.G., dated the 2nd May 1925.)(1)No unrecognised school, and no school in which the course of instruction carried beyond the middle standard, shall be maintained or aided by the Commissioners. Schools for the training of artisans for special trades shall be considered to be primary schools for the purposes of this rule, provided that provision is made in them for the teaching of reading, writing and arithmetic or pupils are not admitted until they have passed the lower primary standard.(Government notification no. 1414-E. R., dated the 5th September 1930.)(2)No building shall be erected for any school or hostel directly maintained by the municipality, nor shall a building grant be given in respect of any school or hostel unless the plans have been approved by the District Education Officer, if the cost is not to exceed Rs. 6,000 or by the Director of Public Instruction in any other case, provided that if a departmental type plan is to be followed with no modification, the approval of the District Education Officer or the Director of Public Instruction shall not be required, provided also that if, after due notice has been given by the Chairman of the municipality, no objection is received from the District Education Officer or the Director of Public Instruction, as the case may be, within two months, it may be presumed that approval has been accorded.(Government notification no. 466-E., dated the 20th January 1927.)Explanation. - The building should usually comply with the following conditions:-(1)The class-room should provide at least 8 square feet of floor space for each pupil, and each pupil should be allowed at least 18 inches of desk space, whether he sits on the floor or on a bench.(2)The class-room should if possible be arranged in a single row extending from east to west so that the rooms may be lighted from the north and a verandah may be necessary on the southern side only.(3)Not more than 4 feet of space should be left between the tops of the windows and the roof.(4)The black-boards should be placed on the sides of the rooms where there are no windows.(5)Rooms should not be designed for more than 30 pupils.(3)No school shall be managed

or aided by the Commissioners unless it observes the curriculum prescribed by the State Government and the text-books used in it are selected from a list published by the Director of Public Instruction or are specially approved by him.

148. Rules for grants to Municipalities.

- The following are the rules prescribed by Government to regulate grants to municipalities for educational purposes. These rules apply also to Notified Area Committees and the Patna Municipal Corporation :-(Government notifications no. 1146-E., dated the 21st February 1929; no. 981-Ft.E., dated the 23rd July 1935 and no. 219-E., dated the 3rd February 1944.)(1)In calculating the educational grant admissible to any municipality, Government shall take account only of expenditure incurred on the following objects:-(a)the maintenance of recognised middle schools for boys or primary schools (including Primary Urdu Schools and Primary Sanskrit Schools);Note. - Schools for the training of artisans for special trades shall be considered to be primary schools for the purposes of this rule, provided that provision is made in them for teaching of reading, writing and arithmetic or pupils are not admitted until they have passed the lower primary standard.(b)the payment of grants-in-aid to committees or societies managing one or more recognised middle school for boys or primary schools (including Primary Urdu Schools and Primary Sanskrit Schools);(c)the payment of stipends and of a monthly allowance for contingent charges (including charges on account of the rent of the school building) to teachers of recognised primary schools (including Primary Urdu Schools and Primary Sanskrit Schools);(d)the payment of special rewards to selected teachers of recognised primary schools (including Primary Urdu Schools and Primary Sanskrit schools), who have taught continuously and with a good record for not less than five years;(e)the payment to teachers of recognised primary schools (including ordinary Urdu Schools and Primary Sanskrit Schools) of compensation for any loss of fees to which they may be put by any orders which Government may issue in respect of the percentage of their pupils whom they must exempt from the payment of fees;(f)the payment of salaries of maid servants for girls' schools and of conveyance charges for girls' schools;(g)subject to the provisions of rule 2 (i) the purchase of prizes, library books, newspapers and periodicals for school use;(h)the acquisition of land for schools sites, the construction or purchase of, and repairs, improvements or additions to school or hostel building for recognised middle schools for boys or primary schools (including Primary Urdu Schools and Primary Sanskrit Schools);(i)the purchase and repair of furniture and equipment for recognised middle schools for boys or primary schools (including Primary Urdu Schools and Primary Sanskrit Schools);(j)the purchase of spinning wheels and materials for spinning or sewing for recognised primary schools for girls and of spinning wheels for the primary classes of house boys' schools in which Government may, by general or special instruction, permit spinning to be taught;(k)(i)the payment of capitation allowances for teaching pupils of the Scheduled Castes;(ii)the payment of capitation allowances for teaching girls when there is no girls' schools within one mile, provided that no payment shall be made under this rule in respect of any girl who has not completed the course of the infant class and been promoted to the next higher class.(Government notification no. 1902-E., dated the 8th of April 1935.)(l)charges for the printing of forms and circular letters required for schools use;(m)the supply of books and writing materials to schools for the use of children of the Scheduled Castes;(n)provident fund charges for teachers;(o)the cost of providing lights for night schools;(p)subject to the approval of the Education Department, the promotion of games, sports,

etc.(2)Grants will only be given to those municipalities which observe the following rules:-(a)Any school maintained or aided by, or in receipt of a stipend from, the municipal Commissioners, together with all its accounts, books and other records, shall at all reasonable time be open to inspection and examination by the Commissioner, by the District or Sub-divisional Officer, by the Regional Deputy Director, District Education Officer or Sub-divisional Education Officer, by the Deputy Inspector (if there is such an officer in educational charge of the area in which the municipality is situated), by any of the municipal Commissioners or any member of an education committee appointed by them and (in the case of primary schools) by the subordinate inspecting agency employed by the Education Department; and to this end the records and accounts shall be placed and kept in such custody that they shall always be accessible on the visit of any such examining or inspecting officer. Such inspection shall have no reference to religious but only to secular education.(b)Every such school shall submit punctually and in the prescribed forms such annual and periodical returns as may be called for by the Education Department or by the municipal Commissioners.(c)Every such school shall have an attendance register, an admission register, a visitors' book, a record of transfer certificates received and issued and, where fees are charged, an account book, each of which must be kept in such form as the Education Department may prescribe.(d)Every such school shall observe the transfer and other rules of the Education Department.(e)Every such school shall provide instruction only according to the curriculum prescribed by the State Government, and nothing else shall be taught, sung or recited therein without the previous sanction of the municipal Commissioners and the previous approval of the State Government.(f)(i)Fees shall be levied from all boys in every such schools except in cases where, and to the extent to which, exemptions have been allowed by the State Government. In the case of middle schools the rate of fees shall be that prescribed by the State Government, No fees need be levied from girls.Note. - For the rate of fees prescribed by Government, see Article 307 & Art. 311.(ii)Subject to such instruction as the State Government may issue in respect of pupils belonging to the Scheduled Castes the admissible number of free studentships in middle classes of all secondary schools under public management and of all aided secondary schools under private management shall be 15 percent of the number of boys on the rolls of such classes. Two half-free studentships shall be permissible instead of one free-studentship, but one-fourth free-studentships shall not be allowed. In awarding free-studentships the first consideration shall be the fitness of the candidates to benefit by instruction. Among candidates so qualified due regard shall be paid to poverty.(iii)The names of Scheduled Tribes (Backward Tribes) and other details as notified under the Constitution (Scheduled Tribes) Order, 1950 (page 313 of Census of India - Volume V, Bihar, Part IIA-Tables) are reproduced below :-"A person shall be deemed to be a member of Scheduled Tribes (Backward Tribes) if and only if-(i)he is resident in the State and belongs to any of the following tribes-(1)Asur.(2)Baiga.(3)Bathundi.(4)Bedia.(5)Binjhia.(6)Birhor.(7)Birhia.(8)Chero.(9)Chik Baraik.(10)Gond.(11)Gorait.(12)Ho.(13)Karmali.(14)Kharia.(15)Kharwar.(16)Khond.(17)Kisan.(18)Kora.(19)Paharia.(23)Munda.(24)Oraon.(25)Parhaiya.(26)Santal.(27)Sauria Paharia.(28)Savar.(ii)Bhumij. - If he is resident in any of the districts of Santal Parganas, Hazaribagh, Ranchi, Dhanbad, Singhbhum districts.(iii)The following are the lists of Scheduled Castes as notified under Constitution (Scheduled Castes) Order, 1950, viz. - Scheduled Castes-(1)Throughout the State-

Bauri.

Kanjari.

Bantar.	Kurariar.
Bhogta.	Lalbegi.
Chamar.	Mochi.
Chaupal.	Musahar.
Dhobi.	Nat.
Dom.	Pan.
Dusadh (including Dhari or Dharhi).	Pasi.
Ghasi.	Rajwar.
Halakhor.	Turi.

Hari, including Mehtar.

(2) In Patna and Tirhut Divisions, and the districts of Monghyr, Bhagalpur, Purnea and Palamau-Bhumij, (3) In Patna, Gaya, Shahabad and Palamau districts-Bhumij, (4) In Shahabad district-Bhumij, (iv) In the hostels, if any, attached to secondary or primary schools managed or aided by, or in receipt of stipends from, the municipal Commissioners, 5 per cent of the boarders may be excused seat-rent and furniture rent, provided they are really poor. (g) The list of holidays, and vacations to be observed in schools maintained by, or in receipt of stipends from the municipal Commissioners shall be fixed annually by the municipal Commissioners subject to such general or special instructions as may be issued by the State Government. In the case of schools aided by the municipal Commissioners, the school authority shall fix the list subject again to such general or special instructions as may be issued by the State Government, and shall submit it to the Municipal Commissioners not later than the 1st of December next preceding the year for which the list is intended. The municipality shall forward copies of all the lists to the District Education Officer (and also to the Deputy Inspector, if there is such an officer in educational charge of the area in which municipality is situated) on or before the 1st January. Note. - The instructions issued by Government are given in Article 235. (h) The grant of leave to teachers in schools directly managed by the municipal Commissioners shall be regulated by such rules as the Municipal Commissioners may frame for the grant of leave to their employees. Leave to teachers of aided schools may be granted by the school authority or by any person to whom the school authority may delegate this authority. Notice of any leave for more than one month given to any teacher must be forwarded to the municipal office with the next grant-in-aid bill, and the Municipal Commissioners may make any objection to the leave. Leave to stipendiary teachers may be granted by the Sub-Inspector or by the Chairman of the municipality according to such rules as the Municipal Commissioners may prescribe with the sanction of the Director of Public Instruction, (i) The State Government shall have power to prohibit the purchase or distribution for school use of any book, newspaper or periodical if they consider it to be unsuitable for such use. (j) Any school maintained or aided by, or in receipt of a stipend from, the Municipal Commissioners shall, if Government so desire, be made available for use as a practising school for the students under training in any training school maintained by Government.

149. Municipal Budgets.

- The Budget estimates of a municipality are prepared by the Deputy Inspector and are sanctioned by the municipal Commissioners. Copies of the estimates are then forwarded by the municipal Commissioners to the district officer, who, after examining the budget sends extracts showing details of the income and expenditure under the head "Education" to the District Education Officer. The District Education Officer will bring to the notice of the Director any points on which he considers the budget defective. The Director will, if necessary refer the case to Government for orders.(G. O. no. 2154-L.S.G.R., dated the 19th July 1923 and no. 1051 E.R., dated the 23rd July 1927.)

150. Grants to Municipalities.

- Grants to municipalities are calculated on two separate scales, one for those which have introduced compulsory education and the other for those which have not. In former case there is no limit to the amount of the non-recurring grant admissible, but the municipality is required to contribute save under general or special sanction of Government, a sum equal to that to be paid by Government subject to a limit of 10 percent of its ordinary income the recurring grant admissible is limited to two-thirds of the cost of 10 percent of the male population of the municipality as recorded at the previous census at Rs. 11 a head and the municipality is required to find from its own funds half as much as is paid by Government. In the latter case the non-recurring grant admissible is 20 percent of the ordinary income of the municipality and the municipality is required to find from its own funds, save under general or special sanction of Government, a sum equal to that to be paid by Government; the recurring grant admissible is limited to the sum given in 1922-23 or half the cost of educating 5 percent of the male population of the municipality as recorded at the previous census at Rs. 8 a head, whichever is greater, and as a condition to any addition to the grant sanctioned for 1922-23, the municipality is required to find from its own funds as much as is paid by Government. In the latter case, too municipalities are required to observe the rules regulating free-studentships contained in Article 317 of the Code. Government also consider that the minimum which any municipality should spend on primary education is 5 percent of its ordinary income, and no increased grant will be made to any municipality unless it undertakes as one of the conditions of the grant, to spend not less than this proportion of its income on primary education. Note. - The condition regarding free-studentships has been relaxed in the case of the municipalities in Saran.(Government Resolution no. 2826-E., dated the 18th August 1925; G. O. no. 5758-E., dated the 10th December 1929; Government Resolution no. 568-ER., dated the 9th September 1932 and G.O. no. 1472-E., dated the 19th April 1924.)

151. Municipal Advisers.

- It is the policy of Government whenever possible, to nominate the senior educational officer stationed in each municipality as a member of the Municipal Board. It is the duty of this officer to advise the Commissioners on the requirements of their schools. He should not take an active part in connection with municipal politics and should avoid all action which may with any justice be interpreted as partisan.(G. O. no. 2369-73-E., dated the Nth November 1914; and D.P.I.'s circular no

48, dated the 30th August, 1915)Section IVCompulsory Education

152. Primary Education.

- The following is the text of the Bihar and Orissa Primary Education Act (1 of 1919) as amended by Bihar Act XVI of 1939 and Bihar Act XVII of 1946 and Bihar Act IV of 1959. An Act to Provide for The Extension of Primary Education in the State of Bihar Whereas it is expedient to provide for the extension of primary education in the State of Bihar. And whereas it is expedient to amend the Bihar and Orissa Primary Education Act, 1919 in the manner hereinafter appearing, it is hereby enacted as follows -

1.

(1) This Act may be called the Bihar Primary Education (Amendment) Act, 1959. (2) It extends to the whole of the State of Bihar.

2. In this Act unless there is anything repugnant in the subject or context:-

(1) "to attend a recognised primary school means" to be present for instruction at such school on such day and at such time or times on each day as may be required by the school committee with the approval of the prescribed educational authority; (2) "basic education" means such a system of instruction as is for the time being recognised as basic education by the State Government; (3) "child" means a boy or a girl who is not less than six and not more than eleven years of age or, in an area especially notified by the State Government in this behalf, a boy or a girl not less than six and not more than fourteen years of age; (4) "Local authority" means-(a) in an area constituted or deemed to be constituted a municipality under the Bihar and Orissa Municipal Act, 1922, the Municipal Commissioners; (b) in Patna, as defined in clause (gg) of Section 4 of the Patna Municipal Corporation Act, 1951 (Bihar Act XIII of 1952) the Patna Municipal Corporation; (c) in an area specified in a notification issued under sub-section (1) of Section 388 of the Bihar and Orissa Municipal Act, 1922, the Committee constituted under clause (c) of Section 389 of the Act for such area; (5) "parent" includes a guardian and any person who is liable to maintain or has the actual custody of a child; (6) "prescribe" means prescribed by rules made by the State Government under this Act; (7) "Primary education" means such instruction in reading, writing and arithmetic and other subjects, if any, as is for the time being recognised as such by the State Government and includes Basic education; (8) "recognised basic school" means a school in which basic education is given and which is recognised as such by the Bihar Basic Education Board constituted under Section 2A or by an officer of the Education Department of the State Government not below the rank of District Education Officer authorised by the Bihar Basic Education Board; (9) "recognised primary school" means a school in which primary education is given and which is for the time being recognised by the prescribed educational authority and in an area in respect of which a declaration under sub-section 4 of Section 3 has been made by the State Government includes a recognised basic school; (10) "school committee" means a committee constituted under Section 4 of this Act.

3.

(1)The local authority or the State Government may, by notification, declare that from a date specified therein the primary education of children ordinarily residing in the area within its jurisdiction or in any portion of such area shall be compulsory.(2)No such notification shall be issued by the local authority-(a)unless the local authority has so determined by a resolution passed at a general meeting specially called in this behalf and such resolution has been supported by at least two-thirds of the members present at the meeting;(b)unless the local authority has satisfied the State Government that it is in a position to make and intends to make adequate provision in schools maintained or aided by it for primary education of all children for whom such education will become compulsory upon the issue of such notification;(c)except with the previous sanction of the State Government.(3)Every notification under sub-section (1) shall be published in the official Gazette and a copy thereof shall be pasted at the office of the local authority and at such other places, if any, as the local authority may direct,(4)In a notification issued under sub-section (1), the State Government may declare that the primary education to be provided in the area shall be basic education and in such a case may constitute a basic education authority for the said area. In the said area while such notification is in force the powers of the local authority under this Act shall be in abeyance.(5)The State Government shall, by notification in the official Gazette constitute a Board to be known as the Bihar Basic Education Board to exercise the powers conferred by this Act and such other powers as may be prescribed, and may, by like notification vary the constitution of the said Board.

4.

(1)Where a notification under Section 3 has been issued in respect of any area, the local authority may appoint a school committee for the said area or separate school committee for separate portions of the said area in accordance with rules prescribed.(2)Every school committee shall be constituted in such manner and for such period as may be prescribed.(3)The school committee shall have to the extent prescribed the direction of education in, and the regulation of primary schools in the area for which it is appointed and shall also enforce the provisions of this Act respecting the attendance at school and the employment of children.

5. Where a notification under Section 3 is in force in any area, the parent of every child shall, in the absence of reasonable excuse as hereinafter provided, and if such a child ordinarily resides in such an area, cause such a child to attend a recognised primary school in such an area.

6. A parent shall be deemed to have reasonable excuse within the meaning of Section 5 for failure to cause a child to attend a recognised primary school in any of the following cases:-

(a)where the child is prevented from attending school on account of sickness, infirmity, domestic

necessity, the seasonal needs of agriculture or other sufficient cause;(b)where the child is receiving, otherwise than in a recognised primary school instruction which in the opinion of the school committee is efficient or has already completed his primary education;(c)where there is no recognised primary school within a distance of one mile by the nearest route from the residence of the child.

7.

(1)Where the school committee is satisfied that a parent, being bound under the provisions of Section 5 to cause a child to attend a recognised primary school, has, after the due warning by or at the instance of the school committee, failed to do so, the school committee may apply to a Magistrate for an order directing such parents to cause such a child to attend a recognised primary school and the Magistrate shall fix a day for hearing the application and cause notice thereof to be given to the parent.(2)On the day fixed for hearing of the application or on any subsequent day to which it may be adjourned, and after hearing the parent or at the discretion of the Magistrate any other person on his behalf, the Magistrate may pass an order directing the parent to cause such child to attend a recognised primary school on and from a date which shall be specified in the order.

8.

(1)Any parent who fails without reasonable excuse to comply with an order under Section 7 shall on conviction before a Magistrate be punished with a fine which may on the first conviction extend to two rupees and on a subsequent conviction to ten rupees.(2)No court shall take cognizance of an offence under sub-section (1) except on the complaint of the school committee.

9.

(1)Whoever knowingly employs, either on his own behalf or on behalf of any other person, any child to whom the provisions of Section 5 apply, so as to interfere with the attendance of such child at a recognised primary school, shall on conviction before a Magistrate, be liable to a fine which may extend to twenty-five rupees.(2)No court shall take cognizance of an offence under sub-section (1) except on the complaint of the school committee, and before making any complaint under sub-section (1) against any person, the school committee shall, unless such person has previously been convicted under subsection (1) in respect of the same child, cause a warning to be given to such person.

10. An application to a Magistrate under Section 7 and a complaint to a Magistrate under Section 8 or Section 9 may be made on behalf of the school committee by such person as may be authorised by the committee in this behalf.

11. The State Government may of its own motion or on the application of the local authority by notification exempt the children of any class of persons or any community residing in the area or any specified part of the area under the control of the local authority from the operation of this Act or may direct the local authority to make such separate provision for the education of the children of such class of persons or such community as the State Government may deem fit.

12. Free Primary Education Cess. - The State Government may, by notification.

(a)declare that from a date specified therein the primary education of children ordinarily residing in any area shall be free; and(b)impose in such area with effect from the same date cess to be called "free primary education cess".

13. Rate of free primary education cess. - (1) The free primary education cess shall-

(a)in any municipality constituted under the Bihar and Orissa Municipal Act, 1922 (B. arid O. Act VII of 1922), and in any area specified in a notification issued under sub-section (1) of Section 388 of that Act be six and a quarter percent of the tax on a holding under clause (6) of subsection (1) of Section 82 or under clause (6) of Section 389 as the case may be, of that Act and shall be recoverable in the same manner as if it were such tax;(b)in the area to which the Patna Municipal Corporation Act, 1951 (Bihar Act XIII of 1952), applies, be six and a quarter percent of the tax on a holding under clause (a) of Section 123 of that Act and shall be recoverable in the same manner as if it were such tax; and(c)in any other area, other than a cantonment, be six and a quarter percent of the total rent which is payable by a raiyat, or if no rent is actually payable would on a reasonable assessment be payable during the year, for any land by a raiyat or by any other person in actual use of occupation thereof and shall be recoverable in the same manner as if it were such rent.(2)The proceeds of the free primary education cess realised under clause (a) or (b) of sub-section (1) shall, after deducting ten percent thereof as collection charges, be deposited in the Government Treasury and shall form part of the Consolidated Fund of the State.(3)The proceeds of the free primary education cess realised under clause (c) of section (1) shall, after deducting such collection charges as may be prescribed by the State Government from time to time, be deposited in the Government Treasury and shall form part of the Consolidated Fund of the State.(4)The net proceeds of the free primary education cess shall be applied wholly to the provision of free primary education and purposes of free primary education and purpose connected therewith (including the provision of school accommodation) in the State.

14. Liability to pay school fees. - The parent of every child attending a recognised primary school shall be liable to pay such fees as may be fixed by the local authority:

Provided that in any area where the free primary education cess has been imposed under this Act, no tuition fees shall be payable: Provided further that in any area, where free primary education cess has not been imposed but in respect of which a notification under Section 3 of this Act has been issued, the parent of a child liable to pay fees under this Section may apply to the School Committee for remission of such fees and the School Committee shall hold an enquiry into the application and on being satisfied that the applicant is unable to pay the fees, remit such fee wholly or in part.

15. All primary schools maintained by a local authority in any area in which this Act is in force shall be open to inspection by any officer appointed in this behalf by the State Government.

16. If the State Government is of opinion that a local authority has made default in any of the requirements of this Act, the State Government may, by notification stating the grounds of such order, cancel any notification which has been issued under section 3, or may make such other orders as the State Government may deem fit.

17. If the local authority does not appoint a school committee under the provision of this Act, the local authority shall itself exercise all the powers conferred and perform all the duties imposed by or under this Act upon a school committee so appointed.

18.

(1) The State Government may, by notification, make rules to carry out the purposes of this Act. (2) In particular and without prejudice to the generality of the foregoing provision, such rules may- (a) prescribe the educational authority referred to in section 2, sub-sections (1) and (7); (b) prescribe the power of Bihar Basic Education Board; (c) determine generally shall be considered to be adequate provision for primary education under Section, 3 sub-section 2 (b); (d) prescribe the manner in which application shall be made for the sanction referred to in Section 3, sub-section 2(b) and the particulars to be furnished with such application; (e) prescribe the manner in which the school committee shall be constituted, the number of members and period of office of members of the school committee, its duties and powers in respect of the direction of education in and the regulation of, primary schools, the manner in which it shall transact its business, its relations with the local authority and with the prescribed educational authority of the Bihar Basic Education Board, as the case may be and the circumstances in which separate school committee may be appointed for separate portions of an area in respect of which a notification

under Section 3 has been issued;(f)prescribe the authority by whom the free primary education cess shall be assessed and collected, the terms subject to which such authority shall function and the manner in which accounts, registers and records shall be maintained by such authority.

153. Statutory rules under the Bihar Primary Education (Amendment) Act, 1959.

- The following are the rules framed by Government in exercise of the power conferred by Section 18 of the Bihar and Orissa Primary Education Act (1 of 1919) as amended by the Bihar Primary Education (Amendment) Act XVII of 1946 and Bihar Act IV of 1959.(Government notification no. 881-E., dated the 2nd March, 1920, no. 3840-E., dated the 31st December 1924; and no. 3064-E., dated the 12th July 1935.)

1. In these rules-

(a)The instruction recognised by the State Government as primary education is that prescribed for the time being in the syllabus for the infant classes and classes I to V of vernacular schools or grades I to VII of Basic Schools.(b)"Primary school" includes a recognised Primary Sanskrit School or a recognised Primary Urdu School or a Basic School,

2. The District Education Officer in charge of the area concerned is prescribed as the educational authority for the purpose of sub-sections (1) and (7) of Section 2 of the Act.

3. The following shall generally be considered to be adequate provision for primary education for the purposes of clause (b) of sub-section (2) of Section 3 of the Act.-

(i)Provision for the accommodation in schools maintained or aided or to be provided and maintained or aided of all children who after the issue of a notification under sub-section (1) of Section 3 will be liable to attend school under such notification, provided that the schools shall be so situated that no such child shall be required to walk a distance of more than one mile to attend school.(ii)The provision in such schools of suitable and sufficient class room accommodation.(iii)Provision in such school for the primary education, in and through the language ordinarily spoken in the area concerned, of the children liable to attend school as aforesaid.(iv)The provision in each such school of trained or, subject to the approval of the District Education Officer in such individual case, of untrained teachers in such numbers as will ensure that no teacher shall have to teach more than two classes at any one time.(v)The payment of salaries to the teachers at rates not less than the minimum from time to time fixed by the State Government for teachers of different qualifications.Note. - For minima fixed, see Article 154.(vi)Provision for the supply of the pure drinking water to the pupils of each such school.(vii)The provision of sanitary convenience for the children and the teachers, viz., a combined latrine and urinal for the teachers and one latrine for

every 60 boys. Note. - In the case of Unions or in semi-rural areas in Municipalities Government may relax the condition imposed by rule (vii). (viii) So far as conditions permit, the provision of a garden for each school and of adequate playing grounds for each school or group of schools. (ix) The provision for each school of suitable and sufficient maps, teaching appliances and furniture. Each teacher must have his own chair and table, but the pupils may be provided with mats to sit upon. (x) The provision of arrangements to the satisfaction of the State Government, whether by the appointment of an Attendance Officer or otherwise, (a) for organizing a census of the children liable to attend school, (b) for preparing and publishing on behalf of the committee or committees a register of such children in the form A* for maintaining it in good order, for revising it every year and for supplying copies of it to those officers and institutions concerned, (c) for seeing that the parents of such children cause them to attend a recognised primary school, (d) for noting parents failing to do so and for ascertaining by personal enquiry their reasons therefore, (e) for securing that records are made to the committee or committees fortnightly in all such cases of default, and (f) on authorisation by a committee for making complaints to a Magistrate on its behalf against parents and employers under Section 10 of the Act.

4. Applications by the local authority for permission to issue a notification under sub-section (b) of section 3 of the Act shall be made at least three months before the date on which the notification is to be issued and at least six months before the date from which primary education is to be made compulsory, provided that the State Government may relax this rule in special cases. The application shall enclose a copy of the resolution passed at the general meeting specially called in this behalf under clause (a) of sub-section (2) of Section 3 of the Act and shall state the number of members present at the meeting and the number of votes recorded for and against the resolution. It shall be addressed to the Secretary to the Government in the Education Department through the District Officer, the Commissioner and the Director of Public Instruction, and shall be accompanied by-

(i) a copy of the proposed notification. (ii) a statement in duplicate in the annexed [form B] [Form not printed in this Code.] showing the existing provision for primary education in the area in which it is proposed to introduce compulsory education and the additional provision proposed to be made; and (iii) a map in duplicate of the area concerned, with the location of each of the existing and proposed schools clearly marked thereon.

5. A notification under sub-section (1) of section 3 of the Act issued by the State Government shall be accompanied by-

(i) a statement showing the existing provision for basic education in the area; and (ii) a map of the area, with the location of the schools or each of the existing school clearly marked thereon.

6. The local authority or the Basic Education authority as the case may be, by a resolution passed at an ordinary meeting appoint a school committee under sub-section (1) of Section 4 of the Act.

7. Each such school committee shall consist of not less than five or more than seven members including a local officer of the Education Department not below the rank of Sub-Inspector of schools, who shall be nominated by the Director of Public Instruction to be an ex-officio member of each committee. Of the ordinary members at least half shall be members of the local authority or the Basic Education Board as the case may be, while the remainder shall be residents of the locality. The appointment of ordinary members who are not also members of the local authority or the Basic Education Board as the case may be, shall be subject to the approval of the District Officer. The members shall choose their own Chairman and Secretary.

8. The school Committee shall be reconstituted whenever all the members of the local authority are elected or appointed afresh, as the case may be, and resume office or in the case of Basic school committee whenever the Basic Education authority for that area is reconstituted. An ordinary member may at any time be removed by the local authority or the Basic Education authority as the case may be, by a resolution passed at an ordinary meeting. Any member, who fails to attend six consecutive meetings shall cease ipso facto to be member.

9. Subject to the provisions of the Act under which the local authority concerned or the Basic Education authority is constituted, the duties and powers of a school committee shall consist:-

(i) With regard to school under the direct management of the local authority or the Basic Education authority as the case may be, in advising the authority:- (a) as to the places where schools shall be opened; (b) as to the need for transferring or closing existing schools; (c) as to fixing the class and standard of instruction to be given in each school, the section to be made from classes and standards recognised by the Department; (d) (subject to the minima from time to time fixed by the State Government for teachers of different qualifications) as to salary of the teachers in each school; (e) as to the scale of fees to be paid by the children under instruction in areas where no education cess has been imposed or where no notification has been issued under second proviso to sub-section (1) of Section 14 of the Act; (f) with regard to primary school managed by private persons or associations, in advising the local authority or Basic Education authority as to the grant or stipends (if any) to be

made or given to such schools.(iii)with regard to all schools maintained, aided or given stipends under clauses (i) and (ii) above, in fixing subject to the approval of the District Education Officer in charge of the area concerned, the days on which instruction shall be given and the time or times on each day at which it shall be given;(iv)in deciding whether or not a child who is being taught otherwise than in a recognised primary school shall be deemed to be receiving efficient instruction;(v)in applying to a Magistrate under sub-section (1) of Section 7 of the Act for an order directing a parent or guardian to cause his child to attend school, after the issue of due warning through the Attendance Officer, or other person empowered by it in this behalf;(vi)in applying to a Magistrate under sub-section (2) of Section 8 of the Act for the prosecution of a person who without reasonable excuse fails to comply with an order passed under Section 7 of the Act;(vii)in applying to a Magistrate under sub-section (1) of Section 9 of the Act for the prosecution of a person who employs a child in contravention of the Act, due warning having been issued through the Attendance Officer or other person empowered by it in this behalf except as provided in the last clause of sub-section (2) of the same section;(viii)in supervising and directing the work of the Attendance Officer, if any;(ix)in preparing annually a budget showing the sum which it will require for expenditure during the following financial year and the probable receipts and suggestion how the deficit, if any, shall be met;(x)in advising the local authority or the Basic Education Board as the case may be, generally on all matters affecting primary education.Note. - The local authority or the Basic Education authority as the case may be, offer suggestions on any of the above matters to the school committee and the school committee shall take the same into consideration and no action shall be taken under clauses (ii), (iii) and (ix) without the approval of the local authority.

10. Any local authority or the Basic Education Board as the case may be, with the sanction of the Commissioner or the Bihar Basic Education Board as the case may be, and subject to the control of the State Government may from time to time make rules as to-

(1)the time and place of the meeting of its school committee, the business to be transacted at meeting and the manner in which notice of meetings shall be given;(2)the conduct of proceedings at meetings, the due record of all dissents and discussions and the adjournment of meetings;(3)the powers to be exercised by the Chairman or Vice-Chairman;(4)the number of members who shall form a quorum;(5)other similar matters.

11. The proceedings of the committee shall be laid before the local authority or the Basic Education Board, as the case may be, for inspection every month.

12. Copies of the proceedings of all meetings of the committee shall be sent by the local authority or the Basic Education Board to the District Education Officer in charge of the areas concerned and to the Regional Deputy Director of Education for their information. The Regional Deputy Director to whom the District Education Officer may refer, if necessary, shall have the right to

comment on the proceedings and the local authority or the Basic Education Board as the case may be, shall direct the committee to take such comment into consideration. In case of a difference of opinion either the local authority or the Basic Education Board authority or the Regional Deputy Director may refer the matter to the Commissioner for decision,

13. The local authority or the Basic Education Board, as the case may be, if the number of schools concerned is more than 25 and is of opinion that one committee cannot adequately supervise so many schools, may appoint separate school committees for separate portions of the area concerned, provided that not more than two such committees shall be appointed unless there are more than 50 schools and so in proportion for any larger number.

153A. The Primary Education Rules, 1959.

- In exercise of the powers conferred by sub-section (1) read with clause (e) of sub-section (2) of Section 18 of the Bihar and Orissa Primary Education Act, 1919, the Governor of Bihar is pleased to make the following rules, namely :-

1. Short title and commencement. - (1) These rules may be called the Bihar Primary Education Rules, 1959.

(2) They shall come into force at force. Definitions. - In these rules unless there is anything repugnant in the subject or context.-(a)"Act" means the Bihar and Orissa Primary Education Act, 1919 (B. & O. Act I of 1919);(b)"Cess" means free primary education cess imposed under Section 12 of the Act; and(c)"Revenue Officer" means the officer-in-charge of revenue work of a Circle or Anchal, designated as Circle Officer, Anchal Adhikari or by any other designation.

3. Authority to assess and collect cess. - (1) The authority to assess and collect the cess shall-

(a) in any municipality constituted under the Bihar and Orissa Municipal Act, 1922 (B. & O. Act VII of 1922), and in any area specified in a notification issued under sub-section (1) of Section 388 of that Act, be the authority empowered under that Act to assess and collect tax on a holding under clause (b) of sub-section (1) of Section 82, or under clause (6) of Section 389, as the case may be, of that Act;(b) in the area to which the Patna Municipal Corporation Act, 1951 (Bihar Act XIII of 1952), applies, be the authority empowered under that Act to assess and collect the tax on a holding under clause (a) of Section 123 of that Act; and(c) in any area, other than cantonment area and the areas referred to in clauses (a) and (b) of sub-rule (1) be the Revenue Officer in charge of the area and the collection of the cess shall be made by the same agency through which rent payable by raiyats to the State Government is collected.(2) The authorities prescribed in sub-rule (1) shall assess the cess in

accordance with the provisions of Section 13.

4. Maintenance of accounts, registers and records. - (1) For collection of the cess in areas, mentioned in clauses (a) and (b) of sub-rule (1) of rule 3, demand notices shall be issued; receipts shall be granted to payers and accounts maintained in forms and registers, prescribed for the purpose under the Municipal Account Rules (Recovery of Taxes), after making suitable insertions and consequential alterations therein.

(2) For collection of the cess in areas, mentioned in clause (c) of sub-rule (1) of rule 3, receipts shall be granted to raiyats and accounts thereof maintained in forms and registers used by the State Government for the purpose of collection of rent from raiyats after making suitable insertions and consequential alterations therein.

5. Deposits of proceeds of cess in Government Treasury. - (1) The proceeds of the cess realised in the area mentioned in clauses (a) and (b) of sub-rule (1) of rule 3 shall, after deducting ten percent thereof as collection charges, be deposited in the Government Treasury under the head "IX-Land Revenue - miscellaneous Education Cess".

(2) The entire proceeds of the cess realised in areas mentioned in clause (c) of sub-rule (1) of rule 3 shall be deposited by the Revenue Officer in Government Treasury under the head "IX-Land Revenue-Miscellaneous-Education Cess".

6. Audit of accounts. - The accounts maintained by the authorities under rule 4 may from time to time be audited by such authority as may be directed by the State Government in this behalf.

(G.O. No. VII/R8-02/59-205-E, dated 9th January 1964). Section V Rates of pay approved by State Government for Staff of all Non-Government Recognised Middle and Primary Schools in the State of Bihar

154. Rates of pay in Non-Government recognised middle and primary schools.

- The following rates of pay have been prescribed by State Government for non-Government recognised middle and primary schools with effect from the 1st April, 1956.

Middle and Primary
Schools

Qualification of the teachers.	[Prescribed scales of pay.] [Now see new Pay Scales.]	Rs.
1. Trained graduates		100-5-125-E.B.-4-145-3-175
2. Untrained graduates or trained Intermediates.		70-3-85-E.B.-4-105-2-115.
3. Untrained Intermediates or trained Matriculates.		50-2-70-E.B.-2-90.
4. Trained Non-Matriculates		40-2-50-E.B.-1-61-2-75.
5. Untrained Matriculates		40-2-50-E.B.-1-60.
6. Untrained Non-Matriculates and trained U.P.s.		30-1 (bi)-40
(G.O. No. 8896, dated the 22nd December, 1956)		
1. Weaving teachers (instructor) employed in Middle and Primary Schools and eligible to be treated as trained Matriculates.		50-2-70-E.B.-2-90.
2. Weaving teachers (instructor) employed in Middle and Primary Schools and eligible to be treated as trained Non-Matriculates.		20-2-50-E.B.-1-60.
(G.O. No. 4632, dated the 30th July 1957 and G.O. no. 1373, dated the 13th March 1958)		
Senior and Junior Trained Women Teachers		
1. Matric Senior Trained		50-2-70-E.B.-2-90.
2. Non-Matric Senior Trained ..		40-2-50-E.B.-1-61-2-75.
(G.O. no. 36-E, dated the 3rd January 1950 and no. 8896, dated		

the 22nd December
1956.)

*Notes. - (1) Preference should invariably be given to a trained teacher over untrained teachers in matters of appointment in Primary and Middle Schools.(2)The teachers who hold certificate from National Universities recognised by the State Government as equivalent to Matric, I.A., B.A. will get the pay prescribed for teachers of similar qualifications.(*G.O. no. 763, dated the 28th January 1956 and no. 5259, dated the 22nd August 1957.)(1)Primary Schools. - (a) Primary schools will either be (i) of U. P. standard with five classes or (ii) of L. P. standard with three classes.(b)The authorised establishment of a five-class U. P. School will be five teachers of whom four should be trained. The authorised establishment for a three-class L. P. School will be three teachers of whom at least two should be trained.(c)The maximum qualification of any teacher in a primary school will not be more than a trained matriculate.(2)Middle Schools. - (a) Middle schools will consist of either (i) seven or eight classes, i.e., from class I to class VII or VIII, or (ii) four or five classes from class IV to VII or VIII.(b)The authorised establishment of teachers in a seven-class middle school will be eight teachers and in eight-class school nine teachers of whom at least five should be trained. The authorised establishment of a middle school with four classes will be five teachers and of a middle school with five classes six teachers of whom at least three should be trained.(c)The normal qualification of the Headmaster of middle school will be a trained graduate and minimum will be trained I.A. or I.Sc. The maximum qualification for the other teachers in a middle school will be trained I.A. or I. Sc. and the minimum qualification will be untrained teachers prescribed vide sub-paragraph (b) above.(3)If a teacher in a primary school improves his qualification beyond that of a trained matriculate, he should seek employment in a middle school but if he chooses to continue to be employed in a primary school, he will not be entitled to any scale of pay higher than what is admissible to a trained matriculate.(4)Similarly, if a teacher in a middle school, other than the Headmaster, acquires a qualification of a trained graduate, he should seek employment in a High School but if he chooses to continue to be employed in a middle school he will not be entitled to any scale of pay higher than what is admissible to a trained I.A. or I.Sc.(G.O. no. 326, dated the 19th January, 1957.)

155. Clarification regarding equivalent of certain qualifications.

- The following instructions are issued in this connection.-(a)Teachers who have passed examinations conducted by recognised National Universities will be treated as possessing the equivalent qualifications up to the extent prescribed in Government of Bihar, Appointment Department's letter no. 3726-A, dated the 20th May 1948 and no. 7609-A., dated the 27th October 1948.(b)Teachers possessing recognised qualifications in Madhyama in Sanskrit and above and Maulavi in Persian or Arabic and above and who are not trained will be treated for purposes of pay as untrained matriculates, provided they satisfy the conditions laid down in the following note. In case they are trained, they will be treated as equivalent to trained matriculates.(c)Teachers who are V. M, i.e. those who, after completing their middle school examination underwent a three years' of training and V.M.C.Ts. will be treated for purposes of pay as trained Matriculates.(d)Matriculate teachers who have successfully completed the Junior Training Course for Non-Matriculate trained teachers but who have subsequently passed the Secondary School Examination will be treated for purposes of pay as trained Matriculates with effect from 1st April 1956.(e)If the Sub-divisional

Education Officer or the Deputy Inspector of Schools is satisfied that a Maulavi or Sanskrit teacher can teach the whole of the course prescribed for the class of school in which, he is employed, he may be paid at the same rate as a trained teacher, but not otherwise. (G.O. no. 8896, dated the 22nd December 1956.) Notes. - (i) No person should be classed as a Maulavi unless he has passed at least the Wastania examination of the Madrasa Examination Board, and no person should be classed as a Sanskrit teacher unless he has passed at least the Prathama examination of the Board of Sanskrit Education. Maulavis who have passed only the Wastania examination and Sanskrit teachers who have passed only the Prathama examination should on receipt of the Sub-divisional Education Officer or the Deputy Inspector's certificate, be deemed to be equivalent only to teachers who have passed the middle standard. Those Maulavis, however, who have passed the Maulavi examination or a higher examination of the Madrasa Examination Board and those Sanskrit teachers who have passed the Madhyama examination or a higher examination of the Board of Sanskrit Education or Sanskrit University should, on receipt of the Sub-divisional Education Officer or the Deputy Inspector's certificate, be deemed equivalent to teachers trained on the middle vernacular basis. (ii) For the purpose of calculating subscriptions to Provident Funds, the standard pay only is taken into account.

156. Age-limits of teachers to be appointed in primary and middle schools.

- The following age restrictions in respect of candidates seeking appointment as teachers are, laid down :- (a) In the case of trained teachers, the candidates should not be over 45 years of age except in the cases of candidates belonging to the Scheduled Castes and Scheduled Tribes and female candidates where the maximum age-limit is fixed at 48 years, provided that all such candidates who are above 35 years of age must have at least 5 years' actual teaching experience. (b) In the case of untrained candidates, the age-limit is fixed at 27 years except in the cases of Scheduled Castes, Scheduled Tribes and female candidates where the maximum age-limit shall be 30.

157. Special cases where condonation of the age-limit prescribed above may be necessary.

- There may be certain special cases where the Planning Committee may consider it desirable to condone the age-limit laid down above, for example, there may be a matriculate who took up teaching in a private unaided school for a number of years after passing the matriculation examination, without getting trained. He might have exceeded the age-limit prescribed vide paragraph (b) above but such a person may be ideally suited for appointment as a teacher in view of his long and useful teaching experience. Again there may be a trained teacher who might have exceeded the age-limit laid down in paragraph 1 (a) above but who has got very long and meritorious teaching experience and may be considered very suitable for appointment. In such cases if the District Planning Committee is thoroughly satisfied that it is a fit case where the excess of age should be condoned, a reference shall be made to the Regional Deputy Director of Education recommending the condonation with adequate reasons. Power to condone the excess age in such special cases has been delegated to the Regional Deputy Director of Education who shall pass necessary orders, after satisfying himself whether each particular case justifies condonation or not. No candidate who is over-age will be appointed as a teacher in any primary or middle school

maintained or aided out of the District Education Fund unless and until the prior approval of Regional Deputy Director of Education, concerned, condoning the excess of age has been obtained. (G.O. no. 90S, dated the 23rd February 1955.) Section VI The Relations Between Educational Officers on the one hand and Officers in the Executive Service and Local Bodies on the other

158. Responsibilities in the matter of primary education.

- The general responsibility for primary education in each district rests with the District Superintendent of Education. At the same time the critical inspection of these schools and the supervision of the educational work done therein are part of the duties of all the educational inspection officers of Government, while the executive officers of Government also are required to interest themselves in education. Should the Chairman of a District Board propose any action that is repugnant to the provision of the Act, the rules and Government instruction it will be the duty of the District Superintendent of Education to point out the irregularity to him courteously and to act only in accordance with the provisions of the Act, rules and instructions. (G.O. no. 24842, dated the 13th September 1954,)

159. Responsibilities in the matter of secondary education.

- With the exception noted in the above article the general responsibility for secondary education in each district rests with the Department. It is, however, the wish of Government that administrative officers generally should interest themselves in the progress of the numerous schemes of educational reforms which are being brought forward, and that educational officers should invite the co-operation and obtain the advice of administrative officers to as large an extent as may be possible. Their visits to schools and their suggestions with regard to such matters as improvements in accommodation, the acquisition of new sites and general educational policy should be welcomed. The Regional Deputy Director of Education should consult the Commissioners in cases where a considerable expenditure of public money is likely to be involved and generally in any case where a proposal is made involving large additional staff or any important change of policy. They should also consult Commissioners in all important matters concerning high schools, such as proposal for recurring grants, new or additional buildings, change or extension of site, and starting of new schools or hostels, before any definite line of action is taken. The co-operation of the District Officer should also be secured in such cases by previous consultation. The Regional Deputy Director of Education and District Education Officer should keep themselves in touch with the Commissioners and District Officer and see them from time to time and apprise them of all important matters of administration and political significance and of educational plans. (G.O. no. 24487, dated the 25th September 1953.)

Chapter III

Government Professional Colleges

Section I General

160. Scope of these rules.

- These rules apply to all Government Professional Colleges. They are supplemented, but not modified by the rules contained in the succeeding sections.

161. Management.

- Every Government Professional College must be under the management of a Governing Body and must be conducted in accordance with the regulations of the Department.

162. Submission of returns.

- Every Government Professional College is required to submit punctually and in the prescribed forms such annual and periodical returns as may be required by the Department.

163. Liability of inspection.

- Every Government Professional College with its accounts registers and other records must be open at all times to inspection by the Director, by the Commissioner of the Division or by any other officer or officers authorised by the State Government to conduct such an inspection.

164. Admission and withdrawal of students.

- The following general rules regarding admission, leave and absence are to be observed:-(i)A student, coming from a college in another State and wishing to join a Government Professional College in Bihar, must produce, besides his transfer certificate or University certificate, duly offered in lieu thereof; a statement showing to satisfaction of the Principal the reasons for migration to Bihar. This rule will not apply to the sons or wards of Government servants transferred to Bihar from another State.(D. P. I.'s Circular no. 52, dated the 30th November 1914.)(ii)Formal leave will be granted by, the Principal on receipt of satisfactory written letter of excuse duly signed or countersigned by the father or authorised guardian of the student or by the Superintendent in the case of a boarder. The decision as to whether the excuse is satisfactory or not will lie with the Principal. Such permission will enable the student to be marked as on leave and not as present. Leave may at the Principal's discretion, be granted with retrospective effect if application be made within one month from the commencement of the absence.(D. P. I.'s Circular no. 48, dated the 25th November 1914.)(iii)In the case of concerted absence without leave on the part of students, on or before the third day of such absence the names of the absentees will be struck off the college roll. Students absent on such occasions will not be readmitted except under the usual rules of admissions; unless they bring sufficient excuse in writing signed or countersigned by a parent or authorised guardian, and may be excluded at the discretion of the Principal. The decision as to the sufficiency of the excuse will lie with the Principal. On such occasions the college will on no account be closed. The roll will be called as usual.(D.P.I.'s Circular no. 48, dated the 25th November 1914.)

165. Discipline.

- The Principal of a Government Professional College is responsible for the maintenance of discipline in accordance with the rules of the Department. The Principal must report at once to the Director all cases in which rustication or expulsion has been inflicted, The cases in which an appeal may be made by a student from an order of the Principal of a Government College are indicated in rule (7) of Article 171.(G.O. no. 308-E. P., dated the 13th February 1918.)

166. Attendance at political meetings, etc.

- Students of a Government Professional College are not permitted to become or to continue to be members of a political organisations or to attend or take part in political meetings or demonstrations, or in the organisation or arrangements for the conduct of any such meeting or demonstration. Any breach of this rule will be regarded as serious offence. Should any doubt arise as to whether a meeting, demonstration or organisation is or is not of a political nature, the Principal shall refer the matter to the Director and act under his direction. Where there is no time to refer a doubtful case to the Director, the Principal shall consult the District Magistrate and act under his advice.(Government Resolution no. 2264-E., dated the 22nd October, 1942 and Government notification no. 287-E., dated the 5th February 1943.)

167. Other meetings.

- The Principal in consultation with the President or Chairman of the Governing Body of the college may prohibit students from attendance at any meeting which they jointly deem unsuitable or unseemly.(D.P.I.'s Circular no 42, dated the 23rd October 1914.)

168. Membership of outside clubs, etc.

- Any student on the rolls of a Government Professional College who wishes to join or to continue to be a member of any club, society or organisation outside the college must obtain the approval of the Principal before doing so. Any breach of this rule will be regarded as a serious offence. In granting or withdrawing recognition to clubs, societies or organisations, the Principal shall be guided by instructions issued by the Director from time to time. If the Principal has any doubt about the suitability of any outside club, society or organisation, which any student wishes to join or of which any student wishes to continue to be a member, he shall refer the matter to the Director for orders.(Government Resolution no 2264-E., dated the 22nd October 1942 and Government notification no. 287-E., dated the 5th February 1943.)

169. Clubs in Government Professional Colleges.

- No club or society may be started or maintained in any Government Professional College without the approval of the Principal. Suitable members of the staff of the college will be selected by the Principal as honorary members of all such colleges, clubs and societies and will be required to

interest themselves in their progress and welfare. No person, who is not at the time a member of the college, may be a member of or may address a meeting of any such club or society, save at the invitation of a person duly authorised by the Principal, (D.P.I.'s Circular no. 40, dated the 23rd October 1914.)

170. Governing Body.

- For each Government Professional College there is a Governing Body, some members of which are appointed ex-officio whilst the remainder are appointed by the State Government on the recommendation of the Director. The Commissioner of the Division is ex-officio President and the Principal of the college ex-officio Secretary.

171. Duties of the Governing Body.

- The duties of the Governing Body are-(1)To examine and pass the college accounts.(2)To control the expenditure of all sums of money which may be allotted by the State Government for the maintenance of the college, subject to such condition as Government may impose.(3)To consider, examine and initiate projects for the improvement of the college (no building project should be submitted to the Director before it has been approved by the Governing Body nor should work be commenced in connection with any project) before the plans have been passed by that body.(4)To determine the general scheme of studies of the college, subject to the limitation imposed by the sanctioned numerical strength of the staff and to such condition as may be laid down by the State Government,(5)To advise the State Government through the Director with regard to the inclusion of additional subjects in the scheme of studies of the college.(6)To submit to the State Government, through the Director its views regarding any change in or new appointment to, the staff other than new appointments in the Bihar Educational Service which are made by the State Government on the recommendation of the Public Service Commission provided that the views of the Governing Body need not be obtained-(a)in the case of a purely temporary appointment, when reference to the Governing Body would cause delay; or(b)when in the opinion of the State Government the circumstances are exceptional.(G.O. no. 1168, dated the 2nd March 1932 and no. 80, dated the 25th April 1933.)(7)To decide appeals made by students against orders of punishment passed by the Principal, where the punishment inflicted is expulsion or rustication for a period exceeding one month.(G. O. no. 308-R. P., dated the 13th February 1918.)(8)To deal with any questions referred to it by the Director for opinion or disposal.(9)To determine in consultation with the Director the number of students to be allowed on the rolls of the college,(G.O. no. 477-79-E., dated the 20th January 1920.)(10)To exercise such additional functions as may from time to time be assigned to it by the State Government.

172. Powers delegated to the Governing Bodies of Government Professional Colleges.

- The following powers are exercised by the Governing Bodies of Government Professional Colleges:- (1)To make appointments to the Lower Division of the Subordinate Educational

Service.(D. of P. items 42 and 43; and G. O. no. 207-E-R., dated the 30th June 1921.)(2)To make appointments to all the posts outside the grades on Rs. 190 or less.(D. of P. items 42 and 43; and G.O. no. 207-E.R., dated the 30th June 1921.)(3)To grant leave, and extensions,of leave with powers to prefix or affix Sundays and gazetted holidays to such leave, provided that the officer on leave will on his return be under the administrative control of the Governing Body up to the extent admissible to subordinate officer drawing Rs. 190 or less and up to six months to all officers drawing Rs. 350 or less in the Upper Division of the Subordinate Educational Service, to make temporary arrangements on the allowance admissible under the rules in place of such officers other than those in Class II of the Bihar Educational Service and to require a medical certificate of fitness before return from leave in the case of such officers granted leave for reasons of health. Leave granted to all officers who are appointed by the Director must be notified to him for record and in the case of officers in the Upper Division of the Subordinate Educational Service for publication in the Gazette.(D. of P. item 44 and G. O. no. 207-E.R., dated the 30th June 1921, G O. no, 2324-F., dated the 7th March 1923 and G. O. no. 249-E. R., dated the 6th June 1928.)(4)To impose suspension and punishment other than degradation or dismissal in accordance with the rules in force in regard to all officers subordinate to them, drawing salaries of Rs. 350 or less in the Subordinate Educational Service and to make subsistence grants to suspended officers.(D. of P. item 46; G. O. no. 207-E. R., dated the 30th June 1921 and G O. no. 2324-F., dated the 7th March 1923.)(5)To withhold increments of pay in the case of the officers mentioned in clauses (1) and (2) of this article.(G. O. no. 2324-F., dated the 7th March 1923.)(6)To reduce the pay and allowances of Government servant in the cases where the Governing Body has the power to make on officiating appointment to the post concerned.(G. O. no. 2324-F., dated the 7th March 1923.)(7)To retain Government servants in service up to the age of 60 years in case where the filling of the appointment, if vacant, is within the competence of the Governing Body.(G.O. no. 2324-F., dated the 7th March 1923 and Government circular no 2411-A., dated the 29th June 1938.)(8)To vary the details (namely, the rates of pay of particular posts, the number of hands employed, and the period of employment) of the appointment of any temporary establishment employed under them, whatever be the period of their employment, subject to the following conditions :-(a)that the cost of temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its employment;(b)that where the authority which sanctioned the employment of the temporary establishment is the State Government, the pay of no post shall be raised beyond the limit of minimum of the prescribed scale thereof without the special sanction of the State Government; and that in other cases, the pay of no post shall be raised beyond the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.(Government Resolution no. 9634-F., dated the 24th July 1915.)(9)To sell or dispose of worn-out or obsolete machinery, tools rent, furniture and apparatus up to a limit of Rs. 200 for each article the sale being public and proceeds being deposited in the treasury.(D. of P. item no. 74)(10)To sanction expenditure up to a limit of Rs, 250 on petty construction and repairs.(D. of P. item no. 55.)(11)To transfer savings up to a limit of Rs. 200 from one item of non-contract contingent charges to another included within the same primary unit of appropriation, provided that-(a)no re-appropriation shall be made to either of the following secondary units-(i)Purchase of books and periodicals including library charges.(ii)Purchase of apparatus and instruments,(b)no re-appropriation shall be made from or to the head "prizes, grants to athletic clubs and common rooms charges.(D. of P. item no 57. The Governing Body now exercise this power on behalf of the

Director, to whom it was delegated by Government in letter no. 946-E., dated the 9th February 1927.)

173. Library Rules.

- The following are the rules for the management of the libraries of Government Professional Colleges :-(1)The Principal shall from time to time lay down such rules as may be necessary for preserving order in the library, and shall fix the hours during which the librarian shall be present and the library open for reading or for taking out books.(R. & O. page 306.)(2)No book shall be removed from the library without the knowledge of the librarian nor (except in the case of a book required for casual reference by a member of the college staff during college hours), until after it has been entered by the librarian in a register to be kept for that purpose. This register should contain columns for the name of the book taken out, for the dates of its removal and return, for the signature, of the borrower, and for remarks (if necessary) upon the condition of the book at removal from or return to the library.(R. & O. page 305.)(3)The Principal shall determine the number of volumes that may be taken out at one time by members of the staff and by students, respectively. He shall also determine, if necessary, the kind of books that shall be issued to students.(R. & O. page 305.)(4)The Principal shall determine generally the conditions under which books may be issued to persons not connected with the college, but the following conditions shall invariably be observed:-(a)In all cases where a person not connected with the college is allowed to borrow a book, a deposit of at least Rs. 5 shall be required.(b)No back numbers of sets of periodicals shall be lent out in any circumstances.(G.O. no. 487-E., dated the 10th May 1918.)(5)Books taken out of the library must be returned to the librarian, and on no account be transferred to any other person.(Ft. & O. page 305.)(6)No marginal or other notes or markings shall be made in library books. Breach of this rule shall be punished by fine at the discretion of the Principal.(7)Any person losing or seriously damaging a volume shall pay its value or replace it with a similar volume. When it belongs to a set of series unless he can replace it, he shall pay the value of the set. Any sum realised under this rule shall be credited into the Treasury.(R. & O. page 305.)Note. - At the discretion of the Principal this rule need not be enforced in the case of a loss or accident over which the person borrowing has no control. In such cases the loss will be met by the Department.(D.P.I.'s circular no. 138, dated the 10th August 1907.)(8)Every book added to the library, whether by purchase or otherwise shall be entered by the librarian in a catalogue under its proper head.(R. & O. page 305.)(9)Towards the close of each academic year all the books shall be called in for a time for stock-taking in order that the library may be compared with the catalogue, losses may be discovered and replaced and binding and other repairs be carried out. The stock-taking should be done by a member of the teaching staff, not by the librarian himself. During this period no person, except with the special permission of the Principal shall have access to the library.(R. & O, Page 305.)(10)The condition of the library shall be briefly noticed in the annual report of the college.(R. & O. page 305.)

174. Attendance by Principals at lectures given by other members of the staff.

- The following instructions shall be followed in regard to the attendance by Principals at lectures given or classes conducted by subordinate members of the staff:-(i)In the case of a professor,

lecturer or tutor holding a temporary or probationary appointment it is necessary that the Principal should be in a position to give his opinion as to the fitness of the incumbent for permanent appointment. The Principal should, therefore, at his discretion, either attend a proportion of the lectures delivered or classes conducted by any temporary or probationary member of the staff, or depute a senior member of the staff to do so on his behalf.(ii)As regards the permanent members of the staff it is necessary in the interest of the administration of the college that the Principal should retain, a right to attend their lectures or classes from time to time (for instance, it may be necessary for him to inform himself or to advise regarding the methods followed in classes) but he should be particular in consulting their convenience as far as possible before doing so, and it should be clear that such visits in no way question the competency of those whose lectures or classes are visited.(iii)When the Principal proposes to attend or to depute his representative under paragraph (i) to attend any lecture or class, he should give notice of his intention to the member of the staff concerned.(iv)On these occasions, after the class has risen and the casual courtesies have been exchanged, lectures and classes should proceed as usual. No comments of any kind should be made.(D.P. I.'s circular no. 31, dated the 31st October 1916.)

175. Vacations and holidays.

- The maximum number of holidays permissible for a Governmental Professional College during the year is 165 inclusive of Sundays and local holidays. The summer vacation must not exceed twelve weeks and one day in length. Subject to these limits the annual list of holidays for each college is sanctioned by the Governing Body, but a copy of the list must be sent to the Director for his information.(G. O. no. 3254, dated the 12th August 1909, G. O. no. 321-E.R., dated the May 1930, D. P. I.'s letter no. 3604. dated the 10th March 1909.)Notes. - (i) Additional holidays in honour of visitors may only be granted at the request of a District Officer, District Judge or officer of higher status. Such holidays should not exceed one day in duration except when they are granted by the Governor, Minister or the Vice-Chancellor, It is the duty of the Principal to see that this rule is observed.(D. of P. item 79 and D. O. circular no. 166, dated the 23rd February 1923.)(ii)In every Government Professional College where there is any Muhamadan teacher or student the list of holidays must include five days (including the 11th day) for Moharram, three days for Iq-ul-Fitr, two days for Id-uz-Zuha and one day each for Chehulum, Fatiha Dawazdahum and Shab-e-Barat. These holidays must be observed on the due dates.; they may not be exchanged for other holidays nor may they be omitted in order that extra days may be added to the summer or Puja vacations.(D.P.I.'s circular no. 24, dated the 13th November 1924; and no. 1, dated the 15th January 1925; G.O. no. 3941, dated the 18th November 1925 and G. O. no.1485-E., dated the 14th March, 1928.)(iii)The 1st Friday before Id-ul-Fitr is declared to be a holiday which should be allowed not as an additional holiday but as part of the total number of holidays permissible in Government Colleges.(G.O. no. 354-E..R., dated the 15th June 1941.)Section III Teachers' Training Colleges

176. Purpose of the colleges.

- Teachers' Training Colleges in the State are maintained by the State Government for the professional training of actual or prospective graduate teachers of secondary and other kinds of schools and prospective sub-inspectors of schools and other officers of the Department. The College

fulfils the following aims :-(i)to give the pupil-teachers practical experience of the life of a community based on co-operative work for the common good;(ii)to help the pupil-teachers to understand and accept the social objectives of the new pattern of education and the implications of the new order envisaged in it;(iii)to encourage the development of all the faculties, physical, intellectual, aesthetic and spiritual of the pupil-teachers towards the achievement of well integrated and harmoniously balanced personality;(iv)to equip the pupil-teachers professionally for the work, e.g., enable them to understand and meet the physical, intellectual and emotional needs of children.

177. Governing Body.

- The colleges are managed by a Governing Body. The functions of the Governing Body are laid down in Section II of this Chapter.

178. Length of Course.

- The length of the course shall be one academic year. Working hours in the academic year shall not be fewer than 1,600. The college session shall commence in July and end in June.

179. Size of classes and number of students.

- Not fewer than 100 graduates are admitted annually in the Training Course (Diploma in Education). No fee shall be charged to the pupil-teachers.

180. Application for admission.

- Candidates are to apply to the Principal concerned for admission in terms of the prospectus issued each year by the Principal of each such college. They are selected for admission on the basis of their academic qualifications and tests, personal interview and participation in camp and community activities as prescribed from time to time by the Department.

181. Age-limits.

- The age-limit for admission is 30 years in general and 35 years for the members of Scheduled Castes and Scheduled Tribes.

182. Residence.

- To ensure successful community life, residence on the college campus will be provided for all trainees and teachers as far as practicable. Training colleges should be co-educational institutions.

183. Private students and future employment.

- No guarantee of future employment under Government is given to students who, not being already Government servants, enter the college and successfully complete their course. They are however, eligible for appointment as teachers in Secondary and other kinds of schools and Sub-Inspectors and to other administrative posts in the Subordinate Educational Service in the Department.

184. Examination and assessment.

- The final examination at the end of the course will be called the Diploma in Education Examination. It will be held in two parts. The practical part consists of (a) training in community life activities, (b) training in craft, (c) training in teaching practice. The theoretical part comprises of (a) principles of Education and School Organisation, (b) Educational Psychology and Health Education, (c) Methods of training, and (d) Current Educational problems.

185. Text-books to be provided by students.

- Students must provide themselves with the text-books recommended by the Department.

186. Medium.

- The medium of teaching shall ordinarily be Hindi. The medium of examination will be Hindi or any of the recognised regional languages in High, Basic and Middle schools. English should be an alternative medium.

187. Leave to students.

- The authority competent to grant leave, other than casual leave, to a Government servant deputed for training is the same authority which is empowered to grant the leave in ordinary course. Casual leave may be granted by the Principal.

188. Joining time not admissible to officers deputed for training.

- Government servants deputed for training are not entitled to joining time but are treated as officers on tour and are only allowed such time as may be required for transit. They are entitled to travelling allowance for their initial journey to, and final journey from, the college, but not to any halting allowance.(G.O. no. 140-E., dated the 9th January 1929.)Section IVJanta Colleges

189. Purpose of the colleges.

- Janta colleges are maintained by the State Government for the professional training of graduate teachers for Diploma in Social Education. They also give three months' training for certificate course in Social Education to Village Level Workers for running Social Education Centres to

villages. Section V The Government College of Health and Physical Education

190. Purpose.

- The Government College of Health and Physical Education is an institution maintained by the State Government for the professional training of actual and prospective teachers (both men and women) in physical culture. Its further object is-(i)to train physically fit and able bodied men and women for the service of mankind and the country;(ii)to develop skill to make physical learning easier and to develop good carriage and graceful movement;(iii)to develop muscular strength adequate to meet the demands of present day living;(iv)to make the maximum contribution to the optimum development of the individual's potentialities in all phases of life by placing him or her in an environment as favourable as possible to the promotion of such muscular and related responses or activities as will best contribute to this purpose.

191. Governing Body.

- The college is managed by a Governing Body consisting of the Commissioner, Patna Division as President, the Principal of the college as ex-officio member and Secretary, the Regional Deputy Director of Education, Patna Division as ex-officio member and four non-official members who are appointed by the State Government for a term of three years. The functions of the Governing Body are laid down in Section I of this Chapter.

192. Courses and examination.

- The college prepares students for-(i)Diploma in Physical Education-Only graduates of a recognised University (or recognised equivalent) are admitted to this course. The training period is one academic year of nine months.(ii)Certificates in Physical Education-Under-graduates and matriculates (or recognised equivalents) are admitted in this course. The training period is one academic year of nine months.

193. College Sessions.

- The session begins in July and ends in June. The maximum number of seats available for the two types of courses is 145. Candidates are admitted free of any tuition fee.

194. Application for admission.

- Candidates are to apply to the Principal, Government College of Health and Physical Education, for admission. Persons already in service should submit their applications through their controlling officers. No candidates will be finally admitted without a personal interview. Final selection of candidates for admission is made by the Principal.

195. Stipends.

- Monthly stipends of Rs. 30 each are awarded to all the 145 trainees (both men and women) who join the Diploma in Physical Education and Certificate in Physical Education Course for the whole period of nine months' training. Stipendiary students are required to execute agreements binding themselves to complete the course to the satisfaction of the Principal (save when exempted by the Principal on medical grounds) and, thereafter, to serve as teachers in Government educational institutions, if required, for not less than three years and in default to refund the amount of the stipends paid to them.

196. Private students and future employment.

- No guarantee of future employment under Government is given to students, who not being already Government servants, enter the college and successfully complete their training course. They are, however, eligible for appointment as drill masters or physical education instructor in educational institutions or in the Physical Education Supervisory staff or college staff.

197. Hostel accommodation.

- Free hostel accommodation is provided for sufficient number of students (both men and women). They are, however, charged for electricity. Students have the option of residing as day scholars under satisfactory condition of residence.

198. Leave to students.

- The authority competent to grant leave, other than casual leave, to a Government servant, deputed for training is the same authority which is empowered to grant the leave. Casual leave may be granted by the Principal.

199. Joining time not admissible to officers deputed for training.

- Government servants deputed for training are not entitled to joining time but are treated as officers on tour and are only allowed such time as may be required for transit. They are entitled to travelling allowance for their initial journey to, and final journey from, the college, but not any halting allowance.

Chapter IV

Schools for General Instruction

Section I - General Notes. - (i) The rules in this section apply to all Government, Board, Municipal, Aided and Unaided schools recognised by the Department, and are supplemented but not modified by the regulations for special classes of schools contained in Sections V to VIII of this

Chapter.(ii)Unless in any case the contrary is stated the powers relating to secondary schools which are assigned to District Education Officer by the rules contained in this Chapter are exercised by the Inspectress of Schools in the case of secondary schools for girls.

200. Recognition of High Schools (including Sarvodaya High Schools).

- A High School is said to be recognised when it is permitted to present pupils at the Secondary School Examination. The authority competent to grant permission to a school to present candidates at the Secondary School Examination is defined in the Bihar School Examination Board Act (Bihar Act VII of 1952) as amended by Bihar School Examination Board (Amendment) Act, 1959. Applications from schools for recognition as High Schools should be submitted to the Inspectress of Schools, Bihar or the District Education Officer before the 1st of February in the year previous to that for which recognition is desired. Every application for such recognition should be accompanied by a detailed statement on the following points:-(i)five acres of land is registered in the name of the school in one block and the building stands on the same block (cadastral survey map showing the plots and the registered deed should be attached);(ii)at least two trained graduates on the staff are maintained;(iii)groups of subjects taught in the school and the names and qualifications of teachers incharge of these groups;(iv)resolution of the Managing Committee to the effect that teachers are paid according to new scales of pay and that the benefit of provident fund will be given to them from the date of recognition;(v)school building consists of at least eight pucca rooms and is sufficient to accommodate science classes also (if science is taught in the school);(vi)library contains 1,000 suitable books including books of reference and technique of teaching worth at least Rs. 1,000 (It should be certified that the books are useful to the students and teachers);(vii)the school has a reserve fund of Rs. 2,000 and all other funds (including reserve fund) are deposited in the Postal Savings Bank or in any Scheduled Bank in the joint names of the Secretary and the Headmaster. (Reserve fund should preferably be lodged in National Savings Certificates);(viii)adequate furniture and teaching appliances are provided to meet the present needs. (If science is taught in the school it should be stated whether science equipments are adequately provided or not; their price should be mentioned);(ix)the Managing Committee is fully constituted according to the recent rules and orders of the State Government;(x)names of high and middle schools within a radius of five miles. (Board of Secondary Education no. 10782, dated 12th June 1958)Note. - The Board of Secondary Education shall not recognise any new schools which have classes IV to VII.(D. P. I.'s no. 9270, dated the 5th April, 1951)

200A.

The number of rooms and dimensions necessary for High School must have for administrative and other purposes (1) a room for Head master (2) a room for office (3) a library (4) a Teachers' Common room (5) a students Common room and (6) a miscellaneous or store room beside water sheds for classes, they should have also four class rooms and one for additional subject. This should be regarded as minimum for 4 class schools.(Letter no. 5600-5 dated 30.10.1947 from Secretary Secondary Board)

201. Recognition of Higher Secondary/Multi-purpose Schools.

- A Higher Secondary/Multi-purpose School is said to be recognised when it is permitted to present pupils at the Higher Secondary Examination. The authority competent to grant permission to present candidates at the Higher Secondary Examination is defined in the Bihar School Examination Board Act (Bihar Act VII of 1952) as amended by Bihar School Examination Board (Amendment) Act 1959A school seeking recognition as a Higher Secondary School will have to apply through the District Education Officer/Inspectress of Schools Bihar to the Board of Secondary Education with a certificate from the Sub-divisional Education Officer/ District Inspectress of schools of the area, as the case may be, that the school concerned is in a position to meet the minimum conditions in respect of lands, buildings, staff, etc., laid down for recognition. The school will have to indicate whether it seeks recognition as a Higher Secondary School for Humanities only or for Humanities as well as Science groups. It will have also to indicate if it would provide for an additional vocational subject group, in which case the school will have to be considered for being recognised as a Multi-purpose Higher Secondary School. Every application for such recognition will be accompanied by a detailed statement of existing facilities in the school regarding accommodation, furniture, equipment, library, staff as noted below. The statement will be certified by the Headmaster/Headmistress and Secretary of the School and will be verified by the Sub-divisional Education Officer/District Inspectress of Schools, as the case may be. On receipt of the application from a school for recognition as a Higher Secondary School, the Board of Secondary Education will appoint a Special Board, consisting of an Inspecting Officer in Class I of the Bihar Educational Service and at least one member to be nominated by the President of the Board of Secondary Education to inspect the school and report on its eligibility for being converted into a Higher Secondary School. (Government Resolution no. 4719, dated the 10th November 1960.) The Special Board will report on the following points :- (1) Whether in view of the numerical strength of pupils and the topographical considerations, recognition of the school as a Higher Secondary or Multipurpose Higher Secondary School is justifiable and whether it may not create unhealthy rivalry among neighbouring schools. (2) The managing committee is constituted according to the rules in force. The school follows the rules and orders in force regarding admission, rates of tuition fees, transfer, appointment, assessment, etc., strictly it undertakes to conform to rules and directions that may be laid down from time to time by the Department. (3) The school has ultimately at least 320 pupils in case it is a four-class school and at least 450 pupils in case it is a six-class school. (4) The financial position of the school is sound with at least Rs 5,000 in reserve fund invested in National Savings Certificate or other Government securities and Rs. 5,000 in General Fund. The school makes regular payment to teachers according to the approved scales of pay and has introduced the system of Provident Fund. (5) The school has at least ten acres of land in not more than two blocks of which at least one block of five acres is at the school site. The school providing for agriculture as a vocational subject group should have at least 15 acres of land. The Board may make relaxation in the case of urban and other areas where there is acute shortage of land. (6) A six-class high school with 450 students has at least 18 rooms including the Headmaster's room, staff room, office room, library, science class, geography class and an assembly hall. There should preferably be a gymnasium also. In class rooms, the standard floor space should be at the rate of 10 square feet per pupil. In case of four-class schools having 320 students, the number of rooms should be 15. The building should be entirely pucca or it must have pucca walls and the floor of the rooms cemented. In

the initial stage, the number of rooms mentioned above need not be insisted upon. After the school has been recognised, the Board shall lay down a phased programme of construction of rooms, etc., for each school after recognition. But at the stage of recognition, there must be Head-master's-cum-staff room, office room, library room, science class-cum-geography class in addition to the requisite number of rooms for the existing number of Classes according to the time-table.(7)The standard staff of teachers in a Higher Secondary School should be as follows :- (i) Headmaster-Trained graduate (preferably having Master's degree with at least ten years' teaching experience in a high school). (ii) Science teacher-Trained M. Sc. or B. Sc. (Hons.) - Two (one more in the case of a Multi-purpose school). (iii) Assistant Teachers-Trained M.A. - Two. (iv) Assistant Teachers-Untrained M.A. or B.A. (Hons.) - Two. (v) Assistant Teachers-Trained graduates (including one B. Sc.) - Two (one more B. Sc. in a Multi-purpose school). (vi) Classics Teachers - M.A. in Sanskrit or Acharya in Sahitya and/or Vyakaran with Principal Hindi in B.A. Examination. M.A. in Persian or Fazil should be appointed where justified-one or two. (vii) Physical Instructor - A graduate having Diploma in Physical Education. In the initial stage, there should be one trained headmaster preferably with Master's or Hons, degree and as many trained graduates as there are class sections (two of them must have Master's or Honour's degree, one trained science graduate and one classics teacher and one Physical Instructor). The appointment of standard staff should be suitably phased over three years in a four-class high school and four years in a six-class high school. (8) The school has ultimately a well-equipped library having at least 2,500 volumes worth at least Rs. 5,000 including books on education, teachers' handbooks, books on various school subjects and reference books. (9) The school has at its credit an average of 66 percent of passes at the Secondary School Examination with a good number of First Division passes. (10) The school has the minimum items of furniture and equipments specified by the Board of Secondary Education. The Board will indicate which of the furniture and equipments are the requisite minimum in the case of a particular school. Note. - 'With the prior approval of Government in Education Department the Board may make modifications in the conditions mentioned above in the light of experience of actual working of Higher Secondary schools in the State. Criteria for sanctioning Government grants to Non-Government Higher Secondary and Multi-purpose Higher Secondary Schools. (1) The essential equipments and furniture for the purpose of conversion are estimated to cost Rs. 30,000. This includes a sum of approximately Rs. 5,000 to provide for the Humanities group of subject, Government may meet 50 per cent of the non-recurring expenditure incurred by the school, in terms of Article 654 of the Education Code subject to a maximum of Rs 15,000. (2) The cost of construction of extra rooms for conversion of High Schools into Higher Secondary Schools may vary from Rs. 10,000 to Rs. 20,000 depending on the groups provided for. Government may meet not more than 50 per cent of this cost subject to a maximum of Rs. 10,000. (3) As soon as a school is recognised by the Board of Secondary Education as a Higher Secondary or Multi-purpose School, it will be eligible for a maximum of 50 per cent of the Government grant meant for equipments, furniture and buildings. The balance of the Government grant will be paid after necessary equipments, furniture and buildings have been provided. Before the non-recurring grant is given, a list of the minimum requirements within the ceiling of Rs, 40,000 will be drawn up taking into account the existing facilities which have been duly checked by the Sub-divisional Education Officer/District Inspectress. The Government grant will be given on the basis of the minimum necessary estimate. (4) These rules shall apply with immediate effect to all non-Government High Schools and non-Government Sarvodaya High Schools seeking recognition as Higher Secondary and

Multi-purpose Higher Secondary Schools.(5)The rules under Art. 201 above should also be observed by Government High Schools mutatis mutandis and except in so far as they may conflict with any special orders applicable to such schools and to the staff employed in them.Note. - Form no. 126 be attached giving particulars of the date to which the above compliance relates.(Government Res no. 1451, dated the 8th may 1958 and no. 1990, dated the 21st May 1959.)

202. Recognition of Middle Schools.

- (i) The power of recognising schools as middle schools rests with the Sub-divisional Education Officer in the case of a boys' school and with the District Inspectress of Schools in case of a girls' school. No school should be recognised as a middle school unless the headmaster is at least a trained I. A. or I. Sc.(ii)The Second Teacher has passed the Secondary School Examination or is middle trained.(G.O. no. 326, dated the 19th January 1957.)Note. - (1) A middle school may be recognised either until further or for a specific period; in the latter case the order granting recognition should state that the recognition will be continued after the period specified in the order unless certain conditions (to be enumerated) are fulfilled.(G. O. no. 5808, dated the 14th September 1957.)(2)A two-class middle school may be recognised by the Director on the recommendations of the District Education Officer/the Inspectress of Schools, Bihar as the case may be, provided no wastage or disposal of men and material is involved and suitable conditions prevail, viz., (1) sufficiently large number of pupils, (2) suitable buildings, (3) proper equipment, (4) qualified teachers and (5) financial stability.(G. O. no. 1792, dated the 21st March 1957.)

203. Recognition of Primary Schools.

- The power to recognise a school as a primary school rests with the Deputy Inspector of Schools. In case of girls' schools the power rests with the Deputy Inspectress of Schools.(G. O. on. 4319, dated the 21st November 1958 and no 3780 dated the 29th September 1959.)Note. - In the case of Primary Sanskrit Schools the power of recognition rests with the Sub-divisional Education Officer acting on the recommendation of the inspecting staff for Sanskrit studies. If there is a difference of opinion between the recognising authority and the inspecting officer for Sanskrit studies the matter should be referred to the District Education Officer.(Government Resolution no, 724-E., dated the 30th January 1929.)

204. Association of names of eminent persons with educational institutions.

- No educational institution which adopts the name of the Prime Minister or of any other eminent person should be granted recognition unless the consent of the Prime Minister or the persons concerned has been obtained before hand.(D. P. I.'s letter no. 3012, dated the 14th August 1958.)

205. Withdrawal or withholding of recognition.

- Recognition shall only be withdrawn or withheld for reasons to be recorded in writing on one of the following grounds:-(a)that the school does not follow the course of study prescribed or approved

by the Department;(b)that it has committed a wilful breach of the transfer rules;(c)that it has not attained or does not attain to a reasonable standard of efficiency;(d)that it does not maintain a satisfactory standard of discipline or employs any teacher who takes part in political agitation directed against the authority of Government or who endeavours to inculcate opinions tending to excite feelings of political disloyalty or disaffection among the pupils or to create hatred between the different classes of the residents of the Indian Union;(e)that the managing committee of the school is not functioning in a way conducive to the smooth administration of the school affairs or proper maintenance of discipline among the teachers or pupils, is not carrying out the directions of the Board of Secondary Education or any competent authority or is not administering the finances of school properly; or(f)that it appears to the authority empowered to grant recognition for any other reason to be injurious to the interest of education.Note. - These rules apply to such Middle and Primary Schools (including Primary Sanskrit Schools and Primary Urdu Schools) as are not under the control of District Superintendent of Education and special schools such as Sanskrit tols and madrasas. If recognition is refused to a school under the control of a municipality, a copy of the order should be sent to the Chairman of the municipality. The recognition of schools, under the control of the District Superintendent of Education, is governed by the statutory rules framed for these bodies.

206. Withdrawal of approval to the constitution of the managing committee.

- For reasons specified in clause (e) of the aforesaid rule, the President, Board of Secondary Education in respect of Secondary Schools and District Education Officer in respect of Elementary Schools, instead of withdrawing or withholding recognition may withdraw the approval of the constitution of the Managing Committee and make such arrangement for the management of the school as he considers suitable, pending proper reconstitution of the managing committee. For the purpose of this rule, Elementary Schools will mean "Primary and Middle Schools".(G.O. no. 2838, the 16th May 1959.)

207. Change of status in schools maintained by local bodies.

- In no case should sanction be accorded to a change in the status of any school maintained by local body until the approval of that body has been obtained.Note. - The expression "change of status" does not mean the conversion of a recognised school into an unrecognised school, or vice versa, it means an alteration in the standard up to which the school is recognised, as when a lower Primary school becomes an upper Primary school.(D.P.I.'s circular no. 46, dated the 16th October 1913.)

208. Change of status requires sanction in writing.

- No change of status can be recognised unless it has been sanctioned in writing by the proper authority.(D.P.I.'s circular no. 46, dated the 16th October 1913.)

209. Liability to inspection.

- Every recognised school, with its account books, registers and other records, must be open to inspection at all reasonable hours by the authorised inspecting officers of the Department, by the executive officers of Government and by any Director or Assistant Director of Health Services or Civil Surgeon or Assistant Surgeon deputed by Government to examine the health of the students or the sanitary condition of the buildings and premises. Note. - In addition to the above any distinguished non-official visitor is ordinarily at liberty to visit a Government school for boys at any time with the assent of the Headmaster or the master in charge of the school. Should, however, the visitor wish to deliver an address, or desire that a holiday should be granted in honour of his visit, the Headmaster should obtain the consent of the President or the Vice-president of the managing committee of the school or, where there is no such committee, the consent of the inspecting officer. (D.P.I.'s circular no. 34, dated the 16th November 1916.)

210. Returns and reports.

- Every recognised school must submit punctually in the prescribed form such annual and periodical returns and such other reports as may be required by the Department. (D.P.I.'s circular no. 15897, dated the 6th September 1954 and Government notification no. 636-E. P., dated the 2nd April 1919.)

211. Registers.

- The following registers must be maintained :- (i) Admission register, containing- (a) Name of pupil; (b) Father's name and occupation; (c) Name, residence and occupation of guardian; (d) Residence of pupil, whether with parent, guardian, in hostel or in mess; (e) Date of birth (year, month and day); (f) In the case of pupil admitted from another school, the name of the school, the class in which he was reading and the number and date of his transfer certificate; N.B. - Transfer certificate should be filed for reference. (g) Class into which pupil is admitted; (h) Date of admission; (i) Signature of parent or guardian, if it is a case of first admission to any school and not one of transfer from one school to another; (j) Signature of another respectable gentleman, if it is a case of first admission to any school and not one of transfer from one school to another; (k) Headmaster's signature; (ii) Daily attendance register; (iii) Visitor's book; (iv) Fee register (in schools where fees are levied); (v) Acquittance roll of scholars (in schools where any scholars are reading); (vi) Register of transfer certificates issued; (vii) A book in which the transfer certificates of all pupils joining the school are kept; and in high schools including Sarvodaya high schools. (viii) Attendance register of teachers; (ix) Cash Book; (x) Acquittance roll of teachers; (xi) A contingent register; (xii) An order book; (xiii) A punishment register; (xiv) A stock book of school furniture and equipment; (xv) A book containing the proceedings of the managing committee; (xvi) A log book. This should be a diary kept by the Headmaster of all important events in the life of the school, such, for example, as visits of inspecting officers, and others, celebrations, unusual occurrences in the school and school examinations; (xvii) Abstract Attendance register; (xviii) Teachers' leave register; (xix) Athletic account book; (xx) Library account book; (xxi) Prize account book; (xxii) Progress book containing the scheme of work proposed for each class month by month and the work actually done. (xxiii) Books containing a record of the

supervision work done by the Headmaster and Assistant Headmaster;(xxiv)A register showing the results of the examination of candidates for admission, Article 267;(xxv)A register of marks secured at the terminal and the test examinations;(xxvi)An assessment register in the prescribed form;(xxvii)A confidential final assessment register (maintained by the Headmaster);(xxviii)Confidential character rolls of the teachers;(xxix)Service Book of teachers.(G. O. no. 3744-E.R., dated the 22nd August 1932.)Notes. - (1) Although the maintenance of separate registers for the prize, library and athletic funds is required, it is not desirable that there should be separate Savings Bank accounts for each of three funds. Each school should have one consolidated Savings Bank account belonging to each of the different funds.(D.P.I.'s circular no. 19, dated the 10th June, 1919.)(2)The inspecting officer in charge may require middle schools to maintain all or any of the registers numbered (viii) to (xxv) above.(3)Headings of all the registers and forms in all High Schools in the State except in those where the principal medium of instruction is a language other than Hindi, should be in the Devanagari script without, for the present translating the English terms into Hindi. The entries in these registers and forms may continue to be in English for some time to come.(D.P.I.'s letter no. 16897, dated the 6th September 1954.)

212. Curricula.

- The curricula prescribed by the Department must be followed except in so far as special exemption may be granted by the Director.Note. - Class time-table showing (i) the work to be done in each period of the school day, and (ii) the home work to be set to the pupils each day must be hung on the walls of each class room.

1. [The curriculum for classes I to XI of schools in Bihar includes many practical subjects, such as gardening, sowing, cooking, rough carpentry, spinning; and weaving, tailoring, Durri making and agriculture etc. During the course of my visits to schools it has been noticed that proper record of the practical work done by each pupil is not maintained either by the teachers or by the pupils themselves.] [Added by letter no. 4 dated 10th July, 1946.]

2. It is essential that those pupils who can read and write should maintain practical note books of the kind which are maintained by Science students. Such note books not only ensure that the subjects are properly taught; but are excellent means of teaching composition, handwriting and self-expression. In the case of smaller children the records will, of course, be maintained by the teachers in their daily notes of lessons; but should be sufficiently individualistic. This should be made known to all head teachers and management of primary and secondary schools and a note should be written in all inspection reports whether the records and practical note books are being properly maintained or not. The children's practical note books and the teachers' records should be available for inspection by all inspecting

officers on the date of their visit.

A disregard of the instructions issued in this circular will be treated as serious inefficiency in the management and inspection of schools."

213. Inclusion of dignity of labour in the schools.

- School students particularly those belonging to senior classes should be encouraged to engage in manual work in order to inculcate in them a sense of dignity of labour and to attract their attention and energy to interests which will be educationally beneficial to them and of value to society. In higher classes viz. from class VIII onward, Social Studies in compulsory subject and under practical social work, students should as prescribed in the syllabus be required to do intensive survey of a village or Mohalla or to engage in such programme of social work as may improve sanitation and health, provide facilities for preventive and curative medicines and help the organisation of village assemblies, village sports, village libraries, reading rooms, rural theatres and rural festivals. Manual work and social service should not be regarded as extra curricular activity but should be so integrated with the courses of the schools that at the time of the promotion of the pupils from one class to another an assessment of their work and service should count towards such promotion. Projects and programmes involving manual work should be planned on special occasions like the celebration of the school anniversary or campaigns like Van Mahotsava, etc. These should be organised in such a way as to arouse mass interest and consciousness in Social Education and love for dignity of labour. A few of the projects to be taken up by students are given below by way of suggestions.-(a)Preparing of compost by digging standard pits according to specification laid down in manuals for manure making ;(b)health measures for villages by improving village roads, drains and houses;(c)improvement of school building and grounds by the construction and maintenance of play-grounds, improvement of road within the school, development of small fruit and flower gardens within the school Compound, construction of hedges for the school and repair and addition to school buildings;(d)improvement of village roads and inter-village roads construction to connect the villages with the existing road system in the country;(e)construction of irrigation channels or canals from water reservoirs to fields in the villages and also assistance in the improvement of drinking water-supply in the villages; and(f)masonry work for repairing and improving not only school buildings but also other public buildings in the locality. It is suggested that at least once and perhaps twice a year students may devote about a fortnight to projects of manual work. Such work should be considered as part of education and students ought to be given credit for the time spent on each work.(D.P.I.'s letter no. 11014, dated the 15th April 1953.)

214. Teaching of languages at the Secondary School stage.

- The State Government have decided the following principles for adoption on the study of languages at the secondary stage :-(a)(i)Mother-tongue; or(ii)a regional language; or(iii)a composite course of mother-tongue and a regional language; or(iv)a composite course of mother-tongue and a classical language; or(v)a composite course of a regional language and classical language,(b)English or a modern European language.(c)Hindi (for non-Hindi speaking students) or another Indian language for Hindi speaking students) provided it is not any of the languages offered under group

"a" above.(Government resolution no. 3572, dated the 25th September 1958)

215. Significance of National Flag and National Anthem.

- It is considered essential that all educational institutions should make provision in the programme of their work for explaining to the students the significance of the National Flag and National Anthem. They should as a part of the school routine, practise the hoisting of the Flag and the singing of the Anthem. The boys and girls in the educational institutions should be acquainted with the history of National Flag and National Anthem and the correct method of saluting, hoisting and lowering the Flag or singing the National Anthem.(Government of India order no. F-8-61/54-D-7, dated the 4th October, 1954)

216. Knowledge of preamble to the Constitution of India.

- It is very desirable that every student should be familiar with the preamble and know it by heart. The students of classes X, XI and class XII of the Sarvodaya High Schools and Higher Secondary Schools including trainees at Training Colleges and Training Schools should learn it by heart in mother tongue (Hindi, English) and students of other classes below class X in their mother-tongue in Hindi. The preamble runs as follows;-"We, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens;JUSTICE, social, economic and political;LIBERTY of thought, expression, belief, faith and worship;EQUALITY of status and of opportunity and to promote among them all;FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION."(DPI's letter no. 2695, dated the 14th May, 1956 and G.O. no. 7281, dated the 1st October, 1956)

217. Text-books.

- Text-books must be selected only from the lists published by the Director.Note. - It is the duty of the class master to see that all the pupils provided themselves with the text-books used in the class.(Government notification no 860-E, dated the 13th May 1913, and R. & O. page 167, rule 3.)

218. Keys.

- The use of "keys is strictly prohibited. Any books of this character found in the possession of pupils should be confiscated by the Headmaster and destroyed.(D.P.I.'s circular no. 39, dated 17th October 1914.)

219. Residence of pupils.

- Pupils must reside (i) with their parents or an authorised guardian, or (ii) in a hostel or mess approved by the Department.(R. and O. page 554, paragraph 2.)

220. School terms.

- There are two school terms recognised by the Department:(i)From January 2nd to the beginning of the summer vacation;(ii)From the end of the summer vacation to the beginning of the Christmas holidays.(G.O. no. 943, dated 25th March 1958.)

221. Periodical Examinations.

- Periodical exercises or examinations of an informal kind in the different subjects of the school curriculum should be held by the Headmaster or under his orders. The results obtained by pupils in these exercises or examinations should be recorded, and in cases of doubt should be taken into consideration in determining the annual promotions from class to class.

222. Assessment of work and progress of students.

- [Abolished with effect from the S.S. Examination, 1963, vide letter No. 1897 dated 24-6-1963.]

223. Formal school examination.

- In every high school there should be either two terminal examinations in each year, or a system of formal weekly tests. The latter system should be adopted' only with the special approval of the District Education Officer. In schools where terminal examinations are held, formal weekly tests should not be held also, though there is no objection to informal weekly exercises.(D.P.I.'s circular no. 24, dated the 24th April 1917.)

224. Value to be attached to the different examinations.

- The first terminal examination should cover the courses taught during the first term, while the examination held at the end of the second term should cover the whole course taught during the session. The marks obtained by the pupils at both the examinations should be taken into account in determining promotions. It is left to the discretion of Headmaster or Principal whether to award prizes or school scholarships on the basis of the marks obtained at both the terminal examinations or of those obtained at the second alone. In determining the fitness of pupils to be sent up for the Secondary School Examination, greater importance should be given to the results of the second terminal examination, but the marks obtained at the first examination should also be taken into account. The maximum marks for the second examination may at the discretion of the Headmaster or Principal be fixed at double those for the first.(D.P.I.'s letter no. 5967, dated the 24th June 1918; D.P.I.'s letter no. 8385, dated the 4th September 1918; and D.P.I.'s circular no. 24, dated the 24th April 1917.)

225. Distribution of work.

- The Headmaster or the Principal should see that the work of the year is carefully distributed over the two terms and that the assistant masters make arrangements to cover the ground at an even pace. (D.P.I.'s letter no, 5697, dated the 24th June 1918.)

226. Restriction on the time to be devoted to examinations.

- Headmasters or Principals should see that the last month of session is not wholly occupied in examinations, but that the expenditure of time on examinations is spread over the whole year. The terminal examination should be held at the end of the term; they should not make more than one week and the examination of all the classes (except perhaps in the case of the test examination for Secondary School Examination) should be held simultaneously. The last terminal examination in a high school other than the test examination should commence on the date not earlier than fourteen days from the date on which the school closes for the Christmas holidays. The papers set for this and the other terminal examinations should not be of more than two hours duration except in the case of the examinations held in class XI. Class promotions must be declared before the end of the term. Assistant masters should not be excused from regular teaching work while they are marking examination papers. This work should be done out of school hours. (D.P.I.'s circular no, 24, dated the 24th April 1917; Resolution of Inspectors' conference, 24th June, 1930; D.P.I.'s letter no. 7409, dated the 26th July, 1932; and D.P.I.'s letter no. 8845. dated the 29th September 1934.)

227. Promotions.

- Class promotions are made by the Headmaster/Principal and, except in special cases, e.g., that of a pupil wrongly classified on admission, they should be made only once in the year. The inspecting officers of the Department have the power to grant special promotion to deserving pupils, and to revise the promotions made by the Headmaster. All answer books on the basis of which promotions are given, or the fitness of candidates to appear at the Secondary School Examination is determined should be preserved for at least one year after the last examination of the year, so that they may be scrutinised, if necessary, by inspecting officers.

228. Preparation of lessons.

- Headmasters or the Principals are required to see that their assistant teachers adequately prepare their lessons for the day. In a High or Middle and Basic school every teacher must be prepared to show to an inspecting officer, if called upon to do so, notes of the lessons which he proposes to deliver during the day, together with notes of the previous lessons. Separate books should be used for notes of lessons to different classes or on different subjects.

229. Private tuition.

- In normal cases students should not need private tuition and both District Education Officer and Headmasters/Principals should use their best endeavours to render it unnecessary. Teachers should not be allowed to undertake private tuition which will in any way interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. Teachers in aided and subsidised schools should not also be allowed to undertake private tuitions. For the rules regarding the acceptance of fees for private tuition by Government officers, see Article 824.(G.O. no. 1913-E., dated the 16th March 1950.)

230. Breach of agreement by teachers.

- School authorities should report to the District Education Officer any case, in which a teacher has left a school in contravention of the terms of his employment. If the teacher was employed in a High or middle school, the District Education Officer will report the case to the Regional Deputy Director of Education.

231. Inspection.

- When an officer of the Department notifies his intention to inspect a High/Higher Secondary and Multi-purpose schools or middle or basic schools, the head teacher should fill up the prescribed inspection form for submission to the officer on his arrival.

232. Action to be taken on the notes of Executive and Judicial Officer.

- Copies of all notes by the Commissioner, District Magistrate, District Judge or Sub-divisional Officer, on High/Higher Secondary schools including Sarvodaya schools should be sent by the school authority to the District Education Officer. Copies of their notes on any primary or junior basic school that they may visit, should be forwarded by the Sub-Inspector, or in the case of middle or senior basic schools by the head teacher, to the District Education Officer. The District Education Officer should note what action, if any, has to be taken, and should forward a copy of his orders to the officer who originally noted. That officer if he then considers it necessary, will communicate further with the District Education Officer on the subject either in writing or by consulting. Should it be so desired, reference may be made by either party to the Director through the usual channel or direct, as the case may be. In the case of girls' schools a similar course should be followed, mutatis mutandis except that copies of their notes, should be forwarded to the Inspectress of Schools, Bihar in the case of girls' High schools and to the District Inspectress of Schools in the case of other schools.

233. Action to be taken on the notes of members of the Government.

- Should the Governor note in any school inspection book, a copy of his remarks should at once be sent to the District Education Officer. The District Education Officer should note what action has to

be taken and should forward to the Director through the Regional Deputy Director of Education forthwith a copy of the Governor's remarks with his notes on the action required. A similar course should be followed in the case of inspection notes by the Ministers. In the case of girls' schools a similar course should be followed, mutatis mutandis except that copies of the notes should be forwarded to the Inspectress of Schools, Bihar in the case of girls' High schools to the District Inspectress of Schools in the case of other schools.

234. Holidays in Middle and Primary schools.

- The following instructions in respect of the holidays and vacations to be observed in schools managed by District Boards and schools aided out of the District Education Fund have been issued by Government in accordance with the provisions of rules published under clauses (j), (j1), (j2) and (g) of Section 138 of the Bihar and Orissa Local Self Government Act, 1885 :-(1)The maximum number of holidays permissible in any calendar year shall be 71 in the case of middle school, 66 in the case of a primary boarding school and 60 in the case of any other primary school.(Government notification no. 2022-E., dated the 10th April 1935.)(2)The list of holidays shall include the birth day of Mahatma Gandhi, Lord Budha, Lord Mahabir, Kunwar Singh and "Sarhoor besides holidays for Republican Day celebration on the 26th January and Independence Day celebration on the 15th August.(3)The list of holidays shall always include three days to be granted by inspecting officers at their discretion. The term inspecting officers means Commissioners, Collectors, District Judges, the Director Regional Deputy Director of Education, Special Officer, District Board. No inspecting officer should grant more than one day's holiday to any school in any calendar year.(4)In distributing the remaining holidays District Boards shall have regard to the needs of the different religious communities and especially to such of the religious holidays mentioned in the Negotiable Instruments Act as are widely observed in their districts.(5)Each District Superintendent of Education shall submit to the Director for scrutiny, on or before the 1st of November in each year a list of the-holidays and vacations to be observed in middle and primary schools during the following year.(G. O. no. 1866, dated the 27th July 1939).(6)In these instructions the term primary school includes a primary Sanskrit school and a primary Urdu school.(7)The maximum number of holidays, fixed under instruction (1), shall not include such number of holidays as the District Superintendent of Education may permit the Headmaster or any school to grant on the occasion of a visit by the Governor, the Chief Justice, a Minister, the President of the Legislative Council and the Speaker of the Legislative Assembly, a Judge of the High Court, the Member of the Board of Revenue or the Vice-Chancellor.Note. - (1) The number of holidays given in this rule does not include Sundays (or Fridays in the. case of schools intended for Muhammadans and the 1st, 8th, 16th and 23rd days of the Hindi months) in the case of primary Sanskrit schools.(Government notification no. 830-E.R., dated the 5th July 1930).(2)These rules should be deemed to apply also to middle and primary schools managed or aided directly by Government.(Government notification no. 836, dated the 5th July 1930)(3)Similar instructions have been issued in the case of middle and primary schools under the control of municipalities except that in the case of municipalities the list of holidays for the following year is submitted not to Government but to the Regional Deputy Director of Education through the District Education Officer or Deputy Inspector of Schools for scrutiny.(Government notification no. 3871-E., dated the 11th July 1930.)(4)The number of days allotted to the summer vacation may be divided among a summer vacation proper, a holiday for

sowing, and a holiday for reaping.(G. O. no. 1188-E., dated the 1st March 1930.)(5)The maximum number of holidays to the different grades of schools existing at the Jamshedpur notified area is increased as followsMiddle schools - The same as for high schools, i.e. *73 days.Primary schools - The same as for middle schools, i.e. 71 days.(G.O. no. 360-E., dated the 15th February 1940.)

235. Holidays in other schools.

- The maximum number of holidays permissible annually, excluding Sundays (except where otherwise shown) but including the birth day of Mahatma Gandhi, Lord Budha, Lord Mahavira, Kunwar Singh, for Sarhool, Republic and Independence Days celebration is as shown below against each of these, three days are intended to cover holidays granted on the occasion of visit of inspecting officers.

Class of schools	No. of holidays
1. High/Higher Secondary and Multi-purpose including SarvodayaHigh schools.	73
2. Teachers' Training schools	81
3. Training schools for women	81
4. Government girls middle schools and Senior Basic schools	71
5. Junior Basic schools	60
6. Junior section of Sanskrit Tols which comprises thePrathamaandMadhymaclasses.	137(including Sundays orPratipadaandAstamis).
7. The Senior section of madrasas, which comprises theFazil,Alim, MaulviandFauqaniaclasses.	154(including Sundays and Fridays).
8. The Junior section of madrasas which comprises theTahtaniaandWastaniaclasses, i.e. class 1 to 7.	137(including Sundays and Fridays).

(G. O. no. 2012-E., dated the 26th March 1927; (G. O. no. 437-E.R., dated the 25th June 1927;G.O. no. 4700-E., dated the 22nd September 1927; G.O. no. 1485-E., dated the 14th March 1928;G. O. no. 198-E., dated the 10th January 1930 and G. O. no. 1968-E., dated the 3rd June 1942.).Note. - (1) Holidays in honour of visitors may be granted at the request of the Regional Deputy Director of Education, District Officer, District Judge or Officer of high status. Such holidays should not exceed one day in duration. It is the duty of the Headmaster to see that this rule is observed. For the purpose of this rule the Assistant Director of Sanskrit Education and Islamic Education should be regarded as District Education Officer. Care should, however, be taken that too many holidays are not given, i.e. if the District Education Officer has given a holiday at a school shortly before the Assistant Director of Sanskrit Education or Islamic Education visits it, the latter should not also give a holiday.(D.P.I's letter no. 4736, dated the 17th May 1926.)(2)The restriction contained in the second sentence of note (1) does not apply to holidays granted by the Governor, the Minister, the Chief Justice, the President of Legislative Council, the Speaker, of the Legislative Assembly and the Vice-Chancellor. These officials may grant holidays at their discretion and such holidays may be enjoyed in addition to the number of holidays ordinarily allowed.(Order of Government, dated the 30th October 1928 in file no. 2H-17-28.)(3)An officer whose duty is to inspect a particular school

annually, should not give a holiday to celebrate his visit.(Order of Government dated the 30th October 1928 in file no. 2H-17-28.)(4)The rule in force in Government Professional Colleges regarding the observance of certain Muhammadan festival as holidays applies also to Government schools of the classes noted above. Other recognised schools are recommended to follow the same rule.(5)If any or all of the three days set aside for the visits of inspecting officers are not used during the year, they may be added to the long vacation of the following year.(D.P.I.'s circular no. 13, dated the 9th June 1923.)(6)The last Friday before Id-ul-Fitr is declared to be a holiday which should be allowed not as additional holiday but as part of the total number of holidays permissible in Government High schools including Sarvodaya High schools.(G.O. no. 354-E.R., dated the 15th June 1941).

236. List of Holidays.

- Head teachers of Government aided schools are required to submit by the 7th of January of each year a complete list of the holidays, which they propose to observe during the ensuing year for the approval of (1) the Managing Committee, in the case of Government High/Higher Secondary schools for boy and Teachers' Training schools; (2) the Sub-divisional Education Officer in the case of other high schools for boys, (3) District Inspectress of Schools, in the case of High/Higher secondary, middle and training schools for girls; (4) the Deputy Inspector of schools in the case of boys, middle schools; aided directly by Government and (5) Deputy Superintendent of Basic Education in the case of basic schools.(G O no 2345-E, dated the 11th October 1913; Resolution no. 3961-E., dated the 19th November 1925 and G. O. no. 431, dated the 21st November 1958.)

237. Other conditions of recognition.

- Every recognised school is required to observe the regulations for the maintenance of discipline and for the admission and withdrawal of pupils, contained in the succeeding sections and also the regulations for fees, fines, and free studentships. Section II - Discipline(a) Punishment

238. Some standard forms of Punishment.

- The following are some standard forms of punishment:-(i)Imposition.(ii)Detention, including extra drill.(iii)Fines.(iv)Corporal punishment.(v)Rustication.(vi)Expulsion.Note. - (1) The first three of these punishments should be referred by the master who inflicts them to the Headmaster for confirmation; corporal punishment should be imposed only by the Headmaster and only in exceptional cases, Rustication, or expulsion may be imposed by the managing committee but in cases of gross indiscipline the District Education Officer has the power to rusticate a student without consulting the managing committee or if a school is under the direct management of a local body, by the Chairman of that body. The Chairman is required to take the opinion of the District Education Officer before he passes orders.(G. O. no 1695-E dated the 17th September, 1916, Government Resolution no.3268, dated the 5th December 1923; G. O. no. 4318-E., dated the 24th November 1934; G O. no. 2399-E., dated the 22nd October 1942 and Government Resolution no. 728-E. R., dated the 21st July 1954.)(2)District Education Officer should see that the power of giving corporal punishment is not abused.

239. Expulsion.

- Expulsion should be used only in the case of very grave offences. The conditions which justify its use are these-(a)There is no reasonable prospect of the moral reformation of the culprit.(b)The retention of the culprit in the school will endanger its moral tone.Note. - A student expelled for misconduct cannot be admitted to another school without the express sanction of the Director, if he belonged to a High school, or the Regional Deputy Director of Education in other cases.(G. O. no. 1695-E., dated the 17th September, 1915.)

240. Rustication.

- Rustication should rarely be employed and should not be imposed or less than three months. It may be regarded as alternative to corporal punishment in cases where the parents object to that punishment, or where that punishment is otherwise objectionable.(G.O. No. 1695-E, dated the 17th September, 1915.)

241. Appeals.

- In all cases of rustication or expulsion by the managing committee a statement of the case must be drawn up and approved by the managing committee. It should state clearly the nature of the offence committed and the evidence on which the decision of the committee is based. One copy of the order passed must be forwarded immediately to the District Education Officer and another, under registered cover, to the parent or guardian of the pupil. The parent or guardian of a pupil who is punished with rustication or expulsion may appeal to the District Education Officer or Inspectress of Schools, Bihar against the order of the managing committee, provided that any such appeal must be received in the office of the District Education Officer or the Inspectress of Schools, Bihar within 20 days from the date of the receipt by the parent or guardian of the order against which the appeal is made. If no petition of appeal is received in the office of the District Education Officer or the Inspectress of Schools, Bihar within the specified period, the District Education Officer or the Inspectress of Schools, Bihar will confirm such order, or diminish or increase the punishment. In cases of gross indiscipline, the District Education Officer shall have the power to rusticate a student, reading in a school other than that which is under the direct management of a local body, without consulting the managing committee and any appeal from the parents or guardians of such students shall lie to the Regional Deputy Director of Education, whose decision shall be final. In order to deal with the misbehaviour of students sent up for the Secondary School Examination, who are under no obligation to attend the school the good conduct certificate granted by the Headmaster/Principal may under orders of the District Education Officer be withdrawn or withheld. This would disqualify such students from appearing at an examination or being eligible for appointment to any public service. The District Education Officer will have the power to direct a Headmaster/Principal to withhold or withdraw a good conduct certificate in case of proved misbehaviour on the part of ex-students.(G.O. no. 4335, dated the 24th November 1958 and Resolution no. 728-E., dated the 21st July, 1954.)Note. - (1) Pending the decision of the appeal the student rusticated or expelled must not attend school, though his name will continue to be borne on the rolls. If the appeal is allowed, but not otherwise, he will be required to pay fees for the period during which the appeal

was under consideration.(2)No appeal lies against the order of the Chairman of a local body when he, with the District Education Officer's concurrence rusticates or expels a pupil of a school managed directly by that body. If the Chairman and the District Education Officer differ, an appeal lies to the Director.(Order of the D. P. I. embodied in the first edition of the Code and G. O. no. 4318, dated the 24th November 1934 and Government Resolution no. 728-E. R., dated the 21st July, 1954.)

242. Procedure for disposing of appeals.

- If the Officer to whom the appeal is made considers that the facts admitted by the petitioner are sufficient to warrant the action taken, he will dismiss the appeal. In all other cases he will forward a copy of the petition, of appeal to the Secretary to the committee for report. The report should contain a specific reply to each of the allegations contained in the petition, together with the statement of the case approved by the managing committee and such further comments as may be necessary.(Orders of the D. P. I. embodied in the first edition of the Code.)

243. Final decision of appeals.

- After considering the report of the managing committee, the appellate authority may either dismiss the appeal, set aside the order of the committee, or proceed in person, or depute his subordinates not below the rank of a Sub-divisional Education Officer to hold a further enquiry into the case. On the result of such enquiry the appellate authority will pass such orders as he may think fit.(Orders of the D. P. I. embodied in the first edition of the Code.)

244. Publication of order of expulsion or rustication.

- Order of expulsion and of rustication, passed or confirmed by the District Education Officer or the Regional Deputy Director of Education are circulated by the Director. Copies of all orders of this nature passed by a District Education Officer or Regional Deputy Director of Education must be forwarded to the Director without delay, on expiry of the period within which an appeal is permissible, or after the Regional Deputy Director of Education or the District Education Officer has been passed the final orders on the appeal.(Orders of the D.P.I. embodied in the first edition of the Code.)

245. Corporal punishment.

- Corporal punishment should be used:-(a)in the cases of grave offences which are not serious enough to merit expulsion. Instances of such grave offences are insubordination, lying, cheating, bearing false tales about others, making false excuses, serious breaches of school discipline;(b)in the case of continued repetition of minor offences which minor punishments have failed to check.(Government Resolution no. 2264-E., dated the 22nd October, 1942)

246. Fines.

- Fines should be inflicted-(a)in cases where the guardians of the pupils are partly to blame, e.g. in cases of late attendance. It is within the power of guardians to see that their wards leave home in proper time;(b)in cases where a master wishes to attract the notice of a guardian to a particular offence;(c)in cases where damage has been done ; the fines should then be used to pay the cost, or part of the cost, or repairing the damage.(G.O. no. 1695-E., dated the 17th September 1915.)

247. Detention and impositions.

- Detention and impositions should be used in case of neglect of work.(G.O. no. 1695-E., dated the 17th September 1915.)

248. Detention.

- In the use of detention the following points should be noted:-(a)If pupils are put into a detention class, they must be given a definite task to do during the period of detention.(b)The class must be in charge of a master who is capable of keeping strict discipline, and of seeing that the pupils do their appointed tasks properly.(c)An extra drill class may be held after school. Pupils may be sent to this instead of the detention class.(G.O. no. 1695-E., dated the 17th September 1915.)

249. Other punishments.

- A master will often be able to impose other punishments which will be more suitable to certain offences than the punishments which have been mentioned above. When this is done, these three considerations should be borne in mind-(a)The punishment must never be in any way cruel.(b)A punishment which will occupy a pupil in the open air will be more beneficial than a punishment which confines him in a class room.(c)When possible the punishment should take the form of some useful occupation.(G.O. no. 1695-E., dated the 17th September 1915.)

250. Remonstrance.

- Before a teacher turns to punishment he will naturally commence with a remonstrance and reasoning and will show his disapproval, which may in itself suffice to meet the case. A warning in many cases will be found to be sufficient especially if it is accompanied by entry of the boys' name in the conduct register.(G.O. no. 1695-E., dated the 17th September 1915.)

251. Discipline in students.

- Following instructions for improving the state of discipline in schools have been laid down :-(a)Seminars of Headmasters/Principals should be organised in which common problems of discipline should be discussed from a constructive point of view. To these seminars should be invited Commissioners and District Officers also. The seminar should be small consisting of not

more than 40 or 50 Headmasters/Principals and should be considered as important as the seminars on method of teaching, etc.(b)Delegation of responsibility for maintenance of discipline to students should be encouraged. This can be done by such methods as (i) institution of well conceived House system, (ii) information of students' council for the maintenance of discipline in the institution as a whole with provision for juvenile court of Honour. A House may consist of a group of about 20 or 25 students under a teacher responsible with special responsibility with Monitors who may be selected for not only academic distinction but qualities of character. The court of honour and the students' council for discipline have also to be formed with care and to be encouraged on an experimental basis.(c)Every school should entrust certain duties in relation to the school programme to the students. This has been attempted in some Basic Institution by offering "Ministers". There being a "Minister" in charge of libraries, another of garden and third of school sanitation and fourth for maintenance of certain articles and of crafts and fifth of games and another for reception and showing visitors, etc. If, however, such "Minister" is assisted by a few other students selected by htm there should not, however, be any election and the "Minister" should be selected by the teachers sitting jointly under the Presidentship of the Headmaster/Principal.(d)Every school building requires maintenance and improvement. It should be possible for the Headmaster/Principal and teachers to mobilise the enthusiasm and energies of the students into proper care of the school premises, the laying down of the garden, the putting up of open air theatres, the levelling of play ground and other works requiring some major and small material. This labour should be put in on a purely voluntary basis and later on its scope can be extended to the community in the neighbourhood or elsewhere.(e)The Boy Scouts and Girl Guides movement about which instructions have been issued from time to time by the State Government needs to be given encouragement in every school, and Its organisation should form an important part of the programme.(f)These and other steps, taken for improving the tone of discipline and for providing other avenues for the expression of the knowledge of the pupils and for the development of their character, would not be wholly effective unless the Headmaster/Principal and the teachers take into account the participation by a pupil in these activities at the time of the annual promotion. In the general assessment of the pupils there should be a special mention of participation in these activities and it should be made clear to all the boys at the end and beginning of every quarter that account will be taken of these activities.(G.O. no. 3033, dated the 1st June 1955.)

252. Growing indiscipline in students.

- The menace of ticketless travelling, growing indiscipline and anti-social conduct among the students are treated as gross misconduct. Students are warned to desist from such criminal and antisocial acts as pulling alarm chain and adopting obstructionist tactics in order to prevent the railway employees from properly discharging their duties. The Inspecting Officers and Headmasters/Principals should carefully note and implement the measures specified below in order to check these menace:-(i)The Headmaster/Principal of every High/Higher Secondary school must maintain register showing the names of students, who come from long distances and have to travel by train in order to attend school. Arrangement for the purchase of season ticket for all such students must be made forthwith and the number of tickets bought each month should be entered in this register. It should be practically checked by the inspecting officers. The Headmaster/Principal who fails to maintain such a register or maintain it in a perfunctory manner must be suitably dealt

with and penalised.(ii)All inspecting officers are to communicate the Railway authorities the details of their normal touring in order to ascertain the present position in respect of ticketless travelling.(iii)The schools which do not readily respond to the directives of the inspecting officers should be reported to the Department which may withdraw the grants-in-aid and recognition granted to the school by the Board of Secondary Education. Names of students and of the schools reported to the Department should be widely publicised by the District Education Officer.

Withdrawal of grants-in-aid and recognition should be preceded by these categorical warnings, viz.

(i) a general warning already conveyed in the circulars issued by the Department and the Director of Public Instruction, Bihar so far, (ii) a second warning to be given by the District Education Officer drawing the attention of the school concerned to the specific act of lawlessness and anti-social conduct of the pupils of that school and (iii) a third warning to be given by the Regional Deputy Director of Education,(iv)Apart from the penal measures specified above, teachers of schools and the inspecting officers should make vigorous and renewed efforts to make use of moral persuasion by providing a net-work of co-curricular activities in the institution in order to properly train the growing social consciousness of the pupils and to direct their energies along the fruitful and constructive channels for the stimulation and orderly growth of the corporate and social consciousness of young pupils. This should, furnish an additional reason for the award of extra efficiency aid to such schools by the Board of Secondary Education, Bihar.(v)Quarterly reports must invariably be submitted by all schools to the District Education Officers who in their own turn should submit a consolidated report to the Director of Public Instruction), Bihar through the Regional Deputy Director of Education.(D. P. I.'s letter no. 1921, dated the 5th February, 1954.)

252A. Departmental action in incidents of hooliganism by students and teachers, particularly when legal action is not feasible for any reason.

- In most cases, the District Education Officers take prompt action on such reports, but the S.P. who makes the original complaint is not always informed of the action taken on his report. In the circumstances Govt, in Education Deptt. should issue necessary instructions to S.P./D.I.G. of the action taken on reports sent by police.(Memo No. 5044 D, dated 4th December, 1959.)

253. Responsibility for the junior section of high schools.

- In each High schools, as far as possible the assistant headmaster or some other teacher specially selected for the purpose should be placed in general charge of the junior classes, and should be held responsible for the welfare and progress of the boys in these classes, which may be regarded as constituting the junior or preparatory section. For this purpose it is not absolutely necessary, though it is desirable that separate buildings or wings should be occupied by the preparatory and senior sections, respectively.(D.P.I.'s circular no. 32, dated the 23rd September 1914.)

254. Class Masters.

- As far as possible especially in the lower classes, one teacher should teach and be responsible for each class. Even in the higher classes of High schools the responsibility for each class should be

assigned definitely to one teacher. Each class master should be responsible for the welfare and the general intellectual and moral progress of the boys of the class definitely assigned to him. These instructions are not, however, intended to prevent the grouping of boys for instruction in different subjects according to their proficiency in those subjects, where the strength of the school staff renders such grouping possible. (D.P.I.'s circular no. 32, dated the 23rd September 1914 and Government Resolution no. 2258-E., dated the 5th December 1923.)

255. Methods of choosing pupils for rewards.

- The distribution of rewards must generally be based upon marks and these marks should represent the opinion of more than one master. (G.O. no.1695, dated the 17th September 1916.)

256. A suggested system for the award of prizes.

- Prizes may be given to all pupils who have shown a certain standard of merit. The advantage of this system is that it eliminates the spirit of undue competition,

257. Appreciation of good work done by the teachers in Secondary schools in the State.

- It would be possible to get the best out of teachers whose outstanding services would be immensely beneficial towards the various forms of reorganisation of Secondary Education. Such teachers should be encouraged. The Inspecting Officers may express grateful appreciation of good work done by such teachers and convey it demi-officially to the Headmaster/Principal. Care should, however, be taken to ensure in such cases that the work of the teacher is found to be really good on the basis of personal inspection. (D.P.I.'s letter no. 5414, dated the 13th December 1957.)

258. National Award for teachers.

- With a view to raising the prestige of teachers and giving public recognition to the services rendered by them, it has been decided by Government of India to hold an annual function at which certificates and token awards of Rs. 500 each may be given to the teachers who have rendered valuable services to the community in their professional life. Any teacher who fulfils the minimum qualification of twenty years recognised teaching experiences is eligible for the award. Eight awards have been allotted to this State, four are given to primary school teachers and four other to Secondary School teachers. The following criteria have been laid down to guide the selection of suitable and deserving candidates :- (a) Teacher's qualification in the local community. (b) Teacher's academic efficiency and the desire for improvement. (c) Teacher's genuine interest in and love for children. (d) Teacher's share in social life and activities. Selection is made by District Committee approved by the Regional Deputy Director of Education. (Government of India's no. F-16-1/58-D. I., dated 28th March 1958 and D.P.I.'s letter no. 11/M 3-066/58E-1475, dated the 18th September 1958.) Section III Rules for the Admission and withdrawal of Pupils (a) Primary and Junior Basic Schools

259. Admission for the First time.

- Ordinarily no child under the age of five should be admitted to a primary or junior basic school. The admission of new beginners must be completed each year before date not later than the last day of February to be determined by the District Education Officer concerned. When a child is admitted for the first time to a primary or junior basic school, the father or duly accredited guardian should accompany the child and should declare that the child has never before attended any school. He should also, if the child has no horoscope, declare in writing the age of the child in years, months and days, calculated according to the English method. (G.O. no. 1695-E., dated the 17th September 1915.) Note. - (1) If the age declared by the father or guardian is in the opinion of the teacher not in accordance with the child's physical appearance he should point this out to the father or guardian. If the father or guardian adheres to his first declaration, the teacher should record it but should draw the attention of the Sub-Inspector to it at his next visit. If the Sub-inspector agrees with teacher he should add to the age-entry "appears to be X years old" and should initial the entry. (2) Admission after the date fixed should be allowed only in the case of pupils who have transfer certificate with them or who have by private study reached the stage of progress of justifying their admission in a particular class. (3) In the matter of admission the head of the institution is the competent authority but cases of late admission should be brought to the notice of the inspecting officer during his inspection so that he may be able to check up whether the exercise of the authority by the Headmaster has been reasonable. The District Education Officer is authorised to regulate late admissions with a view to increasing enrolments in schools. It is not desirable to allow students to be kept in schools without their formal enrolment which is a practise open to misuse. (G. O. no. 4095, dated the 12th September 1955.)

260. Admission fees.

- No admission fee should be charged in primary schools.

261. Transfer Certificate.

- When a pupil is admitted to primary school from another school, he is required to produce a transfer certificate from the head teacher of the school in which he was last reading. The parent or guardian should accompany the boy. Failing this the boy should produce a letter or application from his parent or guardian for admission. (R & O. page 3107.)

262. Procedure for granting Transfer Certificates.

- Applications for transfer certificate must be made by the parent or guardian of the pupil, either personally or by letter. The head teacher must give the certificate on the day on which the application is received. Whenever a transfer certificate is refused, a statement of the grounds for refusal should be given to the applicant in writing. (R. & O. Page 311-II.) Note. - (1) No fee is charged for granting a transfer certificate. (R. & O. page 311-IV.) (2) When a transfer certificate has been lost, a duplicate may be granted by the head teacher on payment of a fine of four annas, but every care

must be taken to guard against the possibility of fraud, and the head teacher must obtain sufficient proof of the loss and record the same for the information of the inspecting officer. No duplicate should be issued to a pupil who has been admitted to any other school since the issue of the first certificate. The duplicate certificate must be countersigned by the District Education Officer. The school issuing the certificate will retain the fee.(G. O. no. 847-E.T., dated the 8th December 1916.)

263. Class in which a pupil is to be placed.

- On admission to a school a pupil must not be placed in a class higher than that in which he was in the school he has quitted. If, however, he has passed the annual examination for promotion, he may be admitted into the next higher class.(R. & O. page 311-VII.)

264. Boys with Transfer Certificates from Primary Schools may be tested on admission to other schools.

- Head teachers of schools to which boys coming from primary schools with transfer certificates wish to be admitted are not bound to take them into the school for which they are said to be fit in the transfer certificate. An entrance examination of such candidates for admission may be held by the head teacher of the school to which the boy is to be admitted, and if his examination is not favourable to the candidates they may be given the option of joining a lower class or of going to other schools.(D.P.I.'s circular no. 113, dated the 11th August 1905.)

265. Questions regarding Transfer Certificates.

- All questions arising under these rules should be referred to the Sub-Inspector of the circle, from whose decision an appeal may be made to the District Education Officer whose decision will be final.(R. & O. page 311.)(b)Middle Schools and Higher Schools including Higher Secondary/Sarvodaya and Senior Basic Schools.

266. Admission for the first time.

- When a pupil is admitted for the first time to any school other than a primary or junior basic school, the father or natural guardian of the boy should accompany him and declare in writing that the boy has never before attended any school and should declare also in writing the age of the boy in year, months and days, calculated according to the English method. Where it is not possible for the parent or natural guardian to accompany the pupil, a person authorised in that behalf in writing should do so. Notes. - (i) A copy of the record of age thus made will be given or sent to the father or guardian. (A foil and counterfoil book should be kept in the school for the purpose.) No application for alteration by the parent, guardian or other interested party will be taken into consideration unless it is filed within six months of the date of the original entry. Such applications must be supported by sufficient evidence of the incorrectness of the original entry and an adequate explanation of the reasons of the mistake along with an affidavit sworn by the parent or guardian and if in any case the school authorities so require, by a medical certificate signed by the Civil

Surgeon of the district in which the boy resides, or the school is situated. The duly authorised alterations, if any, will be recorded beneath the original entry and no second alteration will on any account be permitted. The Civil Surgeon's certificate must include (a) a statement of age (in years and months) claimed to be correct, together with (b) the statement of the Civil Surgeon that he has examined the pupil and that the age so stated appears to him approximately correct. Each application for the correction of an age-entry should be accompanied by a fee of one rupee.(ii)It is open to the Regional Deputy Director of Education to revise an entry of age at any time in cases of obvious mistake or mis-statement. No such revision shall be made except after careful inquiry as to the exact age of the student concerned and notice of the change when made, and the grounds on which it is made, shall be given to his parent or guardian.(iii)The condition that no application for revision will be admitted after lapse of more than six months from the date of admission should be printed clearly on the copy of the record made over to the parent or guardian.(G.O. no. 1168-E., dated the 16th December 1916 and D. P. I.'s circular no. 6, dated the 29th January 1917.)

267. First admission to Higher Classes.

- The Headmaster or the Principal if he is satisfied as to the antecedents, of the pupil, may then admit him to the class for which he considers him fit, but if the admission is to class VI or VII of a High school, he should mark the entry in the admission book with an asterisk. When the Regional Deputy Director of Education, the District Education Officer, the Sub-divisional Education Officer next visits the school he should satisfy himself that the pupils whose names are thus marked have been admitted to the proper classes/ No one should be admitted to a class higher than class VII of a recognised High school unless he/she produces a transfer certificate from another recognised school or appears at and passes the annual examination of the next lower classes of the school. The system of admission examination is necessary for improving the quality of work in the High school and the results at the Secondary School Examination. The examination should be conducted carefully and impartially and records of the results kept.Note. - Admission of girl students in classes VIII and IX who have not got transfer certificate or could not appear at and pass the annual examination of the class next below at the beginning of the session may be done after a special test within a fortnight of the opening of the school every year; the special test should be of a proper standard and only deserving girls should be admitted.(G.O. no, 27761-E., dated the 7th August 1954.)

268. Admission of Aborigines, Harijans and Backward Muslims.

- The cases of admission of Aborigines, Harijans and Backward Muslims should be considered sympathetically and somewhat leniently and a fair number of them consistent with the minimum standard of attainment should be admitted. The Headmaster/Principal should not refuse admissions to these students.Note. - In the case of Adivasis,-Headmaster/Principal should not only refuse admissions of Adivasis but should also give them preference in admission over boys from other sections of the communities.(D.P.I.'s letter no. 5112, dated 10th June 1947 no, 7900, dated the 24th September 1948, and no. 14484, dated the 9th July 1952.)

269. Admission of Linguistic Minorities.

- In every High, Higher Secondary, middle and primary schools, a register should be maintained in which applications for admission received from the linguistic minorities should be entered. Such applications may be entertained even six months ahead of the prescribed date of admission. Applications so received should be scrutinised by the school authorities, two months preceding the date of admission and it may be seen whether in view of the large number of applications it would be possible to provide an additional teacher for the teaching of non-language subjects through the medium of that language. If possible the school authorities should wait till the date of final admission and take action for the appointment of additional teachers. After the expiry of the last date of admission, if it is found that the total number of students whose mother language is other than the language which is used as medium of instruction in that school; is 10 or more in any class or 40 and above in the whole school, provision should be made for one teacher who will take classes in non-language subjects through the medium of that language. If the number of such students is less than the limit prescribed above, they may be given full facility to seek their admission in some other schools according to their needs or read in the same school through the language which is used as medium of instruction in that school. (D.P.I.'s letter no. 580, dated the 5th February 1960.)

270. Admission from another school.

- When a pupil is admitted into any school from another school he should be accompanied by or should produce a letter from his father or natural guardian. He must also produce a transfer certificate from the school which he last attended. Cases in which pupils apply for admission with transfer certificate later than one month after the date of issue of the transfer certificate should be investigated and such pupils should not be admitted unless the Headmaster/Principal is satisfied that they are fit for the class to which they seek admission. (R. & O. page 312, D.P.I.'s letter no. 61-T., dated the 23rd August 1934.)

271. Record of examinations on Admission.

- When a pupil is examined on admission to a school under Article 267 of the Code the examining officers' opinion and recommendations must be duly recorded and signed by them and initialled by the Headmaster/Principal in a register kept for the purpose. The Headmaster/Principal will record in the same register the class to which the pupil is admitted. This register must invariably be shown to the inspecting officer when he visits the school. (D.P.I.'s circular no. 41, dated the 12th September 1917.)

272. Admission from another State.

- A pupil from a school in another State who wishes to join a recognised school in Bihar must produce a transfer certificate countersigned-(a)if the school is in another State, by the Inspector of Schools in charge of the area within which the school is situated;(b)if the school is in an Indian State, by the officer of the State authorised in this behalf;

273. Grant of Transfer Certificates.

- Application for a transfer certificate should be accompanied by the fee payable, if any, and should be made in writing by the parent or guardian of the pupil.(R. & O. page 315, para. 111.)

274. Fee for Transfer Certificates.

- A student quitting a High school except at the close of a session, or after appearance at the Secondary School Examination, will be liable to pay a fee before obtaining his transfer certificate. The transfer fee must not (except under special order of the department) exceed the ordinary monthly fee of the class. No fee is charged for granting transfer certificate at middle schools.(R. & O. page 316 VIII.)Notes. - (i) Sons of teachers in Government schools, when they are transferred from one Government school to another, are exempted from payment of transfer and admission fees.(ii)Scholarship holders are required to pay transfer fees like other students on applying for transfer to another school; this is in addition to the fee payable for the transfer of the scholarships.(iii)A student applying for transfer on the first working day in the month of January, is treated as having quitted the school at the close of the previous session.

275. Restriction as to intervention by Interested Schools.

- The authorities of an institution which a student wishes to join should on no account take any part in securing his transfer certificate from the institution which he intends to leave.(R. & O. Page 315, note to para. III)

276. Period within which a certificate must be granted.

- A transfer certificate must be granted by the Headmaster/Principal on receipt of an application, except only in case of a pupil (i) who has been expelled from the school for misconduct, (ii) whose school fees or other dues have not been fully paid. In the second case, when all sums due to the school are paid, a certificate must be granted.At middle schools certificate must be granted on the day when the application is received and at High schools within three days.(R. & O. pages 313 and 315.)

277. Appeals against refusals to issue Transfer Certificates.

- If the transfer certificate is withheld for reasons other than the above, an appeal will lie to the District Education Officer, who may, after making full enquiries, instruct the Headmaster/Principal to issue the certificate. Pending the result of the enquiry, the District Education Officer may, if he feels justified in doing so, authorise the temporary admission of the pupil into another school.

278. Date of application for Transfer Certificates is ordinarily the date upto which fees may be charged.

- For the purposes of the transfer certificate, the date of the receipt of the letter applying for transfer will be regarded as the date upon which a student's connection with the school ceased, and no fee will be charged to him for any subsequent month. But if the student does not pay the sums due from him to the school within three days of his receiving intimation of their amount he will be treated as absent without leave until such sums are paid subject (as regards any further sums so accruing) to the limit stated in Article 291.(R. & O. page 315, V.)

279. Fees payable in certain cases.

- If a student leaves a school on any date after the first working day of the month, he is required to pay the class fee up to the end of the month, and if after the Durga Puja vacation upto the end of the session. In the latter case the Headmaster/Principal of the school is, however, authorised for good and sufficient reason to remit the fees for the period beyond the month in which the student left the school. When fees are paid up to the end of the session no transfer fee should be demanded. In all cases the date up to which payment has been made should be clearly stated in the transfer certificate.(G.O. no. 468-E., dated the 31st March 1917.)

280. Transfer Certificate from unrecognised schools.

- Transfer certificates from schools not recognised by the Department must not be accepted unless countersigned either (i) by the District Education Officer of the district in which such schools are situated in the case of unrecognised secondary schools or (ii) by the Sub-divisional Education Officer of the subdivision in which such schools are situated in the case of other unrecognised schools. Note. - High schools recognised by Universities in other States may be treated as recognised schools.

281. Duplicate Transfer Certificates.

- When an original certificate has been lost a duplicate transfer certificate may be granted to student on payment of a fine of one rupee, but to guard against the possibility of abuse, particular should be taken in issuing the duplicate. Such enquiries as the Controlling Officer considers necessary should be made and a statement signed by the guardian should be obtained to the effect that the student has not been admitted to any other school since the issue of the first certificate. The parent or guardian should be required to sign a statement to the effect that the original certificate has been lost (or accidentally destroyed, as the case may be) and that since the issue of the certificate the student has not attended any school; also that he is aware that under the provisions of Article 288 of the Code the student is liable to expulsion if any part of this statement is subsequently found to be false.(R. & O. page 315, II; G. O. no. 3146-E. dated the 24th April 1928)

282. Particulars to be entered in Transfer Certificate.

- Every transfer certificate must contain a statement of the reasons owing to which the pupil is leaving the school. On the back of the certificate, over the signature of the Headmaster/ Principal should be noted the marks secured by the pupil at the last terminal examination at which he has appeared, with the date thereof.(Orders of D.P.I. embodied in the first edition of the Code. D.P.I.'s circular no. 8, dated the 8th June 1937.)

283. School Year.

- The school year runs from January to December. For students permitted to appear at the Secondary School Examination, the session ends in the month in which the first day of that examination falls.(Government Resolution no. 943, dated the 25th March 1958.)

284. Admission Fees.

- The amount to be charged as an admission fee is fixed for each school by the managing committee. In no case, however, should the amount exceed the school-fee charged for one month in the class to which the pupil is admitted.(Orders of the D.P.I. embodied in the first edition of the Code.)

285. Class in which a pupil is to be placed.

- A pupil on admission must not be placed in a class higher than that in which he was reading at his former school unless-(i)his transfer certificate states that he has passed the examination for promotion, in which case, he should ordinarily be placed in the next higher class; or(ii)he seeks admission to a school in a session later than that during which he left his former school in which case the District Education Officer in the case of high schools and the Sub-divisional Education Officer in the case of middle schools may allow the pupil to be admitted to a higher class, on being satisfied that he has by private study fitted himself for that class and (in cases where the pupil seeks admission during the session immediately following that in which he left his former schools) that he did not leave that school merely in order to evade the annual examination. Notes. - (i) The provisional promotion of a student will not be recognised by the Department.(ii)The fact that a student has passed the examination for promotion will not entitle him to be placed in the next higher class, unless the school from which he comes has existed bona fide since the beginning of the session in which the examination was held.(iii)Full discretion in respect of clause (ii) of this rule has been delegated to the Headmaster/Principals of Government High/Higher Secondary Schools and may be delegated by District Education Officers, to the Headmasters/Principals of any other High and Higher Secondary Schools under their control,(Government Resolution no. 3961-E., dated the 19th November 1925 and D.P. I.'s letter no. 7996, dated the 29th July 1930.)

286. Degradation of Unfit Pupils.

- If on the result of his class work for the first month after admission a pupil is considered by the Headmaster unfit for the class to which he has been admitted, he may be placed in the next lower class. Cases dealt with under this rule should be recorded in the register prescribed under Article 271.(D. P. I.'s circular no. 41, dated the 12th September 1947.)

287. Equivalence of Classes.

- The following table shows the equivalence of classes in the different types of schools for purpose of inter-school transfers of pupils:-

Lower Primary.	Upper Primary.	Middle including middle sections of High Schools.	Basic.	High Schools.	Sarvodaya High schools.
1	2	3	4	5	6
					XII
			X	XI	XI
				X	X
				IX	IX
			VIII	VIII	Special (a)
		VII	VII		
		VI	VI		
	V	V	V		
	IV	IV	IV	X	
III	III	III	III		
II	II	II	II		
I	I	I	I		

(a) Special class in Sarvodaya High schools are maintained for training pupils who have passed the examination of class VII of traditional high and middle schools for practice in crafts and social habits and teaching of English upto the standard of class VIII of the high schools.(G.O. no. 12618, dated the 31st May 1952.)

288. False Documents or Statements.

- If a student is found producing a false document or making a false statement as to his attendance at any school he must be reported to the Department and he will be liable to fine, rustication, expulsion or exclusion, temporary or permanent from any recognised school.(R. & O. page 318 XX; G.O. no. 1067-E., dated the 26th July 1917.)

289. Dispute between Headmasters/Principals regarding transfers.

- All questions arising between the Headmaster/Principal and another with regard to the interpretation of these words must be referred:-(a)In the case of primary and middle schools to the Sub-divisional Education Officer(b)In the case of High/Higher Secondary schools to the District Education OfficerThe decision of these officers will be final.

290. Late Attendance or Absence.

- Boys coming to school late but arriving within the first period may be fined three Paise., those coming after the first period should be marked absent. The fine for absence is six paise, a day. Absence in continuation of (before or after) a vacation or holiday is subject to double fine.Note - Sunday is to be considered a dies non not a holiday.(D.P.I.'s letter no. 879, dated the 11th July 1929.)

291. Leave.

- Formal leave will be granted to pupils by the Headmaster/Principal on receipt of a satisfactory written letter of excuse, duly signed or countersigned by the father or authorised guardian of the pupil, or by the Superintendent in the case of boarder. The decision as to whether the excuse is satisfactory or not will lie with the Headmaster/Principal. Such permission will entitle the pupil to be marked as on leave, not as present. Leave may, at the Headmaster/Principal's discretion, be granted with retrospective effect, if application be made within fifteen days from the commencement of the absence. If a pupil absents himself without leave for fifteen days consecutively (or for ten days consecutively from the beginning of session in January) the Headmaster/Principal may strike his name off the roll. A pupil whose name is thus struck off will be liable to pay fees, together with fines for absence for the period of his absence without leave.(D.P.I.'s circular no. 49, dated the 24th November 1914; G.O. no. 1163-E., dated the 11th August 1917, and G.O.no. 1454-E., dated the 29th October 1936.)

292. Concerted absence.

- In the case of concerted absence without leave on the part of pupils, on or before the third day of such leave the names of the absentees will be struck off the school rolls. Pupils absent on such occasions will not be re-admitted except under the usual rules of admission unless they bring sufficient excuse in writing signed or countersigned by a parent or authorised guardian and may be excluded at the discretion of the Headmaster/Principal. The decision as to the sufficiency of the excuse will lie with the Headmaster/Principal. On such occasions, the school will on no account be closed. The roll of each class will be called as usual.(D.P.I.'s circular no. 49, dated the 24th November 1914.)

293. Malafide Transfers.

- A student withdrawing from a school in the month immediately preceding that in which a vacation recognised by the Department and of more than fifteen days duration commences will be liable, except in the case of bonafide transfers, to pay fees in that school for the vacation.(R. & O. Page 316 IX.)Note. - By bonafide transfers are meant actual transfer, i.e., transfers which are immediately followed by admission to other institutions so that there is no possibility of escaping payment of fees for the vacation.

294. Restrictions on transfers in certain cases.

- The transfer of students will not ordinarily be permitted within six weeks of the time for holding the second terminal examination nor may transfers between secondary schools within a radius of five miles from one another be permitted after the 31st January in any year.Note. - In special cases the District Education Officer has power to sanction transfers between secondary schools within a radius of five miles from one another after 31st January in any year. Applications should be endorsed by the Headmasters/Principals of both the schools concerned before submission to the District Education Officer.(R. & O. page 317 XI (a), D.P.I.'s circular no. 26, dated the 8th August 1919 and D.P.I.'s circular no. 12, dated the 12th July 1934 and D.P.I.'s circular no. 14929, dated the 17th July 1952.)

295. Students who have not undergone the Annual Examination.

- The fact of a student applying for admission, without having undergone the second terminal examination at his old school, must be regarded, unless the reverse is certified by his former Headmaster/Principal as sufficient evidence of his not having been fit for promotion. He may not, therefore, be admitted into a class higher than that in which he was in the other school.(R.& O. page 317 XV.)

296. Provisional Admission.

- No student may be provisionally admitted to any school without the sanction of the District Education Officer.(R. & O. Page 317 XVII.)

297. Fees to be paid from the beginning of the session.

- Except in cases of admission for the first time to any school, every new student on admission should in general pay fees from the beginning of the session, but he may not be charged for any month for which he has already been legitimately charged in the institution from which he has taken a transfer certificate, or for any period during which he has been prevented to the satisfaction to the school authority from attending school by illness, or other good cause. In the case of exemption being claimed on account of illness, a medical certificate satisfactory to the school authority must be submitted.(R. & O., page 818 XXIII.)

298. Fees payable for re-admission.

- A student whose name has been withdrawn or removed or struck off for non-payment of fees should be required on readmission to the same school, to pay any fees due from the beginning of the session, or for the period for which he has not already paid, whichever period is less, and a fee for re-admission, unless he can show to the satisfaction of the Headmaster/Principal (a) that he has been reading in an equivalent class of another institution or (b) that he has been absent owing to sickness or other good cause.(D.P.I.'s order, dated the 7th August 1929, in file no. 8T-9-29.)

299. Transgression of the transfer or admission rules.

- Wilful transgression by a school of any of the above rules will render it liable to severe penalties. Any such cases should be immediately reported to the Director.(c)Supplementary rules for High and Higher Secondary Schools.

300. Admission forms.

- Three application forms have been prepared for use by applicants for admission to Government or aided high schools, according as they intend to live (a) with a parent or natural guardian, (b) with a recognised guardian or (c) in a school hostel or mess. Every applicant for admission must forward the appropriate form duly signed with his application.(D.P.I.'s circular no. 2, dated the 6th January 1915.)

301. Re-admission after failure in the Secondary School Examination and the Higher Secondary School Examination.

- No fee for admission should be levied from a student who has failed (or who, having paid his admission fee, has been prevented by sickness or other cause from appearing) at the next preceding Secondary School Examination or the Higher Secondary School Examination if he applies for admission to the Government school from which he was sent up within a week of the date from which the session for such students begins. The managing committees of other recognised High schools may adopt a similar rule.Note. - (1) The session for students who have failed at the annual examination begins with the re-opening of their respective schools after the summer vacation or a week after the publication of the results of the examination, whichever is later. No such student, who rejoins school later than August 1, may be sent up for the Secondary School Examination or the Higher Secondary School Examination of the following year unless, in case of late publication of the results, a later date is notified by the Director.(D.P.I.'s circular no. 185, dated the 19th January 1912 and letter no. 6861, dated the 9th July 1932.)(2)Students who have failed at the Supplementary examinations if they wish to appear at the Secondary School Examination or the Higher Secondary School Examination in the following year, must rejoin a school within a fortnight of the date of the announcement of their results by the School Examination Board. This period can only be extended by the District Education Officer if he is satisfied that it is or was absolutely impossible for a pupil to rejoin within the prescribed time.(Resolution of the inspecting Officers' Conference held on the 10th

June 1946)

302. Failure at Test Examination.

- A pupil who has failed at the test examination of any school may not be sent up for the ensuing annual or supplementary Secondary or Higher Secondary School Examination, as the case may be, either as a pupil of another school or as a private student.(R. & G., page 317 XVIII.)

303. Fees payable by candidates who fail at the Test Examination.

- If a pupil who has failed at the text examination wishes to take a transfer certificate he must pay fees up to the end of the month in which the results of the test examination are announced. He should not be required to pay a transfer fee if he takes his transfer in the month.(Cf. Article 248.)

304. Payment of fees by candidates for Secondary or Higher Secondary School Examination.

- The application of a pupil for permission to appear at the Secondary or Higher Secondary School Examination must not be forwarded to the Secretary of the School Examination Board, until he has paid all sums due to the school in which he has been reading, including fees up to the end of the month within which the first day of the Secondary School Examination falls.(R. & O., page 317, Paragraph X.)

305. Private candidates for Secondary School Examination.

- The admission of private candidates to the Secondary School Examination is regulated by the following rules :-(D.P.I.'s notification no. 5068, dated the 9th May 1917.)(1)Private candidates are those who have not attended any school as pupils for at least one year immediately preceding the Secondary School Examination for which they offer themselves. The expression "private candidates" includes bonafide teachers of recognised schools in the State.(2)All private candidates are required to pass the test examination held at a Government High/Higher Secondary School. A private candidate may only sit for the Secondary School Examination at the centre at which the regular candidates from the school at which he appears for the test examination are examined. The Headmaster/Principal must not send up any private candidate unless he is satisfied as to his identity. The teacher of the school at which private candidates appear at the test examination who identifies the regular candidates from that school must also identify the private candidates at the Secondary School Examination. The Headmaster must also see that the admission card is issued only to the person who appeared at the test examination.(D.P. I.'s letter no. 4842, dated the 25th May 1934.)Note. - Private girl candidates should, as a rule, appear at the test examination, held in a Government High/Higher Secondary School for Girls but the Inspectress of Schools may permit such candidates to appear at the test examination from other non-Government High/Higher Secondary Schools approved for this purpose by the Director.(D. P. I.'s letter no. 15519, dated the 30th July 1954.)(3)The date of the test examination will be fixed by the Headmaster/Principal of the

school where the examination is held.(G.O. no. 3961-E., dated the 19th November 1925,)(4)Before appearing at the test examination each private candidate must pay to the Headmaster/Principal of the school at which he is to be examined a fee of Rs.5 of the sum so realised the Headmaster/Principal will divide at 31 Paise for each of the ten papers (or Rs. 3. 10 Paise in all) among the teachers concerned as remuneration for examining the answer papers. If the examination is held at a Government High/Higher Secondary School the balance, after deducting the cost of examination will be deposited into the treasury.(D. P. I.'s circular no. 10604 dated the 13th November 1925)(5)Applications from private candidates to appear at the test examination should be submitted not later than the 15th of November, in the case of candidates for the annual examination, or 15th March in the case of candidates for the supplementary examination, to the Headmaster/Principal of the Government High/Higher Secondary School at which the preliminary test is held in which they desire to appear and should contain information as to (i) the caste or race of the candidate (ii) his place of residence, (iii) his father's name, and (iv) what classical language, vernacular language, and additional subject he intends to offer.(Government Resolution no. 3961-E., dated the 19th November 1925.)(6)Applications from private candidates must be accompanied in each case by (a) satisfactory certificate of character, and (b) written proof that the candidate has pursued a regular course of study under proper discipline and guardianship, bonafide teachers in High schools must produce in lieu of proof of study, certificates of service from the Headmasters/Principals of the schools in which they have been employed; and teachers from schools other than High/Higher Secondary schools must produce such certificate from the Sub-divisional Education Officer in whose jurisdiction their schools are situated.(7)Applications must be accompanied in each case by a certificate showing that the candidate has not been reading as a pupil in any school for at least one year immediately preceding the Secondary School Examination for which he offers himself.(8)Private candidates are required to submit to the Headmaster/Principal *assessment records for the full session like regular candidates in accordance with the instructions issued from time to time by the Bihar School Examination Board. [*It has been abolished](9)Every candidate who has previously attended a High school should forward with his application (a) the transfer or leaving certificate granted to him according to the transfer rules by the Headmaster/Principal of the school in which he last read, together with (b) a certificate from the said Headmaster/Principal stating that he knows of no reason why the candidate should not be admitted to the Secondary School Examination. If he has failed at a previous Secondary School Examination and has not since joined any school, the receipt, in original, of the Secretary, School Examination Board, will be accepted in lieu of the transfer or leaving certificate.(10)Pupils who have not been residents in the State for at least one year immediately prior to the Secondary School Examination will not be permitted under any circumstance to appear at the test examination as private candidates, unless they are the sons or wards of Government servants transferred from another State within that period, whose cases may be considered individually.(11)Application forms for permission to appear at the Secondary School Examination will be signed by the Headmaster/Principal of the school at which the candidates have been examined and have passed and must be forwarded by him, together with the Secondary School Examination fees, which he will realise from the candidates concerned direct to the Secretary of the Bihar School Examination Board.(D. P. I.'s circular no. 1, dated the 8th January 1921; and Government (Resolution no. 3961-E., dated the 19th November 1925.)Section IVFees, Fines and Free-studentships

306. Fees rates for Government High/Higher Secondary Schools.

- The following is the scale of fees prescribed for Government High/Higher Secondary Schools;

	Rs.
Class VIII 3.75
Class IX 3.75
Class X 4.50
Class XI 4.75

(G.O. no. 2055 dated the 12th June 1965.)

Class VII 3.25
Class VI 2.50

(G.O. no. 3535-E., dated the 21st May, 1949.)

For Backward Tribes and Scheduled Castes the scale is as follows:-

	Rs.
Class XI and X 2.25
Class IX 2.00
Class X 1.75
Class VII and VI 1.25

(G.O. no. 3535-E., dated the 21st May, 1949.)

307. Fees rates for other Government Schools.

- (i) The following is the scale of fees prescribed for Government Middle Schools:-

	Rs.
Class VII 2.50
Class VI 2.50

(G.O. no. 9097-E., dated the 31st December 1949.)

(ii) The following scales are prescribed for Backward Tribes and Scheduled Castes in middle schools :-

	Rs.
Class VII 0.61
Class VI 0.50

(G.O. no. 3535-E., dated the 21st May, 1949.)

(iii) Subject to the above notes, District Education Officers are empowered to sanction special rates for middle schools in backward areas and for pupils of the backward Tribes.

308. Fees rates for Secondary School including Sarvodaya High Schools aided by Government.

- The following are the standard fees prescribed for High/Higher Secondary and Middle Schools aided by Government.

High (Secondary) Schools

Classes XI and X 4.50
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Class IX 3.75
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Class VIII 3.25
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(G.O. no. 2055, dated 12th June, 1955)

Class VII and VI 2.50
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Non-Government Middle Schools

Class VII and VI 2.50
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(G.O. no. 9097-E, dated the 31st December, 1949.)

Notes. - (i) Deviations from the above scale of fees required the sanction of the Director, except that District Education Officer may sanction, on the recommendation of the Managing Committee, a deviation, involving an increase, from the scale of fees prescribed for aided or unaided Secondary Schools under their control. (G.O. no. 4335, dated the 24th November 1958.) (ii) The rates prescribed for Backward Tribes and Scheduled Castes in aided schools are the same as those prescribed for such pupils in Government school. (G.O. no. 3535, dated the 21st May 1949.)

309. Fees rates for Girls' High/Higher Secondary Schools, Government-Aided.

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Name of Class.	Rate of monthly fee
	Rs
Class VI 2.00
Class VII 2.25
Class VIII 2.50
Class IX 2.75
Class X 3.25
Class XI 3.50

(G.O. no. 3535-E., dated the 21st May, 1949.)

Note 1. - In non-Government Girls' Middle Schools 50 Paise to 25 Paise, at the discretion of the School Committee in classes VI and VII. (G.O. no. 3535-E., dated the 21st May 1949.) Note 2. - To encourage girl education in the State the Government are also pleased to extend the facility of free tuition to girl students upto Class VIII with effect from the 1st June, 1965. (G.O. no. 2055 dated 12th

June, 1965.)

310. St. Margaret's High Schools.

- In St. Margaret's High School for girls at Ranchi the following special rates are charged to pupils of backward Tribes :-

	Rs.
Class VI 0.61
Class VII 1.00
Class VIII 1.50
Class IX 2.00
Class X and XI 2.50

(G.O. no. 3535-E., dated 21st May, 1949.)

311. Fee rates for Secondary Schools maintained by Local Bodies or aided out of District Education Fund.

- The following is the scale of fees prescribed for middle schools maintained by District Board, or aided out of District Education Fund. Middle Schools (1) For pupils whose parents or guardians are not assessed to chaukidari tax on account of poverty or belong to backward Tribes who have never paid fees or are members of the Scheduled Castes.

	Rs.
Class VI	0.61
Class VII	0.50

(2) In areas where pupils of backward tribes have been paying fees hitherto, the District Education Officer may sanction a special scale for such pupils. (3) For other pupils the rates are the same as those prescribed for non-Government Middle Schools in Article 309 above. (4) Fees realised from students of classes VI and VII of all Board-managed schools shall be remitted at the end of the month by the Headmasters concerned to the District Superintendent of Education by money order for being deposited into the Treasury and shall be credited to the District Education Fund. The money order commission may be deducted from the fees. As regards the middle schools other than Board-managed schools, the question of deposit of fees into the District Education Fund does not arise. (G.O. no. 21650, dated the 2nd June, 1954.)

312. Scholars Fund.

- No High/Higher Secondary Schools including Sarvodaya High Schools should realise any monthly amount from students in addition to the school fee except for the following purpose at the rates mentioned against each :-

Purpose.	Amount fixed for each student.
(i) Game fee including scouting .. Common-room, Magazine, Radio,	Rs. 2.50 in two instalments of Rs. 1.25 each.
(ii) Cultural activities like Dramas, Music, etc.	Rs. 1.50 in two instalments of 75 paise each.
(iii) Examination fee	Rs. 2 for two examinations in classes VIII to XI; Re. 1 for two examinations in classes VI and VII and 50 Paise for two examinations in classes IV to V.
(iv) Poor boys' fund	Purely voluntary and as such no rates have been fixed.

In High/Higher Secondary Schools where there is provision for fans in the hot weather, radio, audio-visual arrangements and lunch, the managing committee should record a resolution about the levy of any charges and the rates of such charges should be approved by the District Education Officer. There should not be any regular charge for radio, but once it is purchased, the recurring cost should be met from the common room fund.

313. Management and disbursement of Scholars Fund.

- For proper management and the disbursement of the funds mention in article above, each High/Higher Secondary School should have a Central Committee consisting of (i) the Headmaster/Principal; (2) teachers' incharge of each of the items (i), (ii), (iii) and (iv) mentioned in the first paragraph in the above article; (3) students' secretaries for each of items mentioned in (2) above and (4) general students' secretary. The money will be deposited in the Savings Bank account in the joint name of Headmaster/Principal and another member of the Central Committee. The Headmaster/Principal should not spend any amount more than Rs. 10 (Rupees ten) without the approval of the Central Committee. The teacher and students' secretary for each item will submit a budget to the Central Committee for approval. There should be no committee for the fund relating to examination fee. It should be administered entirely by the Headmaster/Principal who may take the help of such teachers as he likes. No student should be associated with this fund. (D. P. I.'s letter no. 59, dated the 9th January 1956.)

314. Special concession to pupils of the Scheduled Castes.

- Pupils of the Scheduled Castes, as defined in the Code, must until further orders, be excused fees at all Secondary Schools managed or aided by Government in which less than half of the pupils belong to backward tribes or Scheduled Castes. Local bodies are authorised to grant the same concession in such schools under their control. (G.O. no. 912-E., dated the 27th February 1931,)

315. Collection of fees.

- The fees for each month should be collected on the 5th, 10th and 15th of that month. After the 15th, fees should be collected on the 20th, the 25th and the last working day of the month, and a default fine of 25 Paise should be charged on all collection days after the 15th. If the 5th, 10th, 15th, 20th or 25th of the month is a holiday, the collection due on that should be made on the next working day. If

the fee and the default fine are not paid by the last working day of the month, the pupil's name should be struck off the rolls and he should only be re-admitted on payment of all back dues and a re-admission fee. He will not, however, be required to pay a default fine in addition to a re-admission fee. Fees for the month in which a vacation begins, and for the following month if the school is to be closed for the whole of that month are due before the vacation begins and, if payment is not made before the vacation, or on the first fee collection day after the school re-opens, the pupil's name should be struck off the rolls. If the vacation begins before the 15th of the month, the last working day before the vacation is the last day on which fees can be accepted without a default fine, and in every case when fees due before a vacation are paid after the vacation a default fine of Re.1 should be charged. If the school is to re-open after the 15th of the month, the Headmaster/Principal should, before the vacation, fix the fee collection day or days for that month. The default fine for payment on any day so fixed after the first should be 25 Paise.(G.O no. 4648-E., dated the 13th September 1930, D. P. I.'s letter no. 4879, dated the 9th May 1931; and D. P. I.'s circular no. 20, dated the 30th November 1931.)Note. - (i) Fee includes all dues to schools which have been approved by the Department, viz., tuition fees, absence fine, athletic charges, etc., and should be paid on the date fixed in the above article. In case of default in payment, default fine may be charged in accordance with the rules laid down in this article. Default fine may, however, be exempted at the discretion of the Headmaster/Principal.(D.P.I.'s letter no. 16755, dated the 24th July 1953.)(ii)This rule applies to High/Higher Secondary (including Sarvodaya High) and Multi-purpose Schools only. In middle schools and in respect of pupils belonging to backward Tribes and Scheduled Castes reading in High/ Higher Secondary Schools the fine should be levied at a rate not exceeding 3 Paise a day and the period of default should be reckoned from after the 25th of the month in which the fee was due up to end of the month.(D.P.I.'s letter no. 4506, dated the 3rd May 1935.)(iii)Work must on no account be suspended on fee collection days. Pupils not actually engaged in paying should be employed on written work while the fees are being collected.(iv)Headmasters/Principals have discretion to remit default fines in very special cases for reasons to be recorded in writing in each case, provided that in any such case the fees due are paid before the end of the month.(Resolution of the Board of Secondary Education, dated the 11th December 1929.)

316. Free-studentships.

- Free-studentships are granted by Headmaster/Principal in the case of Government High/Higher Secondary Schools and by the managing committee (or by the Headmaster, if there is no managing committee) in the case of all other recognised schools to a limited number of poor pupils who have shown ability, good conduct and good progress in their studies. In Government schools the grant of a free-studentship will be made strictly contingent on proved poverty.(Government Resolution no. 3961-E., dated the 19th November 1925.)

317. Number of free studentships admissible.

- The admissible number of free-studentships in Secondary schools is 15 percent of the number of pupils on the roll. These free-studentships should be awarded to the most deserving boys irrespective of class distinctions. Two half free-studentships are permissible instead of one

free-studentship. But one-fourth free studentship should not be allowed.(Government Resolution no. 6362-E., dated the 29th August 1949.)Notes. - (1) The limit of 15 per cent is exclusive of ex-scholars to whom free-studentships have been granted in accordance with the rules contained in Article 641.(2)Owing to the backwardness of education amongst pardanashin girls the percentage of free-studentship in the High school classes attached to the Badshah Nawab Razvi Training College at Gulzarbagh is raised from 10 per cent to 20 per cent.(Government Resolution no 638-E. R., dated the 19th September 1949.)

318. Special concessions to Educational Officers.

- Teachers in Government employ drawing salaries not exceeding Rs. 100 a month are permitted to have enrolled in the school in which they are employed one son free and one son at half the usual rate of fees. This privilege may be extended to the children and orphans of retired teachers and inspecting officers of the Department whose pensions do not exceed Rs. 30 a month and to the orphans of teachers and inspecting officers who died in the service of the Department while in receipt of pay not exceeding Rs. 100 a month.(G. O. no. 2080-E., dated the 16th September 1903, paragraph 15 and no. 132-E. R., dated the 24th June 1922; R. & O. page 302, and G.O. no. 871-E.R., dated the 24th August 1928.)Note. - The concessions enjoyed by the teachers in Government employ under this article are extended to the ministerial officers serving in the Government schools on condition that the concessions granted do not raise the total number of free-studentships above that permissible and no additional expenditure is incurred on this account.(G.O. no. 1261-E., dated the 2nd June 1942.)

319. Special concessions to Female Teachers.

- Children of female teachers are. entitled to free-studentships in the schools in which their mothers are serving and, if the salary of the mother does not exceed Rs. 100 a month, in schools of all grades under the direct control of Government.(G. O. no. 1557-E, dated the 16th October 1917.)Note. - (1) The concessions granted in Articles 318 and 319 must not be allowed to raise the total number of free-studentships above that permissible.(2)The concessions granted in Articles 318 and 319 to the children of teachers from this State apply to the children of teachers from any other State which gives teacher from this State a reciprocal concession.(G.O. no. 3186-E., dated the 11th August 1926.)*State Government's decision :-Regarding - Free tuition to children of teachers of non-government Primary and middle schools (including non-Government Basic schools) upto Higher Secondary stage.The State Government have been pleased to decide that within the limit of 15 per cent of total strength of students, laid down for non-Govt. primary and middle schools (including non-Government Basic schools) may be allowed facilities of free-tuition upto Higher Secondary stage.(* Vide No. VII/M. 7-342/62-1840, dated 30.3.1963)Section V

320.

The Bihar High Schools (Control and Regulation of Administration) Act, 1960. [Please under caption "Allied Acts and Rules".]Section VI Rules to be Observed by Recognised High/Higher Secondary/Multipurpose schools including Sarvodaya High Schools under Private Management

321. Rules.

- The following rules must be observed in every recognised High/Higher Secondary/Multi-purpose Schools including Sarvodaya High Schools under private management:-

323. Disciplinary action against the teaching staff.

(1) All appointments to the teaching staff of a High/Higher Secondary/Multi-purpose Schools including Sarvodaya High schools shall be made after the due advertisement in the newspapers except in case of short-term appointments of three months, which may be made as a result of local advertisement. (2) Only graduates who are trained and who possess five years' teaching experience, or untrained graduates of approved merit with ten years' teaching experience, can be considered for appointment as Headmaster. While making appointments to the posts of Headmaster/Principal, the interest and work of the candidate in implementation of the new Courses of Studies and the maintenance of Assessment Record shall be taken into consideration. All appointments of the teaching staff shall be on probation for a year. The probationary period, however, is not to exceed more than two years. The Headmaster/Principal shall be confirmed only when he has passed departmental examination as laid down in Article 326 of the Bihar Education Code. If the Headmaster/Principal is untrained, he will have to undergo a Short Training Course for at least six weeks before confirmation. An assistant teacher shall be confirmed only when he has passed the half-yearly examination or has attended a Short Training Course in teaching for at least six weeks. A graduate equivalent who has passed an examination in English of B.A. standard may also be considered for appointment as Headmaster/Principal provided he is otherwise qualified as laid down in this paragraph. Note. - By trained means the holder of Diploma or Degree in Education, and only who has attended a short Training Course (S.T.C.) (3) The candidates eligible for appointment may be interviewed by the Managing Committee, if necessary, which shall in all cases give due weight to the qualifications, teaching experience and efficiency of the candidates. (4) All appointments shall be made by the Managing Committee at the meeting called for the purpose, subject to the approval of the Department as indicated in paragraph 5 below. The Headmaster/Principal shall be associated with any interview or preliminary sorting out of applications for the posts of teachers in his school and he should act as the adviser to the Managing Committee for such appointments. The Headmaster/Principal's opinion may be recorded in writing in the minutes of the proceedings in cases of all appointments of teachers. (5) The Managing Committee shall submit a copy of the advertisement, the applications received with a tabular statement and its recommendations to the Sub-divisional Education Officer in the case of appointments of Assistant Teachers and to the District Education Officer in case of appointments of Headmaster/Principal, for approval. The District Education Officer or the Sub-divisional Education Officer, as the case may be, shall send his approval within a fortnight of the receipt of the proposal. If he differs from the recommendations of the Managing Committee, he shall record in writing the reasons for his difference. While recommending, the Managing Committee shall submit three names for each post in order of preference recording reasons for preference. The Managing Committee may appeal to the District Education Officer in case of difference of opinion with the Sub-divisional Education Officer in the matters of appointments of Assistant Teachers and to the President, Board of Secondary Education through the Regional Deputy Director of Education in the case of difference

of opinion with the District Education Officer for the appointments of Headmaster/Principal. The decision of the District Education Officer or the President, as the case may be, shall be final. A copy of the joining report of the teacher or the Headmaster/Principal is to be submitted to the approving authority within a month.(6)Every teacher including Headmaster/Principal shall be required to enter into an agreement with the Managing Committee on an approved form.(7)A Service-Book shall be maintained for every teacher in the prescribed form by the Secretary of the Managing Committee.(8)A confidential character roll in respect of each Headmaster/Principal shall be maintained by the Sub-divisional Education Officer in a form prescribed by the Department and submitted by the 30th of May, every year to the District Education Officer who is empowered to give his own remarks and to delete any adverse remarks after communicating to the person concerned and obtaining his explanation,(9)An annual character roll of each teacher shall be maintained in a form prescribed by the Department by the Headmaster/Principal of the school which shall be subject to the scrutiny of the Inspecting Officer not below the rank of the Sub-divisional Education Officer. All entries in the character roll of teachers made by the Headmaster/Principal shall, by the 30th May, be submitted to the District Education Officer who is empowered to give his own remarks and to delete any adverse remarks after communicating to the person concerned and obtaining his explanation.(10)Extracts containing all salient points in the entries shall be communicated to the Headmaster/Principal by the District Education Officer and to the teachers by the Headmaster/Principal. Representations for selections may ordinarily be considered on points of facts and not of opinion.(11)No post of a teacher or clerk in any school shall be retrenched without the sanction of the District Education Officer. If the post is to be revised, District Education Officer's permission is necessary.(G. O. no. 5172, dated the 7th September 1955.)

323. Disciplinary action against the teaching staff.

(1)The Managing Committee may impose the following punishment on any member of the staff including those on probation after having finally considered his explanation and the charges levelled against him in writing :-(1)Warning, (ii) Censure, (iii) Withholding of normal increment, (iv) discharge, and (v) Dismissal.Note. - (1) Proceedings are to be started against teachers concerned by the Secretary on the report of the Headmaster/Principal, or by the President, on the report of the Secretary, or by the President himself or by the Managing Committee as a whole. Ordinarily the Managing Committee as a whole has the power to suspend the teacher but in cases of urgency, the Secretary in consultation with the President may suspend a teacher but this must be approved by the Managing Committee within a fortnight. Charges must be handed to the teacher in writing within two days of the suspension order. The teacher concerned must submit his explanation within seven days of the receipt of the charges. A meeting of the Managing Committee shall be convened within a fortnight from the date of suspension order, for which clear seven days' notice shall be given to every member. Such meeting should have a quorum of one-third of the total number of members (that is, eight members). If the teacher member or the Headmaster/ Principal himself is involved, he shall not attend the meeting. Orders of discharge shall be valid only if they have been passed by the Managing Committee. In no case, however, shall a teacher be kept, under suspension for a period exceeding 30 days or in case he has filed an appeal upto two months or till the disposal of his appeal.(2)During the period of suspension the teacher shall be allowed to draw half his salary plus dearness allowances and upon exoneration, the balance shall be paid to him.(2)No order under

rule 12 except that for warning or of censure shall be passed unless (i) regular charges have been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action, (ii) he has been given adequate opportunity (a) of submitting a written statement of his defence within a fortnight of the receipt of the order, (b) of being heard in person, if he so desires, provided that the officer of the committee conducting the enquiry, may for sufficient reasons to be recorded in writing reject the petitioner's prayer to call a witness.(3)The termination of services of a person-(i)during the period of probation;(ii)during the period in which he holds a temporary appointment;(iii)on retrenchment of a post will not amount to discharge or dismissal. In such cases, however, the teacher or Headmaster/Principal shall be apprised of the grounds on which it is proposed to terminate his services and his reply considered by the Managing Committee before orders are passed.(4)A teacher shall not be discharged or dismissed save and except on ground of proved inefficiency, conduct, involving moral turpitude or gross negligence of duty or behaviour likely to prove subversive of discipline, or any other good or sufficient reasons which may make his retention on the school staff no longer desirable. In the last case the prior approval of the Department is necessary.(5)The decision of the Managing Committee under clause (4) (equivalent to clause 15), shall be immediately communicated to the person concerned in writing. The person concerned shall have the right to appeal through the proper channel in respect of the orders in which the teacher has been discharged or dismissed. Appeal must be preferred to the Inspector of Schools (now Regional Deputy Director), within 30 days of the receipt of the punishment order. When an appeal has been preferred, the order of discharge or dismissal shall not be given effect to, till the disposal of the appeal by the President, Board of Secondary Education.(G. O. no. 5172, dated 7th September, 1955.)

324. Appeals.

- The appeal of the person concerned shall be heard by the President of the Board of Secondary Education, or any member of the Board of Secondary Education duly nominated by the President, or any officer ordinarily not below the rank of the District Education Officer. The appellant and the Secretary of the Managing Committee may be heard in person by the President Board, of Secondary Education, or his nominee who may even authorise them to be represented by a representative.(G.O. No. 5172, dated the 7th September 1955.)Note. - In case the Managing Committee violates these rules or fails to carry out the orders and instructions of the Board of Secondary Education, or give effect to the decisions of the Board, the Board shall have the right, to withdraw recognition of the school or suspend the grant or take such other action as it may think fit.State Government's Interpretation of Rule (5) [Equivalent to Rule 16] in Appeal cases.[*Regarding :- Appointment and Service Conditions of teachers in non-Government High/Higher Secondary Schools.The attention is drawn to Government Notification No. 5172, dated 7.9.1955 published under notification no. 1050, dated 21.3.1959 in the Bihar Gazette, Extraordinary, dated 23.3.1959 which embodies rules for appointment and service conditions of teachers in non-Govt. High schools and those rules are deemed to be rules under Section 8 (2) of the Bihar High Schools (Control & Regulation of Administration) Act, 1960. Rule (5) [equivalent to Rule 16] of these rules lays down that when an appeal has been preferred, the order of discharge or dismissal shall not be given effect to till the disposal of the appeal by the President, Board of Secondary Education, Bihar.

2. It appears that this particular provision alongwith correlated ones are variously interpreted in the situation arising out of dismissal or discharge of teachers by the managing committee. I am, therefore, to say that the rule 16 may be treated to connote the following -

(a) If the teacher concerned, informs the managing committee that he/she intends to prefer appeal, he/she may not be directed to make overcharge till the period prescribed for filing appeal (30 days) has expired and he/she has not filed any appeal or till the disposal of the appeal in case he/she has filed an appeal within the prescribed period. (b) If, however, the teacher concerned has made overcharge of his/her own accord on receipt of the order of dismissal or discharge, his/her case may not be treated as covered by rules 15 and 16 and, therefore, even if he/she files an appeal during the prescribed period, no question of asking him/her to join his/her post during the pendency of his/her appeal can arise.

3. I am to request that appeal cases pertaining to dismissal or discharge and matter having direct bearing to it, may for the present be considered wherever necessary on the above lines and the matter be dealt with most expeditiously.

(G.O. No. II/M 3-0164E, 1956 dated 5th May, 1964)

325. Agreements.

- Every teacher on appointment shall be required to execute an agreement in the prescribed form. This agreement may be terminated at any time by either the Managing Committee or the teacher on giving to the other party one calendar month's notice in writing of intention to determine the same, or by paying one month's salary in lieu of such notice, provided that the Managing Committee shall be entitled to terminate the services of the teacher without notice in the event of gross misconduct. The service of the teacher shall not, however, be so terminated for gross misconduct unless he has had an opportunity of making a defence. In such a case the Managing Committee shall cause notice in writing to be given to the teacher to submit his defence to the Managing Committee within one week from the date of receipt of the notice. If the teacher submits his defence in writing within the aforesaid period of one week, the Managing Committee shall consider the defence and shall pass such orders as it may think fit, If the teacher does not submit the defence in writing within the aforesaid period of one week, the Managing Committee may terminate his service without further delay. If the service of the teacher is terminated for gross misconduct, he may submit an appeal to the District Education Officer within ten days of receiving the order so terminating it. If the District Education Officer agrees with the Managing Committee, he shall inform the appellant and no further action will be taken. If the District Education Officer disagrees with the Managing Committee, he shall forward the appeal to the Secretary of the Board of Secondary Education with the remarks of the Managing Committee thereon and his own opinion. The decision of the Board of the Secondary Education shall be final. (G.O. no. 736-E., dated the 10th February 1936.) Note. - In

the case of girls' schools the appeal lies to the Inspectress of Schools, Bihar.

326. Headmaster/Principal liable to pass the departmental examination.

(1) Every Headmaster/Principal of a private school, who has not been confirmed shall be liable to appear at the examination within two years of his appointment, whichever is later. A Headmaster/Principal shall not be confirmed in his appointment until he has passed the examination. Every proposal for permanent appointment sent by the Managing Committee to the District Education Officer shall be accompanied with a certificate to the effect that the Headmaster/Principal has passed the departmental examination. The District Education Officer shall scrutinise the list of successful candidates which will be sent to them annually by the Director of Public Instruction, Bihar, before approving of the appointment of any Headmaster/ Principal on a permanent basis.

(2) Number of chances which can be given to a candidate to appear at the Examination. - Ordinarily, a Headmaster/Principal, shall be given three consecutive chances to pass the Examinations. In exceptional circumstances which will be placed on record the Managing Committee may allow five chances but in all such cases prior approval of the District Education Officer concerned will have to be obtained. The District Education Officer shall keep a list of candidates who have failed to pass the Examination in three consecutive chances so that the same candidate may not be admitted from another school after having failed thrice from any particular school.

(3) Other candidates eligible. - Assistant teachers of private High/Higher Secondary/Multi-purpose Schools including Sarvodaya High Schools are also eligible for appearing at the Examination with the permission of the Managing Committee. The Senior Assistant teachers should be encouraged to do so.

(4) Conduct of the Examination. - The examination will be conducted by the same Board (with modifications as specified below) which conducts the Departmental Examination for officers of the Education Department. In view of the large number of candidates that will be taking the Examination and in view of the special nature of the problems facing Headmaster/Principal of private schools Board will consist of seven members nominated by the Director, viz., one Regional Deputy Director of Education, one Head master of Zila School, one District Education Officer, one confirmed Headmaster/Principal of non-Government High/Higher Secondary School, Budget and Accounts Officer of the Education Department, one Gazetted Officer from the Basic Education Branch and one District Superintendent of Education. The other rules of the Examination will be the same as given in rule 819 of the Bihar Education Code, with the following additional rules :-

(a) Every candidate (other than Government servants) shall be required to pay a fee of Rs. 5 every time he takes the examination.

(b) Expenditure on travelling allowance of a Headmaster/Principal required to pass the examination should be borne either by the candidate himself, or by the Managing Committee or jointly by both.

(c) In the examination there shall be some general questions on matters common to all categories with alternative questions on the particular problems of non-Government High/Higher Secondary Schools.

(d) Exemption from the Examination may be granted by the Director in exceptional cases recommended by the District Education Officer and the Board of Secondary Education.

(e) Since the examination is held every year in December, a statement of intending candidates should be submitted to the Board of Secondary Education by the District Education Officer who would appear at the ensuing examination from a particular centre latest by the 30th September each year. The names of the Assistant Masters who wish to take examination should be submitted direct by the Headmasters/Principals concerned to the Secretary,

Board of Secondary Education(f)All fees for examination should be deposited in the treasury under the head* "XXVI-Miscellaneous-Examination fee for appearing at the examination from Headmasters/Principals of private High schools"(g)There will be at least one additional general question on the recent circulars and new schemes promulgated by the State Government. This question will be common to all candidates appearing at the Examination. An attempt will be made to publish summaries of these circulars and schemes in the Bihar Educationist for the convenience of the candidates.(5)A Headmaster/Principal who fails to pass the examination in three consecutive chances will be reverted by the Managing Committee of the school to a lower rank unless the Managing Committee resolves that there is ample justification for allowing him the maximum of five chances.(G.O. No. 18408-E., dated the 30th October, 1954.)

327. Teachers liable to pass public examination in Hindi, Urdu and Bengali.

- No person shall be appointed to teach in a High/Higher Secondary school unless he has passed a public examination in Hindi or Urdu, or in a school in which the medium of instruction is Bengali, unless he has passed a public examination in Bengali; provided that teacher who has not passed such an examination may be appointed if he gives an undertaking to pass within 18 months from the date of his appointment, and that if he fails to comply with the undertaking he shall not be confirmed in his post, provided also that a school authority may in an exceptional case make an appointment not covered by this rule subject to the approval of the District Education Officer or Inspectress of schools, as the case may be. A candidate shall be deemed to have passed a public examination in a language at the Matriculation or Secondary School Examination or at any higher examination held by a University.(Government notification No. 1927-E., dated the 21st October 1937 and notification No. 5086-E., dated the 29th June 1949.)

328. Model scale of pay to teachers of different qualifications.

- The following scale of pay has been prescribed for staff of all non-Government High Schools with effect from the 1st April, 1957:-

	Rs.
1. (i) Headmaster 175-10-275 (upto 200 pupils).
(ii) Ditto 200-10-300 (more than 200 pupils).
2. Trained Graduates 100-5-125-EB.-4-145-EB.-3-175.
3. (i) Untrained Graduates	
(ii) I.A., I.Sc. or I.Com. trained 70-3-85-E.B.-4-105-2-115.
(iii) Acharya and Fazil	
4. (i) I.A., I.Sc., I.Com.]
(ii) Matric Trained 50-2-70-E.B.-2-90.
(iii) Shastri and Alim	
5. (i) Untrained Matriculate]
(ii) Madhyama 40-2-50-E B.-1-60

- (iii) Maulvi
- | | |
|--|---------------------------|
| 6. V.M.C.T. | 40-2-50-E. B.-2-75. |
| 7. Non-Matriculate Trained | 40-2-50-E.B.-2-75. |
| 8. I.A., I.Sc., I. Com. holding certificate in Physical Education. | 60-2-80-E.B.-2-100. |
| 9. Matric holding certificate in Physical Education. | 45-2-55-E.B.-2-75. |
| 10. Clerks | 45-2-55-E.B.-2-75. |
| 11. Menials | 221/2-1/2-271/2 |

The teachers who hold certificates from National Universities recognised by Government as equivalent to Matric, I.a. and B.A. are to be given pay-scales means for teachers of similar qualifications.(G.O. No. 1507, dated the 2nd April, 1957 and G.O. No. 1507, dated the 31st March 1959.)(2)At least one graduate teacher should be employed for each Section of classes XI and X, the Head Pandit should have passed the Sanskrit. Title or Acharya examination, the maulvis should have the qualifications prescribed in Article 500 of the Code and the language (Hindi) teachers should have passed at least the Teachers' Certificate from Teachers' Training School. The appointment of classical teachers who have not passed any recognised examination but have otherwise specially fitted themselves for their work may be approved by the District Education Officer.Note. - (i) Every High/Higher Secondary School should have on its staff at least two graduates who have obtained the B.ed. Degree or the Diploma in Education. No untrained teacher should be appointed unless the Principal of the training college reports that he has no suitable candidate prepared to accept the appointment which is vacant.(D.P.I.'s circular no. 22, dated the 14th December 1931; and G.O. no. 1960, dated the 3rd October, 1935.)(ii)In matters of appointment to the teaching staff of recognised High Higher Secondary Schools in Bihar, other things being equal, candidates holding degrees, diplomas or certificates of the Patna University or by the All India Universities of Benares or Aligarh should be given preference over those possessing similar qualifications of other Indian Universities.(iii)Any school teaching through a medium other than Hindi must have at least two teachers on its staff qualified to teach Hindi as a compulsory subject of study. No person shall be deemed qualified to teach Hindi unless he has passed a university examination with Hindi.(G.O. No. 3087-E, dated the 29th June, 1949.)

329. Model Scale of pay for non-Government Higher Secondary and Multi-purpose schools.

- The following scale of pay has been prescribed for staff of all non-Government Higher Secondary/Multi-purpose Schools with effect from the 1st April, 1957:-

- | | |
|--|--------------------------------|
| (1) Principal | 200-10-300-E.B.-10-450. |
| (2) Master's or Honour's degrees in Arts, (i) Science or Commerce(trained or untrained). | 150-10-200-E.B.-10-250. |
| Master's or Honour's degrees in Arts, Science and | |
| (3) Commerce(untrained) in Multi-purpose school teaching Humanities, NaturalScience and any vocational subjects. | 100-5-125-E.B.-4-145-E.B.-175. |

(4) Ordinarily trained graduates and other teachers possessing lower qualifications may continue to be appointed in the scales of pay already prescribed for teachers of non-Government High Schools as valid down in the preceding article. (5) (i)*The Heads of non-Government Higher Secondary and Multi-purpose Schools should be re-designated as Principals and they should be placed in the scale of Rs. 200-10-300-E.B.-10-450. (ii) There should be two posts of assistant teachers in the scale of Rs. 150-10-200-E.B.-10-250, five posts of assistant teachers in the scale of Rs. 125-5-160-E.B.-200, and the remaining posts of assistant teachers with Master's or Honour's degree (trained or untrained) in the scale of Rs. 100-5-125-E.B.-4-145-E.B.-3-175 in a Multi-purpose School teaching Humanities, Natural Sciences and any one vocational subject group. With the addition of every additional vocational subject group, one or two posts of assistant teachers as the case may be, should be added, the first in the scale of Rs. 125-5-160-E.B.-5-200, and the second in the scale of Rs. 150-10-200-E.B.-10-250. (iii) In a Bi-purpose Higher Secondary School with provision for Humanities and Natural Sciences, there should be one post of assistant teacher in the scale of Rs. 150-10-200-E.B.-10-250, four posts of assistant the scale of Rs. 125-5-160-E.B.-5-200 and the remaining posts of assistant teachers with Master's or Honour's degrees (trained or untrained) in the scale of Rs. 100-5-125-E.B.-4-145-E.B.-3-175. (G.O. No. 1990, dated the 21st May 1959.) (iv) In a Uni-purpose Higher Secondary School with provision for only Humanities, there should be three posts of assistant teachers in the scale of Rs. 125-5-160-E.B.-5-200, and the remaining posts of assistant teachers with Master's or Honour's degrees (trained or untrained) in the scale of Rs. 100-5-125-E.B.-4-145-E.B.-3-175. (G.O. No. 1990, dated the 21st May 1959.) Notes. - Consequent upon the introduction of these scales of pay, some confusion has arisen mainly regarding the proportion in which the posts carrying these higher scales should be allocated to subjects under the Humanities group and those under the Natural Sciences group. The correct position in this regard is as follows:-(a) For a uni-purpose Higher Secondary School, three posts are sanctioned in the scale of Rs. 125-5-160-E.B.-5-200. One of these posts shall be reserved for a teacher possessing Master's or Honour's degree in English. To the remaining two posts, persons holding Master's or Honour's degrees in different subject in the Humanities group shall be appointed according to the needs of the school. (b) In Bi-purpose Higher Secondary schools, the one post sanctioned in the scale of Rs. 150-10-200-E.B.-10-250 shall be filled by a sufficiently qualified teacher of Science, who should apart from teaching his own subject, be able to look after the working of the entire Department of Science including its development and improvement in the standard of teaching. If in a Bi-purpose Higher Secondary School, three subjects of Natural Sciences, viz., Physics, Chemistry and Biology are taught, there shall be two Science teachers in the scale of Rs. 125-5-160-E.B.-5-200 in addition to the one in the scale of Rs. 150-10-200-E.B.-10-250. Thus there shall be three Science teachers for these three Science subjects in the above-mentioned scales. If there is provision for only two subjects of Natural Sciences, one Science teacher in the scale of Rs. 150-10-200-E.B.-10-250 and another in the scale of Rs. 125-5-160-E.B.-5-200 shall be appointed for those two subjects. One of the remaining two or three posts in the scale of Rs. 125-5-160-E.B.-200 as the case may be, shall be reserved for a teacher of English, possessing Master's or Honour's degree in English and the rest shall be filled up by teachers of other subjects of the Humanities group according to the requirements of the school. (c) In a Multi-purpose Higher Secondary schools where alongwith the Humanities and Natural Science, one of the vocational subjects is taught, five posts out of the seven posts (two sanctioned in the scale of Rs. 150-10-200-E.B.-10-250 and five in the scale of Rs. 125-5-160-E.B.-5-200) shall be filled up in the manner prescribed in respect of a Bi-purpose Higher

Secondary School and as laid down in paragraph (b) above. The remaining two posts, one in the scale of Rs. 150-10-200-E.B.-10-250 and another in the scale of Rs. 125-5-160-E.B.-5-200 shall be filled up by teachers of the vocational subject taught in the school in order of their qualifications and experience. If more vocational subjects than one have been provided, two additional teachers, one in the scale of Rs. 150-10-200-E.B.-10-250 and another in the scale of Rs. 125-5-160-E.B.-5-200 shall be appointed, in order of their qualification and experience, for each of the additional vocational subjects. (d) Except in respect of the post reserved for a teacher of English, the Managing Committee of the school shall select, keeping in view the requirements of the school and in accordance with rules, the subject or subjects under the Humanities group for which teachers in the scale of Rs. 125-5-160-E.B.-5-200 shall be appointed. In case teachers possessing requisite higher qualifications are already working in the school, the Managing Committee of the school, may after careful consideration of their qualifications and experience, appoint them to the abovementioned posts provided they are found suitable. Such appointments shall be subject to approval by the Officer of the Education Department concerned according to the rules in force. If teachers with requisite qualifications are not available on the staff of the school, or in case such teachers on the staff as possess Master's or Honour's degrees are found unfit for the posts sanctioned under the Higher Secondary, Multi-purpose scheme, the posts shall be advertised and filled up by the Managing Committee according to rules laid down by the Education Department on the subjects. (G.O. No. 4272, dated the 24th September, 1960.)

330. Age of Superannuation of teachers.

- The age of superannuation of teachers in non-Government High/Higher Secondary/Multi-purpose schools has been raised to 60 years. (Government Resolution no. 1507, dated the 2nd April, 1957)

331. Recognition of certificates from National Universities.

- Examinations conducted by National Universities enumerated in column I of the following Table should be treated as equivalent to the degrees granted by a recognised University mentioned opposite each in column II and that candidates who have passed any of the examinations mentioned in column I up to the end of the year 1947, should be treated as eligible for appointment to a post or service under Government for which success at any of the corresponding examination of a recognised University is laid down as qualification for appointment to that post or service :-Table

Names of Examinations of National Universities.	Names of Examinations of recognised Universities.
I	II
1. Bihar Yidyapith (Patna)	
(1) Praveshika Matriculation.
(2) Snatak B.A.
2. Kashi Vidyapith (Banaras)	
(1) Vishard Matriculation.

- | | |
|---|---------------------|
| (2) Shastri | B.A. |
| 3. Jamia Milia Islamia (Delhi) | |
| (1) Jamia Junior | Matriculation. |
| (2) Jamia Senior | I.A. |
| (3) Degree | B.A. |
| 4. Gujrat Vidyapith (Ahmedabad) | |
| (1) Vinit | Matriculation. |
| (2) Snatak | B.A. |
| 5. Hindi Vishwa Vidyalay (Allahabad) | |
| (1) Prathma | Matriculation. |
| (2) Madhyama | I.A. |
| (3) Uttama | B.A. |
| 6. Hindi Vidyapith (Deoghar) | |
| (1) Praveshika | Matriculation. |
| (2) Sahitya Bhushan | I.A. |
| (3) Sahityalankar | B.A. |
| 7. Tilak Maharashtra Vidyapith, (Bombay) | |
| (1) Praveshika | Matriculation. |
| (2) Visharad | B.A. |
| 8. The Prayag Mahila Vidyapith, (Allahabad) | |
| (1) Vinodini | Matriculation. |
| (2) Vidushi | I.A. |
| (3) Sarsvati | B.A. |
| The Adya Diploma of the Vishwabharti | |
| 9. (Santiniketan) | |
| (1) Adya | Matriculation. |
| (2) Madhya | I.A. |
| (3) Antya | B.A. |
| 10. Gurukul Kangri University (Hardwar) | |
| (1) Adhikari Examination | Matriculation. |
| (2) Vidyalankar Vedalankar | B.A. |
| (3) Vidya Vachaspati | M.A. |

In some of the examinations conducted by the National Universities referred to above English is not a compulsory subject and candidates for Government service who have passed the examination will be required to pass, where necessary, a qualifying test in English conversation, composition and precise writing of the standard expected of candidates who have passed the corresponding examination of the Patna, Bhagalpur and Ranchi Universities. The test will be arranged and conducted by the appointing authority. This concession will be extended only up to the end of

1947.(G. O. no. 2726, dated the 20th May 1948.)

332. Number of pupils in a High School.

- The number of pupils should not exceed 50 in any section of a class or 40 in any section of the upper primary classes. These limits may be relaxed to the extent that not more than two pupils above the prescribed maximum may be admitted in any one class of a school where such pupils are sons or legal wards of Government servants transferred in the course of a school session to the place at which the school is situated.(G. O. no. 1929-E., dated the 5th April 1928; and G. O. no. 524-E.R., dated the 26th August 1932.)Note. - The same limits (50 in class VI or any higher class and 40 in class V or any lower class) should be observed in middle and primary schools.

333. Site and surroundings of the school.

(1)The site and surroundings of the school must be free from objection on sanitary or other grounds.(2)The school and hostel buildings must have received the approval of the Department, but school committees will be left a free hand so long as they comply with the necessary rules regarding dimensions, ventilations, lighting, sanitation, etc. Classes should be held in the open air in places where the school surroundings permit.(G.O. no. 3268-E., dated the 5th December 1923.)(3)Hostel accommodation should be provided for all students who do not live with parents or recognised guardians or in messes approved by the Headmaster/Principal, Condition for admission in any hostel should be that no caste distinction will be observed and that there will be a common kitchen and common dining hall. Those who are not prepared for it should not be admitted in the hostel.(D. P. I.'s letter no. 6727, dated the 9th June 1950.)(4)No new building should be constructed until the plan has been submitted to the Director, if the cost is to exceed Rs. 6,000, or to the District Education Officer in other cases. If no objection is received within two months, it may be presumed that approval is accorded.(Government Resolution no. 3961-E., dated the 19th November 1925.)

334. Use of buildings.

- The school buildings should not be allowed to be used for other than educational purposes without the written consent of the managing committee. Any application for permission to use the buildings for other than educational purposes should state clearly for what purposes the buildings are required and should give a programme of any events that are to be held. If the programme includes a performance by nautch party permission should not be granted. Rules laid down in Article 427 and 428 of Section X of this Chapter should be strictly followed.

335. Teaching appliance.

- Schools teaching mechanics and other scientific subjects should provide the necessary apparatus according to a scale to be laid down by the Department. The apparatus required for the study of geography should also be provided.

336. Library.

- (i) Adequate provision should be made for a library and for lending books to the pupils. A sum should be earmarked for expenditure on the library every year and a definite part of this should be set aside for the purchase of books likely to interest the boys, as opposed to reference books and text-books.(Amended vide G. O. no 2205-E., dated the 14th July 1923.)(ii)A catalogue of the library books should be prepared and kept up-to-date.

337. Curriculum and Test-Books.

(1)The curriculum prescribed by the Department and the University should be followed throughout the school, except in so far as special exemption may be given by the Director.:(2)No text-book should be used other than those approved by the Text-Book Committee, or the Department.

338. Admission, transfer and promotion of pupil.

(1)All schools should observe the admission and transfer rules laid down in this chapter, including the rule regarding the entry of ages.(2)Promotions from class to class should be determined by the Headmaster/ Principal, subject to revision by the District Education Officer, who alone has the power to grant a boy double promotion within one year. When making promotions regard should be had not only to the marks obtained at the annual examination, but also to those of the assessment of the record of work and progress of students at the school including the assessment of the routine exercise books, monthly tests and practical work and terminal examination. The progress of the pupil in co-curriculum activities, social service and physical culture should be considered.

339. Headmaster/Principal's responsibility for selection of candidates.

- The Headmaster/Principal should be responsible for the selection of candidates for the Matriculation or Secondary School Examination, subject to the general control of the District Education Officer, who should report to the Regional Deputy Director of Education any case where the Headmaster/Principal appears to have sent up for examination a student who has not regularly and diligently prosecuted his studies, or is otherwise ineligible. Should the results of the examination show that the proportion of successful candidates to the total number of boys in class XI is unusually small, the District Education Officer will be required to examine carefully whether the promotions throughout the school are properly given and if it is found that this is not the case, the school will be liable to be removed from the list of recognised schools.

340. Discipline.

- Provision should be made to ensure discipline and good conduct among the pupils both within and outside the school premises and suitable arrangements should be made for their recreation. If possible, a common room should be established in which selected newspapers and journals approved by the Department should be placed. The rules regarding maintenance of discipline

among the students laid down in Section II of this chapter should be strictly followed.

341. Prize, reward and punishment.

(1)The rules regarding prizes, rewards and punishments laid down in Section II of this chapter should be strictly followed.(2)No student expelled from any school should be admitted to any other recognised school without the sanction of the Director.(3)As far as possible, especially in the lower classes, one teacher should be made responsible for the general welfare and progress of each class.

342. Forbidden practices.

- The rules contained in this chapter dealing with spittings, smoking, gambling, etc., politeness to masters or visitors, membership of clubs and societies, and attendance at political meetings, should be enforced.

343. Conduct and progress to be communicated to parents/guardians.

- Arrangements should be made to secure that at the end of each term the parent or guardian of each pupil is informed of the progress and conduct of his or her son or ward.

344. Fees and free-studentship.

(1)The rates of fees and the percentage of free-studentships fixed must not be such as to make the school compete unfairly with any neighbouring schools.(2)The fees charged, if any, shall be punctually realized.

345. Holidays.

- The number of holidays shall not exceed [73] [Substituted by 87 vide Resolution No. 11/R1-03/64-E-300, dated 25.1.1965.] days in a year, including any holidays which inspecting officers may grant on the occasion of their visits, but excluding Sundays. The Headmaster/Principal should submit to the District Education Officer by the 7th of January, in each year a complete list of the holidays which it is proposed to observe during that year.(G.O. no. 1485-E., dated the 14th March 1928 and D.P.I.'s letter no. 7789, dated the 23rd May 1928.)

346. Submission of periodical returns.

- Every school should submit punctually in the prescribed forms such annual and periodical returns and such other reports as may be required by the Department.

347. Registers and account book open to inspection.

- All schools with their registers and accounts book, shall always be open to inspection at reasonable hours by the authorised inspecting officers of the Department and by the executive officers of Government.

348. Inspection.

(1) All schools shall be open to inspection by the Director or the Deputy Director, Health Services or Civil Surgeon or Assistant Surgeon, deputed by Government to examine the health of the students or the sanitary condition of the buildings and premises. In this connection the rules contained in this chapter, regarding the prevention of the spread of disease in schools, should be strictly observed. (2) Copies of notes recorded by executive officers, shall at once be sent to the District Education Officer.

349. Duties of Headmasters/Principals.

- (i) All questions relating to the admission of pupils, their periodical examinations, their promotion, the grant of transfer certificates and the selection of candidates for the Matriculation/Secondary School Examination, shall be decided by the Headmaster/Principal subject only to the supervision of the inspecting officers of the Department. The Committee shall, however, have a right to offer their opinion on these matters to the inspecting officers in charge of the school. (ii) The Headmaster/Principal advised by the inspecting officers of the department shall be responsible for the internal management, the discipline and progress of the school, for setting the school time-tables and for the regular keeping of all registers and statistics. In these matters also the Committee shall, retain the right to offer their opinion to the inspecting officer in-charge of the school. (iii) The Headmaster/Principal shall report to the Secretary any case of misconduct on the part of a teacher or menial, or any case of misconduct on the part of a pupil which appears to him, to warrant rustication or expulsion. He may suspend a menial at the time of making the report. (iv) The Headmaster/Principal's opinion shall be recorded in writing in all cases of appointment, promotion and removal of the members of the staff under him. (v) The Headmaster/Principal shall advise the Secretary regarding the annual list of holidays as laid down in rule 36. (vi) The Headmaster/Principal shall draw up rules with the approval of the committee to regulate the dates on which the fees should be paid and the fines for delay in payment subject to Article 315 of this chapter. (vii) The Headmaster/Principal shall be responsible for the school library, furniture and equipment. He shall draw up rules for the approval of the committee to regulate the use of the library, subject to Article 438 of this chapter. (viii) The Headmaster/Principal shall be competent to spend without reference to the Secretary or committee the sanctioned allotments, for prizes, library books and contingencies. He shall also be competent to spend without reference to the Secretary or committee the money in the athletic fund and in other funds to which the pupils contribute provided that such funds shall be subject to periodical audit. (Resolution of the Board of Secondary Education, dated the 17th September 1934.) (ix) The Headmaster/Principal shall receive daily from the class teachers or clerk, according to the system of collection in vogue, the sum received in fees and fines and shall record the same in the fee register and fine register over his signature. He shall then deposit the money as

required in rule 354 (v) and shall inform the Secretary.(x)(a)The Headmaster/Principal should give correct interpretation of rules to the Secretary of the school. It is their duty both as head of the institution and as a member of the Managing Committee to correctly explain to their school manager the implications of the departmental circulars, and regulations, to point out irregularities in giving effect to the new rule and procedure and to prevent the Managing Committee from taking faulty decisions or delaying or evading compliance with Departmental orders.(D. P. I.'s letter no. 4810, dated the 18th July 1950.)(b)It is primarily the responsibility of the Headmaster/Principal to point out to the Managing Committee if any resolution is being passed or any administrative steps are being taken which run counter to the rules of the Code and the rules of financial administration in general such as (i) not crediting items of income into the school funds and spending them without showing them under any head, (ii) incurring major items of expenditure by the Secretary or the Headmaster/ Principal, without formal approval and without comparing the rates with the rules prevailing in the market, (iii) utilising Government funds for purposes other than those for which these are earmarked, (iv) delaying full payment of dearness allowance to school employees without convincing reason, (v) not making timely submission of the grant-in-aid and dearness allowance statement through the proper channel to the Board of Secondary Education, Bihar, (vi) keeping in hand by the Headmaster/Principal or the Secretary amounts in excess of that permissible under the rules.(Board of Secondary Education's letter no. 12031-35, dated the 24th September 1951.)

350. Assistant teachers.

(1)All teachers shall sign the teachers' attendance register daily when they come to school and when they leave it.(2)The class teachers shall be responsible for the collection of fees and fines from the boys of their several classes except at schools which have a whole-time clerk, where the committee may entrust the duty to the clerk. The person who collects the moneys shall give receipts for all sums paid and shall transmit the money to the Headmaster/Principal daily.

351. Leave rules.

- The following model leave rules have been framed by the Board of Secondary Education, Bihar:-(a)Leave cannot be claimed as of right. In cases of exigency leave may be refused or revoked, or leave for a shorter period than that prayed for may be given.(b)Leave other than casual leave will ordinarily be granted by the managing committee. In cases of urgency or during a vacation when the managing committee will not meet for sometime, leave may be granted by the Secretary, but any leave so granted should be reported to the managing committee at its next meeting for sanction. Casual leave to teachers will be granted by the Headmaster/Principal. Casual leave to the Headmaster/Principal will be granted by the Secretary.(c)Casual leave on full pay may be given for sixteen days in any one calendar year. It may not be combined with vacation or with any other kind of leave. It may be given in extension of gazetted holidays, but such holidays will ordinarily be counted a part of the leave for the purpose of reckoning the total amount of such leave, provided that in cases of hard-ship this rule may be relaxed by the authority granting the leave. The unspent balance of casual leave for one calendar year must not be combined with that of another calendar year. Medical leave should not be granted for periods of less than five days to a teacher to whom casual leave is due.(d)The period of absence of a teacher prohibited from attending school in

consequence of infectious disease in his house or for service on a jury or for attending approved conferences or university meetings or meeting convened by the Bihar School Examination Board, will be reckoned as casual leave but not be counted against the casual leave due under rule (c). (e) The total amount of leave on full pay which may be granted to a teacher on production of a medical certificate is limited to one-thirtieth of his active service in the school, and to six months at any one time. If further medical leave is required in continuation, it may be given on half pay at the discretion of the managing committee up to a limit of six months or more on production of a fresh medical certificate. If still further medical leave is required on continuation, it may be given without pay up to a limit of one year more. When leave on full pay on medical certificate is not due for the whole of the period prayed for, the applicant may be given leave on half pay for the balance, provided that the total period of leave on full pay and half pay together must not exceed the prescribed limit. (f) It rests with the sanctioning authority to decide whether a medical certificate is satisfactory. Such a certificate should preferably be from an Assistant Surgeon; if the certifying Doctor be a homoeopath or kaviraj, he should be a recognised physician in whom the managing committee has confidence. (g) Leave on half pay may be granted for urgent private affairs. The total amount of leave on half pay which may be granted to a teacher, whether on medical certificate or for urgent private affairs, is limited to one-thirteenth of his active service in the school. If it is necessary to relax this rule in case of illness coming under rule (e) further leave on half pay should not be granted until leave has been earned to the extent of the leave already enjoyed plus that supplied for. (h) Leave without pay may be granted to a teacher without limit except that no teacher should be allowed to be absent from duty continuously, whether on leave with or without pay, for more than two years. (i) Leave may be prefixed to or suffixed to, but not both prefixed and suffixed to, a vacation, if a vacation is prefixed or affixed to leave the period of the vacation will be counted in calculating the maximum period of leave that may be granted at a time, if a vacation falls within the period of leave the period of vacation will be counted as leave. (j) Absence without leave, including absence without leave in continuation of a vacation, will render a teacher liable to discharge and to forfeiture of pay at the discretion of the managing committee. The managing committee may, however, condone a teacher's absence without leave, if the absence be due to the teacher's sudden illness, or to some unforeseen event over which he had no control. (k) A teacher detained on duty during a vacation will be given leave on full pay or an allowance equivalent to full pay for a period which will be the fraction of a month equal to the proportion which the number of days for which he is detained bears to the total number of days in the two vacations. (l) Maternity leave may be granted to the female teachers in non-Government High schools for a maximum period of three months on full pay. The leave shall not be debited to leave account and will be treated as special leave on full pay. (Resolution of the Board of Secondary Education, dated the 26th November 1945.)

354. Model rules of business.

(1) The Managing Committee shall ordinarily consist of nine members as follows:—(a) Not more than two donors, a donor being a person who has donated to the school not less than Rs. 5,000 and not more than Rs. 9,999 in cash or kind. The donors shall be appointed by the District Education Officer. If only one donor is available the number of Director of Public Instruction's nominees shall be four instead of three as mentioned in sub-rule (c). If no donor is available, the number of guardians' representatives and Director of Public Instruction's nominees shall be three and four as

mentioned in sub-rule (b) and (c) respectively. (b) Subject to sub-rule (a) above, not more than two guardians of the pupils of the school, whose names are borne on the school admission register to be selected by the rest of the Managing Committee in the manner indicated in rule 3. (c) Subject to sub-rule (a) above, not more than three nominees of the Director of Public Instruction, Bihar. The Director of Public Instruction's nominees shall ordinarily be appointed from among the officials such as Sub-divisional Magistrates, Block Development Officers, Anchal Adhikaris, Deputy Inspector of Schools, Sub-Inspectors of Schools and Officers of corresponding rank of other departments. A suitable non-official wherever available may also be appointed as one of the nominees. The selection shall be made by the Director of Public Instruction on the recommendation to be submitted by the Sub-divisional Education Officer in consultation with the Sub-divisional Magistrate. (a) Headmaster (ex-officio). (b) Teachers' Representative. (2) All those who donate a sum of Rs. 10,000 to Rs. 49,999 to the school fund in cash or kind shall be treated as life members of the committee and shall be ipso facto members of the committee throughout their own lives, in addition to the nine members enumerated in rule (1) above. When the amount of donation is Rs. 50,000 or above, the representation of the life member on the Managing Committee shall be perpetuated after his death by appointing one of his heirs as life members. (3) The Sub-divisional Education Officer on receipt of the Director of Public Instruction's nomination, shall immediately convene a meeting in which the Director of Public Instruction's nominees, life member's donors, headmaster and the teachers' representative will participate and select the guardians' representatives. He shall then convene the first meeting of the newly constituted Managing Committee within 15 days of the selection of the guardians' representatives, in which the Secretary and the President will be elected. The Sub-divisional Education Officer shall conduct the proceedings of the meeting without taking part in the election. The election shall be subject to the approval of the President of the Board of Secondary Education. No headmaster can be elected as the Secretary. (Government resolution no. 1003, dated the 31st March 1958.) Note. - The election of the representative of the teaching staff should be carried out in the following manner: - The headmaster should convene a meeting of the staff in December to elect a representative of the staff to serve on the managing committee for the following year. Seven days' notice should be given of the meeting, which should be held after the December meeting of the managing committee. The headmaster should preside but should not vote. In the event of an equality of votes, a fresh vote should be taken; if the votes are still equal the matter should be settled by drawing lots. The same procedure will be followed in the event of a casual vacancy during the year. (Resolution of the Board of Secondary Education, dated the 27th November 1936.) (4) The Director of Public Instruction shall have the power to remove the Secretary or any member of the managing committee of the school after giving him a reasonable opportunity to explain his position. The Director will be the sole judge to decide if the opportunity given is reasonable. Any vacancy may be filled temporarily by nomination by the Director pending its being filled up in the prescribed manner. (5) Any member failing to attend four consecutive meetings shall cease to be a member and the fact shall be reported by the Secretary to the District Education Officer together with the explanation of the member which should be asked for by the committee. The District Education Officer shall decide, if the explanation offered by the member is to be accepted. If he accepts it, he may order the member's term to be continued. (6) The term of a member of Managing Committee other than an ex-officio member shall be three years from the date of his appointment, election or selection. (7) Every Managing Committee shall be registered with the Registrar of the Joint Stock Companies, under the Societies Registration Act, 1960. (8) All

withdrawals from a bank for the purpose of expenditure from or transfer of school funds shall be under the joint signature of the Secretary and the headmaster. If the headmaster is himself the Secretary, the account shall be operated jointly by the President or a member of the Managing Committee (duly nominated by it through a resolution) and the Headmaster-cum-Secretary.(9)All High Schools to be newly recognised or of which the recognition is to be renewed, shall have Managing Committees formed in accordance with these rules. Managing Committees of existing recognised high schools should also be reorganised on these lines within such time and in such stages as may be laid down by the Director. Even where the Managing Committees are not recognised immediately, the Director of Public Instruction shall be competent, with immediate effect, to exercise the powers mentioned under rule (4).(10)These orders shall apply also to all subsidised high schools.(11)The Director of Public Instruction may issue instructions from time to time in amplification of these rules or with a view to facilitating the implementation and smooth working of the structure envisaged in these rules.

353. Managing Committee of High Schools run by Missionaries and other Societies or Trusts.

- The Managing Committee shall ordinarily consist of nine members as follows :-(a)Not more than two seats will go to the missionary or any other society or trust, which is responsible for establishing the school and maintaining it.(b)Subject to sub-rule (a) above, not more than two seats will go to the guardians of the pupils reading in the school. The guardian members will be selected by the rest of the Managing Committee.(c)Not more than three nominees of the Director of Public Instruction.(d)The Headmaster (ex-officio).(e)A representative of the teachers.Note. - Rules contained in paras. 2 to 9 and 11 of the preceding article shall also apply to the Managing Committee of High schools run by missionaries and other societies or trusts.(Government resolution no. 2561, dated the 7th May 1956.)

354. Model rules of business.

- The following are the model rules of business for the Managing Committee of recognised High schools :-(D. P. I.'s circular no. Ill, dated the 2nd May 1919.)(1)All matters relating to the erection of buildings for the schools, the appointment, punishment and dismissal of teachers and generally all questions relating to the school, except so far as powers of disposal are conferred by these rules on the Secretary or Headmaster/Principal shall be brought before the committee and, save as provided in the Code, their decision shall be final.(2)An ordinary meeting of the committee shall be called by the Secretary once every month except during vacations. A special meeting shall be convened by the Secretary when requisition for such a meeting is made by not less than half the members of the committee. In each case at least seven days' notice shall be given. Emergent meeting may be convened by the Secretary when necessary, in such case twenty-four hours' notice shall suffice. All resolutions passed at special or emergent meetings shall be subject to confirmation at the next ordinary meeting. All meetings shall be held on the school premises.Note. - District Education Officers are authorised to require the Secretaries of aided High schools to submit to them regularly copies of the proceedings of the Managing Committee, either generally or in the case of individual schools.(D. P. I.'s letter no. 9466, dated the 26th October 1934.)(3)If on receipt of a requisition

signed by not less than half of the members of the committee the Secretary fails to convene a special meeting, the matter shall be referred to the President, who shall have power to call the meeting.(4)The notice of each meeting shall set forth the business to be transacted at the meeting and no other business shall be transacted, except with the consent of three-fourths of the members present. When any business, of which notice has not been given, is considered at the meeting, the decision recorded or resolution-adopted at such meeting shall be communicated forthwith to all the members and the subject shall be capable of being re-opened at the next ordinary meeting. Save as herein provided no subject once disposed of shall be reconsidered within six months, unless two-thirds of the members indicate their consent by signing a requisition.(5)Four members shall form a quorum.(6)In the absence of the President one of the members present shall be elected to preside. The President of the meeting shall have a casting vote in addition to his ordinary vote, when the votes of the members present are equally divided.(7)At each meeting, the first item of business shall be to read and confirm the proceedings of the previous meeting.(8)The auditor's half-yearly report on the school accounts shall be taken into consideration at the first ordinary meeting following its receipt.(9)In the case of an appointment the salary, terms of notice and other conditions of the appointment and in any case of punishment inflicted on a teacher, the reasons for such punishment must be recorded in the minutes. Any order of suspension or other punishment affecting the Headmaster/Principal must be reported immediately to the District Education Officer.(D. P. I.'s letter no. 8278, dated the 20th September 1933.)

355. Functions of the Secretary of the Managing Committee.

- (i) Under the directions of the committee, the secretary shall carry on correspondence with the proper authorities on behalf of the committee. He shall keep a record of the proceedings of each meeting and submit it to the next meeting for confirmation. Such proceedings and all work done by the Committee shall be duly recorded in a book kept for the purpose. If the Secretary has to be absent for more than a month, a fresh appointment shall be made either permanently or for the period of his absence, as the committee may decide.(ii)The Secretary shall be in charge of the invested funds, title deeds and other legal documents belonging to the school, but all papers relating to the school in the shape of accounts and records shall be available at any time for inspection by all inspecting officers of the department.(iii)The Secretary shall make all payments except from the allotments which the Headmaster/Principal is authorised to spend vide articles 349(viii) and shall sign receipts, other than receipts for fees and fines, on behalf of the committee.(iv)The Secretary shall be competent to spend not more than Rs. 20 a month on unforeseen contingencies over and above the sanctioned scale of expenditure.(v)The Secretary shall receive from the Headmaster/Principal daily an account of the sum realised in fees and fines or on any other school account. The money required for immediate expenditure shall be disbursed as soon as possible. All surplus funds must be deposited month by month or more frequently if possible in the Postal Savings Bank, in a branch of the State Bank of India or in a bank approved by the Board of Secondary Education or it should be invested in the National Savings Certificates and other Government securities. The account in the bank or the investments in Government securities shall be in the joint names of the Secretary and one member of the Managing Committee to be selected for this purpose by the committee.Note. - As National Savings Certificates cannot be encashed for three year, only such money as will not be required for at least three years can be invested in

them.(Government unofficial memo-no. 909-E., dated the 15th May 1944.)(vi)The Secretary shall exercise the power of granting leave to teachers given by rule 351(b) and, in cases where he grants leave other than casual leave in accordance with that rule, shall have power to make temporary arrangements in place of the absentee.(Resolution of the Board of Secondary Education, dated the 27th November, 1933.)(vii)The Secretary in consultation with the Headmaster/Principal shall have power to suspend any assistant teacher but must at once report his action to the committee for approval. He shall have power on the report of the Headmaster/Principal to appoint, dismiss or punish in any way the menials employed by the school. He shall refer at once to the committee any case where the Headmaster/Principal recommends a boy for rustication or expulsion.(viii)The Secretary shall prepare the annual list of holidays in consultation with the Headmaster/Principal. Where he thinks it desirable the matter shall be referred to the committee for decision. The number of holidays shall not exceed 87 days including any holiday which inspecting officers may grant on the occasion of their visits but excluding Sundays. The Secretary may also make modifications in the list in consultation with the Headmaster/Principal.(G.O. No. 437-E.R., dated the 25th June, 1926.)(ix)An ordinary meeting of the committee shall be called by the Secretary once every month except during vacations. A special meeting shall be convened by the Secretary when a requisition for such a meeting is made by not less than half the members of the committee. In each case at least seven day's notice shall be given. Emergent meeting may be convened by the Secretary when necessary; in such cases twenty-four hours' notice shall suffice. All resolutions passed at special or emergent meetings shall be subject to confirmation at the next ordinary meeting. All meetings shall be held on the school premises.Note. - District Education Officers are authorised to require the Secretaries of aided High Schools to submit to them regulatory copies of the proceedings of the Managing Committee, either generally or in the case of individual schools.(D.P.I.'s letter no. 9466, dated the 26th October, 1934.)

356. Requisition for Auditor.

- The following information should be supplied to the Directorate while making a requisition for auditing the accounts of non-Government Higher Secondary/High Schools. Finance Department (Audit Section) requires these detailed informations before taking up a case for audit:-(1)Name of institution or office to be audited (Name of drawing and disbursing officer and controlling officer),(2)Period to be covered in audit.(3)Aid or grants in case of non-Government institution.(4)All available information in case of suspected defalcation of misappropriation.(5)The date of previous audit, if any.(6)Any important point on which the Government would like to give particular stress.(D.P. I.'s letter no. 611, dated the 29th March 1957).

357. Legal action in case of misappropriation of funds by office-bearer of High/Higher Secondary Schools.

- In order to deal with cases of misappropriation of funds by the office-bearers of aided High/Higher Secondary Schools, it is necessary that as soon as the auditor's report is received which reveals a palpable case of misappropriation or defalcation of funds and the District Education Officer is satisfied that the funds of an educational institution have been misappropriated by the Secretary, the Headmaster/Principal or any member of the Managing Committee of the school, he should

immediately report the matter to the Police for necessary investigation and action.(D.P.I's letter no. 3464, dated the 6th July 1955.)Section VIIISpecial Rules for Government Secondary Schools for Boys including Sarvodaya/Higher Secondary/Multipurpose Schools

357A. Constitution of managing committees.

- Every Government High/Higher Secondary/Multi-purpose including Sarvodaya High Schools is under the management of a committee which consists of the District Officer as President, the Headmaster or the Principal as Secretary, a representative of the teaching staff, the District Education Officer and three non-officials, of whom at least one must be a Muhammadan, to be appointed by Government and to hold office for a term of three years. Casual vacancies are filled by co-opted members, holding office of the remainder of the three years' term. The Regional Deputy Director of Education is authorised to attend any meeting of the Managing Committee at which he considers his presence desirable and to give his opinion on the matters under discussion.(G O. no. 719-E.T., dated the 22nd November 1916; Resolution no. 3268-E. dated the 5th December 1923; G.O. no. 690-E., dated the 4th March 1924; and Resolution no. 3961-E., dated the 19th November 1925.)Notes. - (1) The City Magistrate of Patna is an ex-officio member of the committee of the Patna City Multi-purpose School.(G. O. no, 2019-1E, dated the 18th September 1913.)(2)The District Officer may depute the Sadar Sub-divisional Officer or a Senior Deputy Magistrate to attend a meeting of the committee when he is on tour himself.(G.O. no. 719-E. T., dated the 22nd November 1916.)(3)In the case of Patna-Multi-purpose School, Gardanibagh, the rule that the three ordinary members should all be non-official has been relaxed,(G. O. no. 644-E.R., dated the 7th August 1931.)(4)The number of the non-official members on the Managing Committee of the Chaibasa Zila Multi-purpose School is increased from three to four. One each should be appointed from the (1) Muslim, (2) Ho, (3) Non-Oriya Hindu and (4) Oriya Hindu communities.(Government Resolution no. 3842-E., dated the 28th August 1947.)(5)To permit the nomination of a Santhal representative, the number of nonofficial members on the Managing Committee of Dumka Zila Multi-purpose School is increased from three to four.(G.O. no. 141-E.R., dated the 2nd July 1940.)(6)For the Bhagalpur and Ranchi Multipurpose Schools, the Principals of the Bhagalpur and Ranchi Teachers' Training College take the place of the District Education Officer.(G.O. no. 141-E.R., dated the 18th May 1927.)

358. Functions of the Managing Committee.

- The duties and power of the Managing Committee of a Government High/Higher Secondary/Multi-purpose School including Sarvodaya Multipurpose Schools are as follows :-(G.O. no. 2517, dated the 9th December 1940.)(a)The committee must meet for the transaction of business not less than twice a year, but ordinary business may be disposed of by circulating the papers. Four members will form a quorum. The Chairman has a casting vote in addition to his ordinary vote, when the votes of the members are equally divided.(b)A proceeding book should be kept in school in which the proceedings of the committee will be recorded, and in which also members of the committee may enter such remarks as they may from time to time consider to be called for(c)Subject to the regulations of the Department, the Managing Committee exercises a general direction and control over the Headmaster/Principal in his conduct of the current business of the

school.(d)Recommendations for the improvement of the school made by the Managing Committee must, as far as possible, be put into effect by the District Education Officer and where necessary, be forwarded by him to the Director through the Regional Deputy Director of Education with comments and suggestions.(e)No pupil may be expelled without an order of the committee recorded in writing.(f)An annual report on the school must be prepared by the Secretary and in the case of schools under the control of the Distinct Education Officer, must be submitted to that officer.(G.O. no. 1457, dated the 10th April 1923.)(g)The committee has power to sell or dispose of worn out or obsolete tools,apparatus or furniture up to a limit of Rs. 100 for each Article(Government Resolution no. 3961-E., dated the 19th November 1925.)(h)The committee has power to make appointment to sanctioned posts of Superintendents and Assistant Superintendents of the hostels attached to its school when the total emoluments of the person appointed do not exceed Rs. 125 a month.(Government Resolution no. 3961-E, dated the 19th November 1925.)(i)The committee has power to appoint the Librarian in its school.(Government Resolution no. 3961-E., dated the 19th November 1925.)(j)The committee has power to sanction the list of holidays for its school.(Government Resolution no. 3961-E., dated the 19th November, 1925.)(k)The committee has power to grant permission to the Headmaster/Principal to leave the station during a vacation.(Government Resolution no. 3961-E., dated the 19th September 1925 and G.O. no. 7371-E.R., dated the 1st July 1935)(l)The committee has the right to recommend the transfer of any teacher from its school, and to be consulted ordinarily before a teacher is transferred to or from the school, provided that if the case is one of transfer from a school, the committee need not be consulted if the teacher has been a member of the school staff for more than seven years.(Government Resolution no. 3961-E., dated the 19th November 1925; and G.O. no. 1161-E R. dated the 13th October 1928.)

359. General duties of Headmaster/Principal.

- Subject to the advice and control of the District Education Officer, the Headmaster/Principal is responsible for the arrangement of classes, the preparation of time-tables, the conduct of annual examinations, the award of class promotions, the selection of candidates for the Secondary School Examination and all matters relating to discipline. He will refer to the Managing Committee cases of serious indiscipline which seem to merit rustication or expulsion, suspending the pupil and reporting the occurrence to the District Education Officer where delay is undesirable (vide Articles 238-244).(G.O. no. 2517, dated the 9th December 1907.)

360. Charge of school in vacation.

- The Headmaster/Principal is not ordinarily required to remain on duty during the holidays but he must not leave his station unless he has received the sanction of the District Education Officer, or, in case of High school, of the managing committee to make over charge of the school office to one of the members of his staff. Applications for such sanction should be made not less than a fortnight before the vacation commences.(Government Resolution no. 3961-E., dated the 19th November 1925.)

361. Standard staff of a Government Higher Secondary/Multi-purpose School.

- The standard staff for a Government Higher Secondary/Multi-purpose School with four classes and no additional section is as follows:-A Principal in the Bihar Education Service.Ten teachers (including at least two trained science graduates) in the Subordinate Educational Service.Two oriental teachers in the Subordinate Educational Service.One teacher of Arts and Crafts in the Subordinate Educational Service.One Physical Instructor in the Subordinate Educational Service.Two clerks in class III of the Ministerial Service.In the Multi-purpose school with the addition of every additional Vocational subject group, viz., Agriculture, Commerce, Science, Home Science, Elementary Engineering, etc.; two posts of assistant teachers in the Subordinate Educational Service are added.(G.O. no. 1861, dated the 9th June 1958.)

362. Duplication or triplication of classes.

- On no account should triplication of classes be permitted except where three distinct languages are taught separately. When classes are so triplicated, the number of boys in all the sections of any one class should be limited to 100, so that it may be possible for all the boys promoted to remain in the school without causing the number of boys in the higher classes to exceed the prescribed limit.(D. P. I.'s circular no. 50, dated the 13th November 1913.)

363. Duplication or triplication depends on the provision of the necessary accommodation.

- When duplication or triplication for languages is required and the staff or school building is inadequate, early intimation should be given to the Director so that the necessary additions may be made to the staff or plans for the necessary additions to the building be obtained. Until the necessary additions are made to the staff and to the accommodation, duplication or triplication should not be allowed.(D.P.I.'s circular no. 50, dated the 13th November 1913.)

364. Failure to obtain promotion.

- Save in very special circumstances and with the sanction of the Managing Committee, no boy should be permitted to remain in a Government Higher Secondary/Multi-purpose School if he twice fails to obtain promotion from any one class.Notes. - (1) Subject to Article 367 below, there is no objection to the admission to a Government school of a boy who has failed twice to obtain promotion from any class in another Government school.(2)Subject again to Article 365 below, such a boy may be re-admitted to his original school provided that on re-admission he cannot under the rules be placed in a class higher than that in which he was reading when he left that school.(3)A student of class XI should be deemed to have failed twice to obtain promotion, if he does not succeed in passing the secondary School Examination at the end of two years' study in that class.(D.P.I.'s letter no.510, dated the 19th January 1932.)

365. Admission rules.

- The Managing Committee of each Government Higher Secondary/Multi-purpose School should draw up rules for the guidance of the Headmaster/Principal when admitting boys to the school. In all cases preference should be given in the first place to boys whose parents are permanent residents of the district, and secondary to other permanent resident of the State.(D.P.I.'s circular no. 50, dated the 13th November 1913.)

366. Late admissions.

- Save with the special sanction of the Headmaster/Principal for reasons to be recorded in writing no student should be admitted to a Government Secondary School after the 20th January, in any year unless his case falls within one of the following classes :-(D.P.I.'s circular no. 29, dated the 4th September 1918, Government Resolution no. 3961-E., dated the 19th November 1925 and D.P.I.'s no. 5440, dated the 17th June 1933.)(1)Sons or wards of Government servants or employees of local bodies who have been transferred;(Resolution of the Board of Secondary Education, dated the 17th September 1934.)(2)Students whose names have been struck off the rolls of the same school during the session for non-payment of fees;(3)In the case of high schools, candidates who have failed at the Secondary School Examination whose case is governed by Article 301;(D.P.I.'s letter no. 1775, dated the 16th February 1935.)(4)Holders of middle or primary scholarships, who may be admitted within one month of the receipt of their scholarships orders.Note. - This article applies also to all recognised high and middle schools except that, with the sanction of the District Education Officer the date may be extended in case of schools which re-opens on a date later than that on which Government Higher Secondary/Multi-purpose Schools generally re-open.(D. P. I.'s letter no. 6759, dated the 7th July 1932; and no. 994, dated the 8th February 1934.)

367. Age-limit for admission.

- The maximum age for the admission of boys into the different classes of Government Higher Secondary/Multi-purpose School is as follower:-

	Rs.
Class XI 18 years.
Class X 17 years.
Class IX 16 years.
Class VIII 16 years.
Class VII 14 years.
Class VI 14 years.

The maximum age is one year higher for Muhammadans and two years higher for aboriginal pupils and pupils of the Scheduled classes. Headmasters/Principals have power to relax the prescribed limits in exceptional cases, such as those of the sons of Government servants who have been transferred, and those of pupils who have obtained middle or primary scholarships.(G. O. no.

1609-E., dated the 27th October 1917; Government Resolution no. 3961-E., dated the 19th November 1925 and G. O. no. 518, dated the 15th July 1941.)Note. - This rule refers to new admission with or without a transfer certificate and not to boys (a) detained in a class after the annual examination, or (b) readmitted immediately after failure in the Secondary School Examination or the Higher Secondary School Examination.

368. Standard establishment for Middle Schools.

- The standard establishment for a Government Middle school is-Two teachers in the Subordinate Educational Service.Five language teachers in Lower Subordinate Service.(G. O. no. 113C-E., dated the 9th June 1913.)Section VIIISpecial rules for Government Girls' Schools(a)High Schools

369. Government Girls' Multi-purpose School, Bankipore.

- The constitution of the Managing Committee of the Bankipore Girls' Multi-purpose School is as follows :-(1)Deputy Directress of Girls' Education - President.(2)The Lady Principal of the Badshah Nawab Razvi Training College - Ex-officio Member;(3)The District Inspectress of Schools, Patna - Ex-officio Member;(4)The Lady Principal, Women's Training College, Patna - Ex-officio Member;(5)The Lady Principal - Ex-officio Secretary;(6)A member of the school staff; and(7)to (12) Six non-official members appointed by Government on the nomination of the Commissioner.(G. O. no. 325-E.R., dated the 22nd August 1921; no. 726-E. R., dated the 15th October 1921 and G O. no. 4547, dated the 7th November 1958.)Note. - Non-official members and the representative of the staff hold office for a period of three years from the date of appointment.

370. The Badshah Nawab Razvi Training College, Gulzarbagh.

- The constitution of the Managing Committee of the Badshah Nawab Razvi Training College, Gulzarbagh is as follows :-(1)The Commissioner of the Patna Division - Ex-officio President.(2)The Lady Principal of the College - Ex-officio Secretary.(3)The Deputy Directress of Girls' Education - Ex-officio Member.(4)The District Inspectress of Schools, Patna - Ex-officio Member.(5)A member of the staff of the college to be nominated by Government.(6)to (13) Eight non-official members to be appointed by Government, four of whom shall be Muslim and four Hindus. Two of the former should be from the family of the donor, if suitable members are forthcoming. Three at least of the eight members should be ladies.The functions of the Managing Committee are laid down in the rules reproduced in Section VII of this Chapter with the exception, namely, that rules (7) and (8) of the rules shall read subject to the provision that male visitors or inspecting officers, whether members of the committee or otherwise, will be admitted only to the Lady Principal's office.Note. - In order to leave unimpaired the responsibility of the Commissioner who is the Administrator of endowments of the institution (vide paragraph 2 of the Second Schedule to notification no. 1001, dated the 9th March 1909), the Commissioner will have the right to address Government direct on the subject in which there is a difference of opinion between him and the Managing Committee.(G.O. no. 1283-E.R., dated the 18th October 1941, paragraph 2 of Second Schedule to notification on 1001, dated the 9th March 1909.)

371.

Every Government High School for Girls except in the Bankipore Girls' Multi-purpose School and the Badshah Nawab Razvi Training College will have a Managing Committee of nine members consisting of the following :-(1) District Magistrate - Ex-officio President.(2) Lady Principal - Ex-officio Secretary.(3) District Inspectress - Ex-officio Member.(4) District Education Officer - Ex-officio Member.(5) Teachers' representative.(6) to (9) Four non-official representatives nominated by the State Government. All members other than ex-officio members will be elected or nominated as the case may be, after every three years. Casual vacancies within the term of three years should be filled by co-opted members holding office until such time as Government makes a nomination of the four non-official members, one at least must be a lady, attempts should be made to nominate more ladies. The District Education Officer will be entitled to attend any meeting and to give his opinion on matters under discussion. The President will be authorised to invite officers of any other Department of Government to any meeting or meetings of the Managing Committee if he considers their presence necessary and in the interests of the school; such officer will be entitled to give his opinion on the matters under discussion. (G. O. no. 7590-E., dated the 14th August 1951.)

372. Functions of the Committee.

- The powers and duties of the committees of the Government High Schools for girls are defined in the following rules.-(G.O. no. 2699-E., dated the 20th November 1913.)(1) The current business of the school shall be conducted by the Lady Principal under the general direction and control of the committee and in accordance with the Departmental rules.(2) Five members shall form a quorum and the Chairman or presiding officer shall have a casting vote.(3) The committee shall meet not less than once a quarter, but the President shall have the power to call a special meeting at any time. Ordinary business shall be disposed of by circulating the necessary papers. The place and time of each meeting shall be fixed by the President and at least one week's notice shall be given to all the members.(4) The proceedings book shall be kept on the school premises.(5) The arrangement of classes and of the time-tables, the conduct of examinations, the selection of candidates for the Secondary School examination, and all matters relating to discipline and teaching shall be conducted by the Lady Principal.(6) No pupil shall be expelled or rusticated without an order in writing from the committee, but the Lady Principal shall have the power to suspend any pupil, such suspension being reported immediately to the committee for information, with a statement of the reasons therefor.(7) No visitors shall be admitted to the school or hostel without the permission of the Lady Principal. With the exception of Inspecting Officers and members of the Committee, male visitors to the school will be admitted only to the Lady Principal's office, and those to the hostel only to the room specially reserved for visitors. Fathers, grandfathers, brothers and authorised guardians, only will be allowed to see any pupil. The Lady Principal will be present at the beginning and end of every interview.(8) Members of the committee shall be entitled to visit the school at any time and to record their observations in the visitors' book.(9) The annual report shall be prepared by the Lady Principal.(10) The committee shall correspond with the Director through the Lady Principal.(11) No member of the school staff who may be on the committee, other than, the Lady Principal, may ring forward any proposals relating to any member of the staff.(12) The committee will be consulted before any teacher is appointed to the staff of the school. (G.O. no. 1457-E., dated

the 10th April 1923.) (b) Other Government Girls' Schools

373. Advisory Committees of Government Primary Schools for Girls.

- The following are the rules for the appointment of, and conduct of business by, the advisory committees of Government primary schools for girls :-(G O. no. 1497-E., dated the 11th August 1915, 18568-E., dated the 19th September, 1951.) (1) An Advisory Committee will be appointed for each Government primary school for girls. (2) The committee shall consist of not more than ten members of whom three shall be appointed ex-officio. (3) The ex-officio members shall be-(i) The District Inspectress; (ii) A member of the inspecting staff for boys' schools to be designated by the Regional Deputy Director of Education. The District Inspectress shall be Secretary to the committee appointed for each school situated at her headquarters, and for other schools the officer designated by the Regional Deputy Director of Education. In the absence of the President one of the members present shall be elected to preside. (4) The remaining members shall be appointed by the District Officer on the nomination of the Inspectress, who should select candidates representing the classes from which the students are drawn. (5) Non-official members shall ordinarily hold office for a term of three years and shall be eligible for re-appointment at the expiry of this period. (6) Any member who fails to attend the meetings of the committee for a period extending over more than one year may be removed from the committee with the approval of the President. Otherwise no member shall be removed from office without the sanction of the Director. (7) The functions of the committee shall be confined to advising the Inspectress on questions relating to the management and conduct of the school. They shall have no power to issue orders upon or to interfere directly, with the teaching staff. (8) A member of the committee should visit the school at least once in each month according to a roster prepared by the committee. No visit should be paid during school hours unless the Inspectress or District Inspectress is present. A pardah school must not be visited during school hours by any but a lady member of the committee. (9) Members of the committee visiting the school should record their observations in the visitors' book. No criticism of a personal character regarding any member of the teaching staff shall be entered. A copy of the remarks made by visiting members shall be forwarded to the Inspectress of Schools within three days from the date of the visit. (10) A meeting of the committee shall be called by the Secretary when necessary, or at the requisition of any two members of the committee. Not less than ten days' notice shall be given for any meeting. (11) The notice shall set forth the business to be transacted at the meeting, and no other business shall be transacted except with the consent of all the members present. When any business of which notice has not been given is considered at a meeting, the decision recorded, or resolution adopted, at such meeting shall be communicated forthwith to all the members. Any two members of the committee who were not present at the meeting may, within seven days of the communication to them of such decision or resolution, require a special meeting to be convened at which the subject of the decision or resolution in question may be reopened. Save as herein provided, no subject once disposed of shall be reconsidered within six months, unless two-thirds of the members indicate their consent by signing a requisition. (12) In the case of a committee of ten members, four members and in the case of a committee of fewer members, three members shall form a quorum. In addition to his ordinary vote, the President shall have a casting vote in cases where the votes of the members present are equally divided. (13) The Secretary shall carry on correspondence on behalf of the committee and shall be in charge of all papers belonging to the committee. (14) The Secretary shall

keep a record of the proceedings of each meeting, and submit it to the next meeting for confirmation. Such proceedings and all work done by the committee shall be duly recorded in a book kept for the purpose.

374. Managing Committee of the Government Middle Schools for Girls.

(1)The following are the rules for the constitution of the Managing Committee for Government Middle Schools for girls and functions of the Committee:-(i)A Managing Committee will be constituted for each Government Middle School for girls.(ii)The Committee shall consist of seven members of whom four shall be ex-officio and three shall be non-officials.(iii)The four ex-officio members will be-(a)The Sub-divisional Officer, - ex-officio President.(b)The Headmistress of the school, - ex-officio Secretary.(c)District Inspectress of Schools, - ex-officio Member.(d)The local Deputy Inspectress of Schools, - ex-officio Member.(iv)The three non-official members shall be appointed by the Inspectress of Schools, Bihar on the recommendations of the Subdivisional Officer. The Subdivisional Officer will consult the District Inspectress of Schools before making the selections, may at her option consult the District Officer or the District Education Officer.(v)The non-official members shall ordinarily hold office for a term of three years and shall be eligible for re-appointment on the expiry of this period.(vi)Any member who fails to attend the meetings of the Committee for a period extending over more than one year, may be removed from the committee with the approval of the President. Otherwise no member shall be removed from the office without the sanction of the Inspectress of Schools.(2)The powers and duties of the Managing Committee shall be as follows:-(i)The current business of the school should be conducted by the Headmistress on the general direction of the Managing Committee and in accordance with Departmental rules.(ii)The Committee shall meet not less than once a quarter. The President shall have the power to call a special meeting at any time. The place and time of each meeting shall be fixed by the President and at least one week's notice shall be given to all the members.(iii)Three members shall form the quorum and the Chairman and the Presiding Officer shall have a casting vote.(iv)The proceedings book shall be kept on the school premises.(v)The arrangement of classes and of the time-tables, the conducting of the examinations, and all matters relating to discipline and teaching shall be conducted by the Headmistress;(vi)No pupil should be expelled or rusticated without the order in writing from the Committee and the Headmistress shall have the power to suspend any pupil, such suspension being reported immediately to the Committee for information with a statement of the reasons thereof.(vii)No visitor shall be admitted to the school or hostel without the permission of the Headmistress. With the exception of Inspecting officers and members of the Committee, male visitors to the school will be admitted only to the Headmistress's office. Fathers, grandfathers, brothers or authorised guardians only will be allowed to see any pupil. The Headmistress will be present at the beginning and the end of every interview.(viii)The members of the Committee shall be entitled to visit the schools and to record their observations in the visitors' Book. No criticism of a personal character regarding any member of the teaching staff should be entered. The copy of the remarks made by Visiting Members should be forwarded to the Deputy Directress of Education for girls, within three days from the date of the visit.(ix)The Committee shall correspond with the Director of Public Instruction through the Deputy Directress of Education for girls, or through any other officer as the Director of Public Instruction may direct.(x)The Committee will be consulted before any teacher is appointed to the staff of the school.(G O. no. 18568-E., dated

the 19th September 1951.)Section IXSpecial rules for aided schools

375. Definition.

- The term "aided school" includes a school which it is proposed to establish if a grant is given. A grant-in-aid may be promised to a school before it actually comes in to existence provided that satisfactory Managing Committee has been formed and that there is reasonable likelihood of continued efficient management.(Government Resolution no. 3268-E., dated the 5th December 1923.)

376. Managing Committee.

- Every aided school should, unless specially exempted by the Director, be governed by a representative managing committee in accordance with the instructions of Government issued from time to time. The duly appointed Secretary to this committee will be the corresponding agent of the school recognised by Government.(G.O. no. 194-E., dated 29th January 1915.)

377. Constitution and term of office of Managing Committees.

- The rules for the constitution and term of office of Managing Committees contained in this Code should be adopted by the managing committees of aided schools subject to such modifications as the Director may approve.(D.P.I.'s circular no. 3, dated the 11th January 1918.)

378. Appointment of Government servants to Managing Committees.

- The appointment of Government servant as ex-officio members of the committee of an aided school requires the sanction of the District Officer. The sanction of the Commissioner will be necessary only when the District Officer himself is to be appointed. Government servants appointed to be ordinary members should ask for the sanction of their immediate superior.(G.O. no. 3570, dated the 11th July 1955.)

379. Approval to the Constitution of a Managing Committee.

- The constitution of the committee of a school seeking a grant-in-aid, or the renewal of a grant-in-aid, requires the approval of the authority competent to sanction or renew the grant, as the case may be. All intermediate resignations, removals or appointments should be reported to the District Education Officer, Inspectress or the District Inspectress, or the Sub-divisional Education Officer, as the case may be, for his or her approval.(Government notification no. 937-E. ft, dated the 12th July 1936.)

380. Approval to the appointment of a President and a Secretary.

- The election of the President and of the Secretary of the committee requires the approval of the Board of Secondary Education. (Government no. 17714, dated the 28th September 1954.) Note. - In the case of grants to Sanskrit Vidyalayas, the Secretary, Board of Sanskrit Education discharges the duties assigned to the Board of Secondary Education in the above rule.

381. Standard scale for the High schools.

- The standard scale of teaching staff for an aided High school/High schools including Sarvodaya High Schools, provides for 10 teachers in the case of a school which has six classes and no additional sections and for seven teachers in the case of a school which has four classes and no additional sections. One extra teacher is added for each class that is duplicated owing to numbers or for each extra language which is taught as literature only. Two extra teachers are added for each additional language which is used as a medium of instruction.

382. Standard cost for High School (including Sarvodaya High School).

- The, standard cost of a school is made up of the following items :-(a) A lump sum for the cost of the teaching staff calculated as follows :-For four classes school.

		Basic pay.	Monthly.	Annual increment.
(a)		Rs.	Rs.	Rs.
-				
(i)	For a Headmaster or Principal ..	*175	175	10
(ii)	For two trained graduates including one Physical instructor	100	200	10
(iii)	For two untrained graduates or I.A., C.T. ...	70	140	6
(iv)	For one Acharya	*70	70	3
(v)	For one trained Matric or untrained I.A.	50	50	2
(b)	For a clerk	45	45	2
(c)	For two menials	55
(d)	For repairs to building	50
(e)	For Prize and Library .. .	25
(f)	Allowance to Librarian .. .	10
(g)	For other contingencies	30

Provident Fund (one
(h) thirty-second of the expenditure
onsalary),

(i) For taxes (Actual sum payable).

For six classes school.

		Monthly.	Annual increment.	
(a)		Rs.	Rs.	
-				
(i)	For Pincipal	*200	10
(ii)	For two trained graduates including Physical Instructor	200	10
(iii)	For three untrained graduates or I.A., C.T.	210	9
(iv)	For one Acharya	70	3
(v)	For three trained Matric or untrained I.A.	150	6
(b)	For a clerk	.. 45	2	
(c)	For two menials	.. 55	..	
(d)	For repairs to building	.. 50	..	
(e)	For Prize and Library	.. 25	..	
(f)	Allowance to Librarian	.. 10	..	
(g)	For other contingencies	.. 30	..	
	For Provident Fund (one			
(h)	thirty-second of the expenditure	
	onsalary)			
(i)	For taxes	..	(Actual sum payable).	

* Now see new scale of pay.(G.O. no. 1990, dated the 21st May, 1959.)

383. Standard scale for Higher Secondary and Multi-purpose Schools.

- The standard scale of teaching staff of an aided Higher Secondary or Multi-purpose school provides for 14 teachers in case of a school which has four classes and with no additional section and 19 teachers in case of school which has six classes with no additional section. One extra teacher is added for each class that is duplicated or for extra language which is taught as literature only. Two extra teachers are added for each additional language which is used as medium of instruction. In multi-purpose school one or two posts of teachers as the case may be, should be added with the addition of every additional vocation subject group.(G. O. no. 1990, dated the 21st May 1959.)

384. Standard cost for Higher Secondary and Multi-purpose Schools.

- The standard cost of a school is made up of the following items:- (a) A lump sum for the cost of the teaching staff calculated as follows:- For a four classes school.

		Basic pay.	Monthly.	Annual increment.
(a)		Rs.	Rs.	Rs.
-				
(i)	For a Principal	200	200	10
(ii)	For one trained M.A. Or M.Sc.	150	150	10
(iii)	For four trained or untrained M.A. or M.Sc. ..	125	500	20
(iv)	For one Acharya or untrained M.A. in Sanskrit ..	70	70	3
(v)	For a Fazil	70	70	3
(vi)	For one trained graduate	100	100	5
(vii)	For four untrained graduates	70	280	12
(viii)	For one Physical Instructor (Trained) ..	100	100	5
(b)	For a clerk	45	45	2
(c)	For two menials	70	70	3
(d)	For repairs to building	55	55	..
(e)	For Prize and Library	80	..
(f)	Allowance to Librarian	45	..
(g)	For other contingencies	80	..
(h)	Provident Fund (one thirty-second of the expenditure on salary),	..	100	..
(i)	For taxes	(Actual sum payable).		

For six classes higher secondary and Multi-purpose school.

		Basic pay.	Monthly.	Annual increment.
(a)		Rs.	Rs.	Rs.
-				
(i)	For a Principal	*200	200	10
(ii)		150	300	20

	For two trained M.A. or M. Sc.			
(iii)	For five trained or untrained M.A. or M. Sc	125	625	25
(iv)	For an Acharya or untrained M.A. in Sanskrit ..	70	70	8
(v)	For one Fazil	70	70	3
(vi)	For three trained graduate	*100	300	15
(vii)	For four untrained graduates	70	280	12
(viii)	For one trained Physical Instructor	100	100	5
(b)	For a clerk	45	45	2
(c)	For a clerk-cum-librarian	70	70	3
(d)	For tow menials	55	..
(e)	For laboratory	80	..
(f)	For prize and library	45	..
(g)	For other contingency and T.A.	80	..
(h)	Repairs to building	100	..
	For Provident Fund (one			
(i)	thirty-second of the expenditure on salaries),
(j)	For taxes			(Actual sum payable).

* Now see new scale of pay.(G.O. no. 1990, dated the 21st May 1959.)

385. Grants to High Schools.

- The monthly grant to an aided High school (including Sarvodaya High school) is limited to the difference between the standard cost calculated as above and the fee income, provided that the minimum grant half of the standard cost. The standard scales will be rigidly followed by the Board of Secondary Education when assessing grants, and no allowance may be made in any circumstances for expenditure in excess of these scales without reference to Government. As an exception, the Board of Secondary Education is at liberty to make a general deduction of 10 per cent from the grants assessed and to use the funds so liberated for efficiency grants to deserving schools. Such grants shall be awarded after consideration of the following points :-(1)Success at the Secondary school examination as judged by the percentage of successful pupils reading in class XI during the past three years.(2)A high percentage of attendance.(3)Discipline.(4)Extra-curricular activities, e.g. games, school societies, scouting and teachers' association.(5)Quality of furniture and

equipment.(6)Cleanliness and tidiness of school and compound.(7)Satisfactory promotions.(8)Staff; is it trained, competent and contended?(9)Management; does the committee function smoothly, regularly and in accordance with the rules?(10)Provision for science, manual instruction, music, etc.(G.O. no. 1109-E., dated the 29th February 1936.)

386. Standard scale for Middle Schools.

- No longer in force, hence omitted.

387. Grants to Middle Schools.

- The monthly grant to an aided middle school is limited to the difference between the standard cost calculated as above and the income derived from all local sources such as fees and subscriptions, provided that the minimum grants to a middle school shall be Rs. 30 a month. When school has been in existence for three years or more, the amount of the local subscriptions may for the purpose of this article be reckoned, if the school authority so desires, at the average of the full subscriptions for the last three years, instead of at the sum realised during the past year. Any subscription over that amount may go to provide a reserve fund, while the standard may subsequently be lowered in cases of genuine adversity.(Government notification no. 194-E., dated the 29th January, 1915 and Government Resolution no. 3268, dated the 5th December, 1923.)

388. Grants to Special Schools.

- The monthly grant to an aided special shool (other than a training school) may not exceed two-thirds of the monthly cost of the school without the sanction of Government.(Government letter no. 104-E.R., dated the 15th May, 1926.)

389. Recurring grants to schools other than High Schools.

- The power to sanction recurring grants to schools other than High schools under their control is exercised by Sub-divisional Education Officers in respect of middle schools and the hostels attached to them (except in areas where the local bodies have assumed control of such schools) and in other cases by the District Education Officer or Inspectress of Schools, Bihar subject to the following conditions:-(i)The grants shall be made strictly in accordance with the rules in force.(ii)The annual allotment of grants to the different divisions and to the schools under the control of the Inspectress shall be made at a conference of inspecting officers. The Director will calculate approximately on the basis of the existing scales of expenditure the grants needed for the schools under the control of the each officer and the amount of money likely to be available for new schools or enhanced grants during the forthcoming year. The Regional Deputy Director of Education and Inspectress will send the lists of the schools which they desire to add to the list of aided schools. At the conference, a list of sanctioned projects will be made and an allotment will be made for the schools under the control of each Regional Deputy Director of Education and the Inspectress, having regard to the scale of existing expenditure and the money available for new projects.(G O. no. 1493-E., dated the 14th

April 1923, Government Resolution no. 3268-E., dated the 5th December 1923 and Government Resolution 3961-E, dated the 19th November 1925.)

390. Recurring grants to High Schools.

- Grants to High schools will be sanctioned by the Board of Secondary Education on the following conditions:-(i)The grants shall be made strictly in accordance with the rules in force.(ii)Grants to High schools should be increased and unaided High schools should be brought on to the aided list only in cases where, after the grant is given, the standard scale of establishment preserved for the time being will be maintained.The Board of Secondary Education will call upon District Education Offices and the Inspectress from time to time for such information as it may require to enable it to prepare a budget of the sum required and to distribute that sum.(G. O. no. 1493-E. dated the 14th April 1923.)

391. Religious Neutrality.

- Grant are given on the principle of strict religious neutrality; and no preference will be shown to any school on the ground that any particular religious doctrines are taught or not taught therein.(Government Resolution no 194-E., dated the 29th January 1915.)

392. Prescribed Forms.

- Every application for a recurring grant must be made in the prescribed form. On receipt of the application a memorandum will be issued by the authority competent to make or renew the grant, and on receipt of the memorandum the committee will execute a deed of acceptance in the prescribed form.(Government notification no. 194-E., dated the 29th January 1915.)

393. Period of grant.

- Grants shall be sanctioned ordinarily for a term of one year. The District Education Officer or Inspectress or, in the case of High school, the Board of Secondary Education may at any time during its currency revise any grant. Notice of a proposed reduction or suspension shall be given to the committee, who should be allowed an opportunity of stating any objection that they may have.(R. and O. page 514, paragraph 20.)

394. Reduction of grant.

- Where a school does not in any month spend on salaries the full amount specified in the order sanctioning the grant, the grant for the following month may at the discretion of the District Education Officer or Inspectress, as the case may be, be reduced so as to bear the same proportion to the amount sanctioned as the amount paid on account of salaries bears to the amount approved.(Government notification no 194-E., dated the 29th January 1915; and G. O. no. 1486-E , dated the 14th April 1923.)Note. - Grant-in-aid bills are payable quarterly for one month in arrear

and two months in advance.(G. O. no. 4051-E., dated the 25th November 1933.)

395. Class accommodation.

- Class accommodation must not be below the I scale prescribed in the rules for capital grants.(Government notification no. 194-E, dated the 29th January 1915 and G.O. no, 1486-E, dated the 14th April 1923.)

396. Course of Study and Text-books.

- The Departmental curricula as notified from time to time, must be followed, except in so far as special exemption I may be given by the Director. Text-books must be selected from the lists prescribed I by the Director in accordance with the rules for the working of the Text-book Committee.(Government notification no. 194-E., dated the 29th January 1915.)

397. Drill and Drawings.

- Provision must be made in all schools for instruction is drill, and also is Secondary Schools for instruction is drawing.(Government notification no. 194-E, dated the 29th January 1915)Note. - Drill is not a compulsory subject for girls.

398. Staff.

- The appointment and dismissal of every teacher must be notified to the Director or a duly authorised officer of the Department. No appointment may be confirmed until it has received the sanction of the Director or Officer authorised, who may inquire into any case regarding the dismissal of a teacher; these powers will ordinarily be exercised by the Sub-divisional Educational Officer in the case of middle schools and by the District Education Officer in the case of High schools. Government may forbid the employment in an aided school of any teacher who has been declared by the Director unfit to be a teacher.(Government notification no. 194-E., dated the 29th January 1915.)Note. - The District Education Officer and Inspectress should maintain up-to-date statements showing the staff of each aided high school under their control. Similar information regarding aided schools of lower status should be collected by the appropriate inspecting officers and should be kept up-to-date.(D.P.I.'s letter no. 7-11-C., dated the 11th January 1915.)

399. Protection from small-pox.

- It is undesirable that schools should employ as a teacher or admit as a pupil any one unprotected from small-pox.(Government notification no. 194-E., dated the 29th January 1915.)

400. Promotions, etc.

- All questions relating to the promotion of pupils and to the selection of candidates for the Secondary School Examination and scholarship examinations should remain in the hands of the Headmaster/Principal and should be subject to the supervision of inspecting officers of the Department.(Government notification no. 194-E., dated the 29th January 1915.)

401. Fees.

- All schools, with the exception of training schools, girls' schools, night schools for adult, schools for aborigines and other specially exempted by the Director, must levy fees from all scholars, save as provided in the rules for free-studentship. (see Articles 316 to 319.)(Government notification no. 194-E., dated the 29th January 1915.)

402. Holidays.

- Holidays should not exceed the number of days prescribed from time to time by the Department for Government schools of corresponding grades, except under special circumstances and with the sanction of the District Education Officer and Inspectress, as the case may be. (see Article 235.)(Government notification no. 194-E., dated the 29th January 1915.)

403. Transfer Rules.

- Schools must abide by the transfer rules sanctioned by Government.(Government notification no. 194-E., dated the 29th January 1915.)

404. Maintenance of Register.

- The registers prescribed from time to time for Government schools must be maintained (see Article 211) and in addition a book giving details of subscriptions.(Government notification no. 194-E., dated the 29th January 1915.)

405. Receipts.

- All receipts, from whatever sources or for whatever purpose collected, must be entered in the account book of the school which must be open to examination by any officer entitled to visit the school.(Government notification no. 194-E., dated the 29th January, 1915)

406. Disposal of surplus funds.

- The funds of the school may be spent only for the purpose detailed in the memorandum sanctioning the grant. All surplus funds must be deposited month by month in the Postal Savings Bank or in manner approved by the District Education Officer or the Inspectress, as the case may be

the account should be made out in the joint names of the Secretary and one of the members of the committee, who will be selected for this purpose by the committee. The joint signatures of these two (members will be required for withdrawals).(Government notification no. 194-E., dated the 29th January 1915.)

407. Expenditure above the sanctioned scale.

- Withdrawals over and above the sanctioned scale of expenditure must receive the sanction of the District Education Officer or the Inspectress, as the case may be, provided that the Secretary may regain a sum of Rs. 20 in the case of a high school, Rs. 10 in the case of middle school, and Rs. 2 in the case of a schools of lower grade, for expenditure on unforeseen contingencies. The expenditure should not without special reason exceed these sums in any month, and should be duly entered in the cash book.(Government notification no. 194-E., dated the 29th January 1915.)

408. Inspection.

- Inspecting officers should interfere as little as possible with the management of an aided school, but they should see that the instruction is efficient, that promotions are not made so as to prejudice the working and organisation of the classes, and that the conditions on which the grant is made are fulfilled.(Government notification no. 194-E., dated the 29th January 1915.)

409. Renewal and termination of grants.

- Applications for the renewal of grants should be made to the proper authority at least three months before the expiry of the current grant. Submitting officers must pass on the applications with recommendations at once. Save when prolonged enquiries are necessitated or under other exceptional circumstances, grants for the period between the expiry and renewal of the grant will not be given.(Government notification no. 194-E., dated the 29th January 1915.)

410. Withdrawal of grants.

- A school which has at any time been in receipt of aid will continue to be regarded as an aided school and will be bound by these rules until the aid is formally withdrawn by the sanctioning authority or until the school committee has formally communicated to the sanctioning authority its desire to be no longer aided or bound by the grant-in-aid rules.(Government notification no, 194-E., dated the 29th January 1915.)

411. Abolition of schools.

- If an aided school is abolished, Government may claim a fair share of any balance at its credit, if any difference of opinion arises as to the amount which may fairly be claimed under this rule, the matter will be referred to Government for orders.(Government notification no. 194-E., dated the 29th January 1915.)

412. Grants for school equipment.

- Grants may be made for furniture, for apparatus, chemicals, maps, diagrams and models; for books for school libraries; and for exhibitions of needle work or other art or industrial school work.(Government notification no. 194-E., dated the 29th January 1915.)

413. Grants may only be given for desks of an approved type.

- Grants may not be given to meet the cost of seats or desks of a pattern which has not been approved by the Department.(Government notification no. 194-E., dated the 29th January 1915.)

414. Furniture grants.

- Furniture grants may be sanctioned by Regional Deputy Directors of Education up to a limit of Rs. 500 in each case and up to the extent of the funds placed at their disposal by the Director save with the special sanction of Government, the grant may not exceed half of the total cost. (Government notification no. 194-E., dated the 29th January 1915; and Government notification no. 1325-E.R., dated the 29th September 1931.)

415. Submission of applications.

- Applications must be submitted in the prescribed form so as to reach the District Education Officer not later than July 31st in each year.(Government notification no. 194-E., dated the 29th January 1915.)

416. Vouchers must be produced before the grant is paid.

- The grant should be paid only on submission, before the date specified in the order sanctioning the grant, of vouchers duly receipted. It should be drawn on a bill in the prescribed form.(Government notification no. 194-E., dated the 29th January 1915.)

417. Abolition of a school.

- If the school is closed within five years from the payment of the grant, and if the grant exceeded Rs. 200 it shall be at the option of Government to purchase the articles at a valuation, deducting from the price an amount calculated on the proportion which the grant bore to the original cost.(Government notification no, 194-E., dated the 29th January 1915.)Section X Miscellaneous

418. Forbidden practices.

- The following practices are strictly forbidden:-(a)Spinning in or near the school buildings;(b)Smoking in any form in or outside the school;(c)The use of drugs or intoxicants;(d)Any form of gambling;(e)Disfiguring the school furniture or buildings;(f)Loitering or noisy behaviour on

the school premises. Note. - In view of the permanent injury to the constitution that is likely to result from acquiring the habits of tobacco smoking at an early age, every effort should be made by heads of educational institutions to discourage the practice. School boys should be prohibited from smoking and breach of this rule within or outside the school premises should be regarded as a serious offence. They should be warned against habit which is likely to be injurious to their growth. Teachers should not smoke on the school premises during school hours. (D. P. I.'s circular no. 11, dated the 13th February 1915; and Government resolution no. 3268-E., dated the 5th December 1923 and G.O. no. 1354-E., dated the 1st June 1938.)

419. Loyalty and patriotism.

- The spirit of loyalty and patriotism should be encouraged in students by the selection of suitable books for use as literary readers by the proper teaching of Indian History, by the singing of loyal and patriotic songs, by lectures on suitable occasions and by encouraging loyalty to one's own school and the team spirit in games. The Boy Scout and Girls Guide Movements should be encouraged, and troops of boy scouts or girl guides should be formed wherever suitable and efficient leaders are forthcoming. (Government Resolution no. 3268-E., dated the 5th December 1923.)

420. Respect to members of the staff.

- Students should respectfully salute all masters on first meeting them for the day. The masters will return the salute.

421. Courtesy in the class-room.

- When any master or visitor enters a classroom in which the pupils are seated, the class should immediately rise and remain standing, until it is asked to be seated.

422. Membership of outside clubs, etc.

- Any pupil on the rolls of a school, who wishes to join or to continue to be a member of any club, society or organisation outside the school, must obtain the approval of the Headmaster/ Principal before doing so. Any breach of this rule will be regarded as a serious offence, in granting or withdrawing recognition to clubs, societies or organisations, the Headmaster or the Principal shall be guided by instructions issued by the Director from time to time. If the Headmaster or the Principal has any doubt about the suitability of any outside club, society or organisation, of which any student wishes to continue to be a member, he shall refer the matter to the District Education Officer whose decision, subject to any orders issued by the Director, shall be final. (Government resolution no. 2264-E., dated the 22nd October 1942; and Government notification no. 287-E., dated the 5th February 1943.)

423. School clubs and societies.

- No club or society may be started or maintained in any Government or aided school without the approval of the Headmaster/Principal as honorary members of all such school clubs and societies and will be required to interest themselves in their progress and welfare. No person who is not at the time a member of the school may be a member of any such club or society or attend meetings of such save at the invitation of a person authorised by the Headmaster or the Principal.

424. School broadcasts.

- School students should be encouraged to take advantage of the listening of school broadcasts. In some schools perhaps the listening of school broadcasts is not well-organised or does not form part of the school time-table with the result that the school children do not get the benefit of the school programme, broadcast by the All-India Radio.(D. P. I.'s letter no. 240, dated the 29th January 1958.)

425. Orientation of teaching for the development of a broad national outlook among school children.

- The need for developing a broad national outlook among students is extremely important and it can be achieved only with the co-operation of teachers in different schools who while teaching subjects like language, History, Geography and Social Studies may keep this point in view and give greater emphasis on the development of broad national outlook.(D.P.I.'s letter no. 193, dated the 22nd January 1958.)

426. Use of Educational films in schools.

- With a view to ensure maximum use of film as medium of visual education and as a part of an integrated programme for education in schools at the various stages of instruction, the attention of teachers and of others using the educational film is drawn to the procedure, briefly described as follows:-(i)The teacher should be acquainted with the contents of the film and should have seen the film before it is shown to the class in order to know that it has a direct relation to the objectives of unit under study.(ii)Before the film is shown, the class should be prepared for the acceptance of its contents. A prior preparation will heighten the interest in the film as well as increase the understanding as the children will know the specific objectives to look for while seeing the film.(iii)After showing the film, the teacher should organise following up activities on the subject of the film as well as on related aspects. A good film will suggest a variety of interesting activities and subjects for discussion, which could, be fully explained by the alert teacher.Government of India, have set up a Central Film Library which gives on loan films of predominantly educational character to educational institutions which should equip themselves with projection equipment consisting of a screen, 16 mm. sound projector and 35 mm. film-strip projector.(Government of India letter no. F-18-1/53-D3, dated the 2nd November 1953 and no. D/49-S6(F), dated the 2nd January 1949.)

427. Use of buildings of Government and Non-Government Institutions for holding of special and cultural function and accommodating Barat Parties.

(1) Educational and cultural functions. - These include dramatic performances, variety shows, non-commercial film shows, folk dances, classical dances, sport meets conference, seminar, training courses, physical cultural corps, Kavi Sammelans, Mushaearas and similar other activities which can be classified as educational and cultural. There should be no objection to the functions of this kind being held in educational institutions with the permission of the Head of the institution who may give permission provided that the programme does not dislocate the programme of the institution itself. The Head of the institution should also obtain an assurance in writing from the organisers of the functions to the effect (i) that the functions would not be of political character (ii) that it would not hurt the religious or moral sentiments of any faith or community, (iii) that it would not encourage indiscipline or immorality, and (iv) that no damage would be caused to the premises, furniture or equipments of the institutions. Typed copies of such assurances may be kept ready by the Head of the institution for obtaining the signature of the sponsors. The Head of the institution should immediately on giving such permission, inform the Secretary and President of the Managing Committee or the Governing Body, as the case may be.

(2) Religious functions. - The general policy of the State Government regarding religious functions and ceremonies should be followed and in no case should outsiders be permitted to hold their religious functions and ceremonies within the premises of the institutions.

(3) Political meetings and propaganda. - No political meeting or propaganda should be permitted within the premises of educational institutions.

(4) Private Barat Parties and Social Functions. - Though the use of the premises for private Barat parties and private social functions should generally be discouraged, such parties and functions may be permitted within the premises of the institutions, provided that the work of the institution is not dislocated or disturbed. Such private parties and functions may be allowed only on the days when the institution is closed. Permission in such cases should be granted by the Secretary of Managing Committee or the Governing Body of the institution, with the approval of the Chairman and in consultation with the head of the institution. Such permission should further be subject to the following conditions:-

- (i) Written assurance on the points referred to in rule (i) above.
- (ii) A written undertaking by the sponsors of the function that no professional dancing girls would be allowed nor any fire-work or other objectionable or risky items.
- (iii) A cash security of Rs. 25 in the case of non-Government High Schools and Rs. 50 in the case of Government High Schools and Rs. 100 in the case of higher institution should be deposited for the duration of the use of the premises and should be refunded immediately after the time when the premises are released.
- (iv) If the premises are used for more than 24 hours some rental should be charged at reasonable rate to be fixed by the authorities granting permission. The income from the rent should be deposited into the poor boys' funds or some other fund of the institution which can be used on a similar object. Payment of rent or deposit of security need not necessarily be insisted upon, when the premises of the institution are used for educational or cultural functions though in particular cases it may be necessary (G.O. no. 2887, dated the 23rd November 1953.)

428. Performance of religious functions and ceremonies in the premises of Educational Institution.

- Religious functions and ceremonies in institutions other than those run by religious minorities, should not be allowed to be performed on the institution premises except with the approval of the Managing Committee or the Governing Body of the institution concerned. In regard to institution run by religious minorities, the provision of Article 428 (B) and the Constitution may be followed which lays down that all minorities whether based on religion or language, shall have the right to establish and administer educational institutions of their choice. In such institution the special constitutional rights of religious minorities are to be respected, and no attempt should be made by others to perform any religious function or ceremony except with the permission of the authorities of the institution.(G.O. no. 706, dated the 13th March 1958.)

428A. Use of Compound in schools.

- In many schools, high, middle, as well as primary, there is a compound which is not used to the best advantage of the school at present. This may be utilised to the advantage of the teachers and the students alike in growing vegetable or some other crops such a maize, wheat, according to the suitability of the soil and the seasons. Where there is a hostel within the school compound, this can be done easily by the students living in the hostel in their spare hours and the produce should be enjoyed by them. Where there is no hostel, so the boys are sure to be interested in this form of activity and healthful physical culture who will be willing to work in the garden for some hours in the afternoon in a week. Some periods can also be provided for this work, particularly for classes IX and downwards, in the time-table of the school of this labour. Each High school usually has a chowkidar to watch the building in the night and he can easily look after the garden in the night even if there be no good fencing for the compound. In the middle and primary schools of course, there is no chowkidar but the compound is not big and it may not cost much to fence it in the rural. To fence it in the rural areas with the branches of trees which may be done by the students and the teachers and then vegetables may be grown suitable for the different seasons. If there be any profit from the sale proceeds of the produce which should be refunded into the school account. In some schools the practice of supplying mid-day meals is still continuing and in such schools the produce may be utilised for this purpose, and all the students of the school by turn should be required to work in the garden if the compound is big enough. It has been brought to the notice of the Provincial Government by the Government of India that in Ceylon every school is required to grow vegetables and mid-day meal to children is supplied out of it. The scheme is stated to be a great success in Ceylon. There do not appear to be any reason why it should not succeed in India if school authorities including Managing Committees and Headmasters will pay their fullest attention to it in the interest of their schools. A report as early as possible, as to how far the Scheme has proved to be practicable, be sent.(Letter No. 9341 dated 23rd December, 1944.)

429. Staging Drama on the school premises.

- The heads of schools are requested not to permit the staging of plays or organising of variety

entertainments etc., by students, either on the school premises or in the school hostels or elsewhere, which are calculated to be subversive of disciplined behaviour. Before permitting any drama, etc., to be staged the heads of institutions must fully satisfy themselves that it contains nothing objectionable from the moral, political or any other point of view.(D. P. I.'s letter no. 29310-E., dated the 25th October 1952.)

430. Attendance at political meetings, etc.

- Students of a recognised school are not permitted to become or to continue to be members of a political organisation, or to attend or take part in political meetings or demonstrations or in the organisation or arrangements for the conduct of any such meeting or demonstration. Any breach of this rule will be regarded as a serious offence Should any doubt arise as to whether a meeting, demonstration or organisation is or is not of a political nature, the Headmaster/Principal shall consult the local executive authority and act under its advice.(Government resolution no. 2264, dated the 22nd October 1942, and Government notification no. 287-E., dated the 5th February 1943.)

431.

A teacher in any recognised school shall be disqualified for continuance of his employment if he takes any part in political propaganda or demonstration or becomes or continues to be a member of a political organisation.

432.

A teacher in any recognised school shall be disqualified for continuance of his employment if he takes part in any propaganda or demonstration or campaign in connection with election to a Local Body or stands as a candidate for such election because participation in such election interferes with the legitimate moral duties: provided that a teacher in any such recognised school, other than a Government school may stand as a candidate for election to the Legislative Council of the State of Bihar from a Teachers' or Graduates' Constituency.(Government notification no. 287-E., dated the 5th February 1943; Government notification no. 8894, dated the 8th March 1952; and G.O. no. 2049, dated the 24th June 1958.)

433. Other meetings.

- Headmasters or the Principals may in consultation with the President of the Managing Committee in the case of Government schools and the Secretary in the case of aided schools, prohibit pupils from attendance at any meetings which they deem unsuitable or unseemly.(D.P.I.'s circular no. 42, dated the 23rd October 1914.)

434. Teachers' association.

- An Association should be formed of the teachers in each High schools in the State. Inspecting Officers stationed in the same town should also be eligible for membership. Meetings should be held on the last Saturday of each month under the presidency of the Headmaster or the principal in absence of a Vice-President to be selected by him, and the discussion should be confined to professional subjects. At the beginning of each year one of the members should be selected for the post of Secretary of the Association. The Secretary should be required to keep a record of all the work done by the Association during the year. This record should be placed before the inspecting officer in-charge of the school during his visits, and when specially useful work has been done by an Association, sufficient particulars of the same should be sent by him to the other schools under his control.(D.P.I.'s circular no. 3, dated the 9th January 1915.)

435. Headmasters'/Principals' Associations.

- In places where there are several High/Higher Secondary schools, the District Education Officer should encourage the formation of Headmasters' or the Principals' Associations with a view to promoting harmony and co-operation among the different schools. It will suffice if meetings of such associations are held once a term or twice a year, but nothing need prevent more frequent meetings, if such a course seems desirable to the Headmasters/Principals.(D.P.I.'s circular no. 3, dated the 9th January 1953.)

436. Educational Journals.

- Educational journals managed by private enterprise should be encouraged as affording a means of keeping educationists in touch with one another.(Government resolution no. 3268-E., dated the 5th December 1923.)

437. School Libraries.

- A good library is an essential part of equipment of every Secondary School. It should in general consist of three parts, viz., (i) a reference library, (ii) a teachers' library, and (iii) a scholars' library. Adequate arrangements should be made for lending books to the pupils. It is part of the duty of every teacher to encourage his pupils to make use of the books in the school library.(D.P.I.'s circular no. 4, dated the 19th January 1915; and Government resolution no. 3268-E., dated the 5th December 1923.)

438. Responsibilities for Libraries.

- The Headmaster/Principal is responsible for the library. He may, however, place selected teachers in-charge of the teachers' library and the different scholars' libraries, and the clerk if he has one, incharge of the reference library.(D.P. I.'s circular no. 27, dated the 13th September 1916.)Note. - In Government High/Higher Secondary schools, where there is a paid librarian, that officer is

responsible for the reference library and teachers' library. He is also required to keep a list of the books placed in the different scholars' libraries, but each class-teacher is responsible for the books made over to him for the use of his class.

439. Arrangements of Libraries.

- In Middle schools the three libraries may be combined and all the books may be kept in one room under the care of the Headmaster. In High/Higher Secondary schools the reference library should be kept in the teachers' common room while the scholars' library should possess a separate book-case containing books, other than text-books, suited to the age and attainments of its pupils.(D.P.I.'s circular no. 4, dated the 19th January 1915.)

440. Library registers.

- The following registers should be kept for each school library:-(1)A catalogue.(2)A stock register.(3)A register of losses.The stock register should contain the following columns: (i) serial number, (ii) date of receipt, (iii) title, (iv) author, (v) price, (vi) how disposed of, (vii) number in catalogue. The register of losses should contain the following columns, (i) number in catalogue, (ii) date of issue, (iii) to whom issued, (ii) sum recovered, (v) number of treasury challan. These registers should be kept with flap headings; no printed forms are necessary.(D.P.I.'s order, in file 4-S-3-29, dated the 19th June 1929)

441. Stock-taking.

- Every library should be closed for a fortnight in April, or May for the annual stock-taking. Each person in charge of any section of the library should then be required to submit to the Headmaster/Principal a statement showing the number of books in stock at the time of the last stock-taking, the number since received, and the number remaining in stock. If any books have been damaged, lost or not returned, he should give full details about them. On receipt of these statements the Headmaster/Principal should submit to his controlling officer a report on the results of the stock-taking. Should the annual stock-taking be omitted by the Headmaster/Principal, or should he omit to delegate his responsibility in the manner indicated in Article 439 he will be held responsible for all losses which have taken place since the previous stock taking.(D.P.I.'s order, dated the 19th June 1929, in file 4L-3-29.)

442. Too many text-books should not be bought.

- Not more than two copies of any text-books should be purchased for the library of any Government or aided school. All library books should be numbered and stamped with the name of the school.(D. P. I.'s circular no. 35, dated the 29th July 1913.)

443. Loss of books and damage to books.

- Any person losing or disfiguring a volume should be called upon to pay its value or replace it with a similar volume. When the volume belongs to a set or series, he should be required to pay the value of the set unless he can replace it or the value of the rest of the set, if unaffected. (R. & O. page 305 (6), D. P. I.'s circular no. 138, dated the 26th August 1907.) Note. - This rule may be relaxed at the discretion of the Headmaster/Principal in the case of a loss or accident over which the borrower had no control. Such cases should be reported to the District Education Officer.

444. Precautions against unsuitable books.

- The District Education Officer and the Inspectress in the course of their inspections should scrutinise the lists of library and prize books bought during the preceding year and if they consider any book unsuitable should draw the attention of the school authority to the matter. They should also examine the catalogue and the library to see that these two correspond and that no undesirable volumes have crept in. (G.O. no. 2205-E., dated the 14th July 1923 and D. P. I.'s orders, dated the 19th June 1929 in file 4L-3-29.) Note. - (i) Headmasters/Principals of Government schools other than teachers' training schools are required to submit for the approval of the District Education Officer lists of the books which they propose to purchase. (ii) For the conditions on which grants are given for libraries to aided schools, see articles 413-417.

445. Libraries other than school libraries.

- The following types of libraries in the State are under the administrative control of the Superintendent of Libraries subject to such instruction issued from time to time by the Director of Public Instruction :- (i) State Central Library financed by the State Government and managed by Sinha Library Trust Board, located at State Headquarters. (ii) District State Libraries managed by State Government located at District Headquarters. (iii) District Central Libraries located at District Headquarters and substantially financed by Government. (iv) Sub-divisional libraries managed by State Government. (v) Aided libraries in rural and urban areas which receive grant-in-aid from Government in shape of books and cash. (vi) Mobile libraries equipped with a mobile library van or vans and book in a public library attached to as elected library in or outside the district headquarters and managed by a managing committee of the parent library. (vii) Small circulating libraries which are opened under the Social Education Scheme in the rural and urban areas and are attached to educational institutions and libraries. (viii) Children's library is a library primarily meant for children and may be partly or wholly financed by Government.

446. Khudabux Oriental Public Library.

- This library which is located at Patna and is the only one of its kinds in the State and has a rare and valuable collection of Arabic, Persian and Urdu books and manuscripts and paintings of medieval period, is wholly financed by the State Government and is managed by a Managing Committee nominated by Government.

447. Government Urdu Public Library.

- This library is located at Patna. It is wholly financed by the State Government and is managed by a Managing Committee managed by the Government.

448. Common-room.

- There should be a common-room in every Government High/Higher Secondary School and if possible, in every other recognised High/Higher Secondary School in which a selection from the periodicals and newspapers approved by Government should be placed. This list of journals so provided must be approved by the District Education Officer. A member of the school staff should be in-charge and a senior pupil may be selected as a monitor to assist him. At the end of the school year all the magazines and papers should be sold by auction and the proceeds added to the common-room fund. Note. - In addition to the appointment of a monitor for the common-room, the appointment of class monitor in High/Higher Secondary and Middle Schools is recommended.

449. Informal meeting of parents and guardians.

- An informal meeting of the parents and guardians on the pupils attending each Government High/Higher Secondary School should be held annually, on a Sunday or a holiday. At these meetings the teachers should mix freely with the parents and guardians with a view to enlisting their interest in all measures for the welfare of the school and to remove any misunderstandings that may have arisen. (G.O. no. 1267-E.T., dated the 11th December 1913, and D.P.I's circular no. 54 dated the 31st December 1913.)

450. Formation of parent-teachers' association.

- A parent-teachers' association may be formed in High (including Sarvodaya High School) Higher Secondary and Multipurpose schools with the following objectives:-(i)to promote the welfare of children and youths in home, schools and community.(ii)to raise the standard of home as well as the school.(iii)to secure adequate care and protection of children and youths.(iv)to bring into closer relation the home and school so that parents and the teachers may co-operate intelligently in the education of the child.(v)to develop between education and general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education. (D. P. I.'s letter no, 25550-E., dated the 1st June 1954.)

451. Epidemics.

- With a view to preventing schools from becoming centres for the spread of disease, the following rules should be observed:-(1)The head teacher of every school of the middle or higher status should be allowed to close the school on the outbreak of an epidemic. The head teacher should be required to report the facts, at once to the Managing Committee of the school for confirmation. If there is no such committee, the action taken should be reported to the District Education Officer or in the case

of girls' school to the District Inspectress of Schools, if, however, the school is not subordinate to the District Inspectress, the report should be made to the Inspectress of Schools, as the case may be. The Managing Committee should inform the District Education Officer or District Inspectress or the Inspectress.(2)The head teachers of primary schools or the Inspectress should be required to obtain the permission of the Sub-Inspector of Schools before closing their schools, except where the school has a Managing Committee. In the latter case, the school may be closed with the Committee's approval but a report should, at once, be made to the Sub-Inspector of Schools. In the case of a girls' school the Sub-Inspector of Schools, whenever he approves of the closing of a school owing to the outbreak of an epidemic, should at once inform the Deputy Inspectress of schools.(3)The head teacher of a school of any status should be allowed to exclude from his or her school pupils suffering from zymotic or other infectious diseases or coming from houses in which infectious cases are known to exist.(4)Holidays granted on account of epidemics should be held to have absorbed a corresponding part of the sanctioned number of holidays, except in the case of primary day-schools, provided that the grant of these special holidays should not be held to have absorbed so many holidays that the duration of Puja holidays will be less than the number of gazetted holidays allowed at that season by Government, nor the duration of the summer vacation less than 29 days (including Sundays) in High/Higher Secondary schools and 22 days (including Sundays); in Middle schools and Primary schools. When, however, the special holidays occur in April, May or June the possibility of taking the whole summer vacation with effect from the date on which the special holidays begin should be considered.(D. P. I.'s circular no. 13, dated the 26th February 1915 and letter no. 4029. dated the 20th May 1921.)

452. Physical Training.

- Drill, physical exercises and athletic tournaments in schools should be organised in accordance with the instructions given below:-(1)Purely military drill is not suitable for schools. The system adopted should call into exertion all the muscles and limbs of the body. Smartness and promptness should be developed, and the boys should be led to take a pride in the efficiency of their class and school. The saluting of the flag during drill should be encouraged.(2)As a rule, boys should be required to practise open-air drill throughout the year. They may be exempted, however, when it is raining and there is insufficient protection from the weather, or when other conditions are so unfavourable as to make drill undesirable.(3)Boys who attend a gymnastic class will not be exempted from drill.(4)Drill may be taught at any time during school hours that may be found suitable by the Headmaster/Principal. Deep breathing exercises in the fresh air under sufficient guidance and with the due precautions may be introduced at any time between the school periods.(5)The duration of a drill period should be about half an hour.(6)Each boy should drill for at least two periods a week.(7)Drill and, where practicable, swimming are compulsory subjects for boys in schools of all grades recognised by the Department, those boys only being exempted from a course of instructions who are certified by competent authority to be physically unfit.(D.P.I.'s circular no. 9, dated the 16th February 1917 and Government resolution no. 3268-E., dated the 5th December 1923.)(8)In High/Higher Secondary schools the system followed should ordinarily be that prescribed in "A hand-book of physical activities" by A.G Noehren, M. D., but with the consent of the District Education Officer other systems may be taught by competent drill instructions It is no, necessary for the pupils to buy any drill book.(9)The clothing worn by the boys during drill

should not be such as to hamper the free movement of the limbs. Every practicable facility should be afforded to boys to change their garments if these become wet with perspiration during drill. It is dangerous to health and altogether undesirable that the boys should sit in class in damp clothes.(10)The use of heavy dumb-bells is not desirable, and is attended with the risk of injury to the physique. Light dump-bells or clenched fists or short light rods suffice for the school exercises. Anything above one pound to two pounds (for each dumb-bell) in weight is too heavy for the purpose of growing boys.(11)In primary school deshi kasrat should be practised. Careful attention should be given to the subject.(12)Indigenous games were formerly much practised in schools and should be encouraged as far as possible. Many boys at schools which have not the means to procure the necessary materials for football or hockey now remain without any games or exercise at all. This is not desirable and inspecting officers should impress upon the teachers in-charge of the schools which they visit that a competent and conscientious teacher will encourage and organise healthy games among his pupils, and that haddudu or kabaddi and similar indigenous games are excellent for boys.(13)Where there is sufficient playground accommodation, attendance at school games is compulsory for all boys, except such as are specially exempted by the headmaster on the ground of physical unfitness or residence at a long distance from the school.(Government resolution no. 3268-E., dated the 5th December 1923,)(14)Except with the permission of the District Education Officer, no team from a school recognised by the Department should enter for any tournament unless all the other teams entering for that tournament also represent institutions under the control of the Department.(D. P. I.'s circular no. 29, dated the 7th May 1915.)(15)In all tournaments in which teams from schools recognised by the Department take part, arrangements should be made, as far as possible, for the preliminary rounds to be played away from the headquarters of the tournament. The only matches to be played at headquarters should be the final excepting preliminary rounds between any schools actually situated at the headquarters.(16)No team from a school recognised by the Department should be allowed to go away for a match unless it is accompanied by a member of the school staff, who should be entrusted with the duty of looking after it. If it is necessary for the team to remain away for a night it should be ascertained in advance that proper arrangements have been made for its accommodation.(17)Combined tournaments in which games of several kinds are played should be discouraged as involving elaborate organisation and excessive expenditure of time.(18)Efforts should be made to establish and favour annual engagements between sets of two or three schools of the same status rather than tournaments of larger size.(19)District Education Officers are authorised to sanction in all schools the inclusion of two hours for games within the number of hours prescribed weekly for school work, if they are satisfied that proper arrangements can be made for supervised games during those hours.(G. O. no. 1472-E., dated the 14th May 1917.)

453. School Medical Officers.

- The duties of the school medical officers are to inspect individually the pupils in training schools and in High schools and in those middle schools which are situated in town where there are high schools to examine the sanitation of the school premises, and to deliver lectures on hygiene which must be attended by all school candidates for the Secondary School Examination.(G. O. no. 1289-M.R., dated the 5th August 1920; D. P. I.'s letter no. 6465 and circular no. 22, dated the 6th August 1920.)Note. - (1) The lady school medical officer also visits middle and junior basic teachers'

training schools for women.(2)Only new cases and all pupils previously found defective should be examined by the school medical officer at each visit. All pupils should, however, be re-examined when they reach the ages of 12 and 15. Arrangements for measuring and weighing the pupils should be made by headmasters, each school being supplied with the necessary equipments for the purpose.(Government Resolution no. 4756-E., dated the 4th October 1929.)(3)A duplicate copy of the slip prepared by the medical officer, stating the pupils' ailment or defect should be made over by the headmaster to the pupils concerned. In the case of children whose parents are too poor to afford private treatment, the headmaster should make an endorsement to the effect on the slip and send the pupil to the nearest hospital. In the case of other pupils the slip should be sent to the parent or guardian. In all cases the pupils should be required to bring back the slips to the headmaster, duly endorsed by the doctor at the hospital or by the parent or guardian and the private medical practitioner, as the case may be. If any pupil fails to bring back the slip duly endorsed his or her case should be referred to the Managing Committee, with a view to exclude him or her from the school if it thinks fit.(Government Resolution no. 4756-E., dated the 4th October 1929.)

454. Medical Inspection of schools, boys and school buildings in municipal areas.

- In the municipalities where there are Health Officers, these officers are required to visit each High school in the municipality once a quarter to inspect the sanitary condition of the buildings and premises and also to enquire into the prevalence of infectious diseases and the Assistant Directors of Health Services when making their municipal inspection, are required to carry out a similar inspection of all the High schools in municipal areas.(G. O. no. 807-E., dated the 14th May 1917.)

455. Medical Inspection in rural areas.

- The medical officers in-charge of District Board dispensaries are required to undertake the medical inspection of the middle schools within their jurisdictions. In districts where there is a Health Officer, he is required to supervise the work. No similar arrangements have been made for the medical inspection of primary schools.(G. O. no. 3951-L.S.G., dated the 24th April 1935.)

456. Action to be taken on the reports of Medical Officers.

- Copies of the reports made by the Health Officers and Assistant Director of Health Services will be forwarded by these officers to the municipal authorities concerned, but District Education Officers should make it a point to ascertain that due notice is taken of their suggestions. The results of the medical inspection held during the past year should be mentioned in the annual reports on High schools and in the divisional reports.(D. P. I.'s circular no. 8456, dated the 4th November 1920.)

457. Moral conditions in schools.

- The best safeguard against immorality in schools is to encourage athletics and other healthy tastes and occupation and understanding of moral values and respect for all religions. Private talks to boys

whose conduct may have laid them open to suspicion may be of use in some cases. Occasionally, where definite proof cannot be established, it may be necessary or desirable to take action merely on the ground of suspicious conduct. In such cases, however, a teacher cannot be dismissed or a boy expelled on mere suspicion based on gossip or anonymous petitions, but only on real evidence of suspicious conduct. Where a definite charge of such conduct against a teacher in a Government school is made to the District Education Officer, the latter is authorised either to draw up proceedings or else to give the teacher the option of resigning but where a teacher is to be dismissed on such a charge, the proceedings must always be submitted to the Director for confirmation. When such a charge is made against a teacher in an aided school, the procedure will be the same, except that the committee will take the place of the District Education Officer. (Government Resolution no. 3268-E., dated the 5th December 1923.)

Chapter V

Training Schools and Examination for Teachers Section I - Training Schools

458.

The following are the different institutions for the training of teachers, other than the Training Colleges, the rules for which are given in Chapter III;-(a) Teachers' Training Schools for Men. (b) Teachers' Training Schools for Women. (c) Privately Managed Teachers' Training Schools for Men. (d) Privately Managed Teachers' Training Schools for Women. (G. O. no. 400, dated the 20th January 1959 and no. 2063, dated the 13th July 1960.) (a) Teachers' Training Schools.

459. Purpose and control.

- These schools are intended to train teachers for middle, primary and basic schools. They are under the administrative control of the District Education Officer. The Teachers' Training School fulfils the following aims :- (1) To give the teachers under training practical experience of life of the community based on co-operation work for the common good. (2) To assist and encourage the trainees in the development of their personality, physical, intellectual, aesthetic and spiritual. (3) To equip the trainees professionally for their work and to help them to acquire necessary knowledge about the technique of teaching. (4) To enable the trainees to acquire proficiency in crafts for using them as one of the media education and co-operative self-sufficiency. (5) To enable the trainees to study and implement the integrated syllabus of elementary schools. (D.P.I.'s no. 5458, dated the 23rd October 1959.)

460. Length of courses.

- The length of the course is of two years. The session begins from July and ends in June.

461. Size of classes and number of students.

- Not more than 100 candidates are admitted in a Teachers' Training School. The maximum number of stipendary students admitted every year in Teachers' Training School for men is ninety. Ten non-stipendary students are also admitted. These students are entitled to be granted, in order of merit any stipend which may fall vacant. In Teachers' Training School for women all the 100 female trainees are admitted as stipendary students. No fee is charged but the following miscellaneous charges should be levied. Note. - In 19 Teacher's Training Schools for men only, all the 100 trainees are admitted as stipendiaries. (a) Caution money of Rs. 5 per trainee at the beginning of the session to be returned on the completion of the course or earlier, if the trainee leaves the institution. (b) Radio, recreation and common room charges of rupee one per annum. Note. - (i) In the mess there should be a non-Government mess fund to be controlled by the mess committee while the school is in session and to be kept in the custody of the headmaster during vacations. The mess committee will decide what should be the contribution to this fund for purchase of utensils, etc. The utensils once purchased will be the property of the mess and will not be sold and the sale-proceeds distributed amongst the trainees at the end of the session. The utensils as well as the balance of the fund will be made over to the next set of boys occupying the hostel. As Government have decided to have independent hostels each for 50 boys according to the type plan, there will be one account and one set of utensils for each of these hostels, (ii) The amount to be realised for scout uniform is left to the discretion of the staff and the representatives of the trainees. The Department would like that each trainee should have a uniform as scouting has been made a part of the curriculum. (D. P.I.'s no 5458, dated the 23rd October 1959 and G. O. no. 6979, dated the 22nd September 1956.)

462. Admission.

- Admission will ordinarily be confined to men who have passed the Secondary School Examination but non-matriculate candidates belonging to Scheduled Castes and Scheduled Tribes and ladies can be admitted subject to the proviso that - (i) sufficient number of matriculates are not available the remaining seats should be filled up by suitable non-matriculate ladies, Scheduled Castes and Scheduled Tribes; (ii) where adequate number of matriculates are available 25 per cent of the seats may be reserved for the existing untrained non-matriculate teachers. (iii) in all cases preference should be given to teachers belonging to Scheduled Castes, Scheduled Tribes and ladies (iv) care should, however, be taken in selection of lady candidates that they are not in a family way. (G.O. no. 71, dated the 10th January, 1956)

463. Selection of candidates.

- All candidates seeking admission should apply to the Principal of the school. They are required to appear at a preliminary competitive test at selection camps to be held by the District Education Officer with the assistance of a Selection Board. Candidates will have to appear for interview before the Selection Board which will test (i) their aptitude for teaching profession, (ii) share in social life and activities, (iii) genuine interest in and love for children, and (iv) academic efficiency and desire for the improvement of physical fitness, etc. Candidates competing at the test and personal interview will be finally selected, in order of merit.

464. Medium of Instruction.

- The medium of instruction in all the Teachers Training Schools shall be simple Hindi. Hindi shall be taught as a compulsory subject and for those whose mother-tongue is other than Hindi, special additional classes in Hindi shall be held to enable them to gain appreciable knowledge in the same. This intensive training in Hindi should be started from the beginning of the session and continued for three months or more according to the attainment of the pupil-teachers concerned. Such pupil-teachers whose mother-tongue is other than Hindi should be given the option of maintaining their records in their mother-tongue. They should also be given the option of writing their answers in their mother-tongue. The following instructions should also be followed:-(i)In every Teachers' Training School a second mother-tongue, as accepted in Government Resolution no. 645-E.R., dated the 10th August 1953 and laid down in Chapter IV of this Code should be invariably taught.(ii)There should be one assistant teacher in each training school who should be well-versed in the second language required to be taught in the institution.(iii)Every pupil-teacher whose mother-tongue is Hindi must know one additional second language.(G. O. no. 6124, dated the 20th December, 1955.)

465. Stipends.

- Male stipendiary candidates are given a monthly stipend of Rs. 20 each and female candidates are given at the rate of Rs. 25 per month. They are required to execute agreements binding themselves to complete the prescribed course, to abide by the school rules (these rules forbid students from engaging in work other than training school work) and on completion of the course to serve as teachers in Bihar for at least three years, if required to do so on an initial salary prescribed by Government from time to time.(G. O. no. 126, dated the 4th July, 1955.)

466. Residence.

- Every student should reside in the school hostel, permission to live outside may in exceptional cases be granted by the Principal on good and sufficient reasons.

467. Teaching staff.

- The teaching staff of a Teachers' Training School consists of.-(1)One Principal in Class II of the Bihar Educational Service.(2)Nine assistant teachers in the Subordinate Educational Service (including (i) craft and (ii) language teachers).(3)One physical Instructor. [Now no longer in force.](4)Two clerks.

468. Practice teaching.

- The practical teaching work is carried on in the local practising school which though maintained, or aided by the District Education Fund, or Municipalities, is placed under the control of the Principal of Teachers' Training School.The following are the subjects and syllabus for the written examination :-

(a) Theoretical subject-	Distribution of marks.	
(i)	Principles of Education and History of Education.	100
(ii)	Educational Psychology.	100
(iii)	School Management and Principles of Community Life.	100
(iv)	Methodology (General and Special)	100
(v)	Detailed study of the curriculum and its subject matter Classes I to VII-Mathematics, Social Studies and General Science.	150
(vi)	Advance Hindi for Hindi-speaking pupils and National language for non-Hindi speaking pupils.	100
(vii)	Study of Regional language (Sanskrit, Urdu, Maithili, Santhal, Oraon, Mundari and Ho).	50
	Total	700
(b) Practical subjects-	Distribution of marks.	
(i)	Crafts 300
(ii)	Practice Teaching 200
(iii)	Community Life and Extension Service 100
(iv)	Physical Training 50
(v)	Arts and music 50
	Total	700

There will be a combined system of assessment and standardised external examination of theoretical subjects, the ratio of marks assigned to each being 50:50. In co-curricular and community activities as well as craft and practical teaching will be evaluated entirely by the teaching staff of the Training Schools concerned. The assessment of practical work will be made on the basis of the quarterly assessment. These marks will be considered along with the marks obtained by the trainees in different subjects at the written examination. Each trainee shall have to secure pass marks in assessment as well as in written Examination separately.

469. Pass Marks.

- The minimum pass marks to be obtained by each successful candidate in different subjects will be as follows :-

	Percent
(a) Practical subjects 40
(b) Assessment 40
(c) Written examination of theoretical subjects ...	36
Minimum marks for securing First Division will be 60 per cent, Second Division 50 per cent and third Division 40 per cent.	

470. Place of examination.

- Power to conduct the examination is now vested in the School Examination Board, vide Resolution No. 1096, dated 5.4.1963.

471. Private candidates.

- It is now governed by Rules of the School Examination Board.

472. Transfers.

- Transfers of pupil-teachers from one training school to another are permissible with the consent of the District Education Officers.

473. Holidays.

- The maximum number of holidays in a Teachers' Training School is 81.

474. Leave and absence rules.

- Leave to students in a training school is granted by the Principal who should observe the leave rules laid down in Chapter IX for the grant of leave to scholarship-holders.(b)Schools under private management.

475.

Schools under private management may be recognised by the Bihar Basic Education Board, as Teachers' Training Schools and may be permitted to send up students for the Training Examination conducted by the Board.(c)Half-yearly examination in the art of teaching.

476. Conditions of confirmation of teachers.

- No teacher appointed or transferred to a recognised high or middle school, who is not trained, be confirmed to his post unless, within two years after his joining the school, he obtains a certificate of having passed the Half-yearly Examination in Art of Teaching.(G O. no. 559-E, dated the 20th March 1937.)

477. Examination of English teachers.

- An examination for teachers who teach through the medium of English will be held half-yearly by each Regional Deputy Director of Education on dates to be notified by him. Candidates who appear at this examination must have passed the Intermediate Examination or some Higher Examination and should bring their certificates with them.(R. & O., page 371, para, 1,.G.O. no. 653-E, dated the

6th February 1933.)

478. Examination of language teachers.

- A similar examination will be held half-yearly for teachers of language subjects who have passed at least the Secondary School Examination. The examination will be conducted by the Principal of the Training School in the presence of the District Education Officer. Candidates should bring their educational certificate with them.(G. O. no. 1-E., dated the 2nd January 1935.)

479. Examination.

- The examination for masters who teach through the medium of English will be held at a high school to be selected and notified by the Regional Deputy Director of Education. The examination for teachers of language subjects will be held at the District Teachers' Training School.(G. O. no. 1-E., dated the 2nd January 1935.)

480. Nature of the examination.

- The examination both for English and language teachers will be mainly practical, and will consist of-(a)a practical examination in class control, the candidate being required to keep a class of at least a dozen boys attentive and fully occupied throughout a lesson;(b)a practical test of teaching ability, the candidate being required to give two lessons on different subjects prescribed by the Regional Deputy Director of Education. Previous notice of the subject chosen by the Regional Deputy Director of Education or other examiner being given to the teachers who are to be examined;(c)an examination, oral or written or both, of not more than three hours duration, in which the Regional Deputy Director, or other examiner will put some question on the art of teaching, object lessons, class management, organization and discipline. Approved books on such subjects will from time to time be recommended for the use of candidates.(G. O. no. 1-E., dated the 2nd January 1935.)

481. Time required for the examination.

- The oral examination of each candidate need not take more than 30 to 40 minutes.(R. & O., page 372, para. 4.)

482. Certificates.

- The Regional Deputy Director will grant certificates to those who, in his opinion, satisfy the tests prescribed above.(R. & O., page 372, para. 5.)

Chapter VI

Oriental Education

Section I - Sanskrit Education

483.

In exercise of the powers conferred by section 44 of the Kameshwar Singh Darbhanga Sanskrit Vishwavidyalaya Act, 1960 (Bihar Act VI of 1960), the Governor of Bihar has been pleased to direct that the powers of control and superintendence conferred upon the Bihar Sanskrit Association in Government Resolution no. 4124, dated the 11th August 1956, be exercised and performed by the Board of Sanskrit Education, Bihar constituted in the Government Resolution no. 322, dated the 24th January 1961, in the manner indicated therein. (See Section IX of Chapter X.) (Government notification no. 323, dated the 24th January 1961.)

484. Classes of Institutions.

- Recognised Islamic institutions are of two kinds, viz., (1) Madrasas, which prepare candidates for the examination held by the Madrasa Examination Board. (2) Primary Urdu Schools in which religious instructions on Islamic system is given in addition to secular instruction. Madrasas may be maintained or aided by Government while Primary Urdu Schools may be maintained by local bodies or aided from the District Education Fund. (b) Madrasas and the Madrasa Examination Board.

485. The Madrasa Examination Board.

- The control of Madrasas is exercised through the Madrasa Examination Board, which conducts their examinations. The Board consists of 18 members, viz., (1) A President to be appointed by Government. (2) The Assistant Director of Education (Islamic), Bihar - Ex-officio Member and Secretary to the Board. (3) The Principal of the Madrasa Islamia Shamshul Huda, Patna - Ex-officio. - To be appointed by Government on the recommendation of the Board. - (4) to (9) Six maulvis, five of them being Sunis and one being Shia, who are residents of the State and are actually engaged in teaching or similar work, whether within or outside the State. At least two of the maulvis shall be heads of the recognised madrasas under private management in the State. (10) and (11) Two professors of Arabic or Persian from first grade colleges in the State. (12) to (18) Seven members to be appointed by Government, three from Backward Muslim Communities and four from the Advanced Muslim Communities. When a vacancy occurs, or is anticipated, in categories (4) to (11) the remaining members of the Board should submit to Government a recommendation as to the person to be appointed and Government will make the appointment after considering that recommendation. The other members will be appointed directly by Government. The period of appointment of the President and ordinary members will be of three years. The President and the members will be eligible for re-nomination or reappointment, but no member will ordinarily be appointed for more than two periods of three years in succession. (G. O. no. 330-E.R., dated the 3rd July 1929, G. O. no. 376-E., dated the 7th December 1948 and G. O; no. 129-E., dated the 12th March 1948.)

486. Functions of the Madrasa Examination Board.

- The functions of the Board are-(1)to conduct the examination of madrasas, and in particular-(a)to fix the places, dates and times of the examinations;(b)to select examiners;(c)to moderate the question papers;(d)to receive the reports of the examiners;(e)to publish the results of the examination in the Bihar Gazette and to communicate the same to Government;(f)to issue diplomas, which are signed by the President and Secretary;(2)to grant recognition to such madrasas as conform to its syllabus and otherwise appear to it suitable for recognition;(3)to distribute among the madrasas recognised by it the sum annually provided in the budget for grants to madrasas;(4)to advise Government in regard to-(a)the stages in the madrasa course at which examinations should be held and the course of studies for each such examination;(b)the fees to be paid by candidates at each examination and the fees to be paid for setting and marking papers.(Government Resolution no. 436-E.R., dated the 4th August 1922 and notification no. 575-E.R., dated the 14th August 1922).

487. Meetings.

- The Board meets at Patna twice a year, once inter alia to moderate papers and fix the dates of the examinations and once inter alia to declare the results and appoint examiners for the following year. The time and place of the meetings are fixed by the President and Secretary in consultation.(Government Resolution no. 436-E.R., dated the 4th August 1922, and notification no. 575-E.R., dated the 14th August 1922.)

488. Rules of business.

- The Board has power to draft its own rules of business subject to the approval of the Director. The following are the rules at present in force.-(a)The President and Secretary in consultation will fix the date, time and place of meetings.(b)The Secretary will circulate a notice of each meeting, with an agenda paper, not later than the 14th day before the meeting.(c)No subject not mentioned in the agenda paper shall be considered without the consent of the President and two-thirds of the members present.(d)No subject once finally disposed of by the Board shall be reconsidered within six months from the date of its disposal.(e)Five members shall form a quorum.(f)In the absence of the President a member shall be elected by the members present to preside and exercise the authority of the President.(g)The decision of the President on all questions relating to points or orders or the closing of the discussion shall be final.(h)A meeting of the Board shall be held within three months of the last day of the examinations. At this meeting the results of the examinations will be declared, diplomas will be issued and the examiners for the next examinations will be appointed. Another meeting will be held within three months of the first day of the examinations to fix the places, dates and times of the examinations, to moderate the question papers, to receive the reports of the examiners, to make changes in the courses of study, if necessary, and to distribute among the madrasas recognised by the Board the sum annually provided in the budget for grants to madrasas.(i)The Board has power to appoint sub-committees from among its members when necessary,(D. P. I.'s letter no. 4789, dated the 7th May 1936.)(j)Should urgency require that any matter should be disposed of before the Board can meet next, the Secretary in consultation with the President may dispose of it, but he shall report any such case at the next meeting of the Board.(D. P.

I.'s letter no. 7472, dated the 7th November 1922.)

489. Channel of correspondence.

- Correspondence between the Board and Government passes through the Director.(Government Resolution no. 436-E. R.. dated the 4th August 1922.)

490. Travelling allowance.

- Non-official members of the Board are entitled to travelling allowance at second class rates for their journeys to attend meetings.(Government Resolution no. 436-E. ft, dated the 4th August 1922.)

491. Scheme of studies.

- The Madrasa course covers a total period of fifteen years, viz; one-year course for the seven junior classes, of which the first three are called Tahtania (lower) and the next four are called Wastania (middle). At the end of the 7th year an examination, is held. The Wastania examination, like the higher examination, is conducted by the Madrasa Examination Board. There are four two-year senior courses followed by the Fauqania (upper), the Maulavi, the Alim and the Fazil Examinations, respectively. These five examinations are public. After passing the Fazil Examination students are allowed to undertake research work for two years and submit a thesis for the still higher title of Kamil.(Government notification no. 182-E., dated the 15th January 1923, no. 120-E., dated the 12th January 1925 and Government Resolution no. 3348-E, dated the 7th August 1935.)

492. Fees.

(1)Candidates for the public examinations are required to pay the following fees.-

Name of examination	Fee. Rs.
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Wastania Examination	*1
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Fauqania Examination	2
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Maulavi Examination	3
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Alim Examination	4
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Fazil Examination	5
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* Now see new scale of pay.(G. O. no. 1884-E., dated the 5th October 1937.)(2)The examiners are paid in accordance with the following scale :-

Name of examination	For setting a paper. Rs.	For making a paper P.
Wastania Examination	*8	12

Fauqania Examination 10	25
Maulavi Examination 15	37
Alim Examination 20	50
Fazil Examination 25	62

* Now see new scale of pay.(G. O. no. 1884-E, dated the 5th October, 1937.)(3)If a candidate fails in one subject only or in the aggregate by not more than 10 marks or one per cent of the total maximum marks for the examination, whichever is greater, his papers in the subject in which he has failed or in the subject or subjects in which he did not secure the percentage of marks prescribed for success in the aggregate shall be re-examined on the method of marking already adopted, and without any alteration of the standard. The re-examination shall be made by the Head Examiner, if one has been appointed; otherwise by the Original Examiner. Should a candidate who has failed in one subject, pass in that subject when his paper or papers in that subject, are re-examined, but still fail to pass in the aggregate by not more than 10 marks, his paper or papers in the subject or subjects in which he did not secure the percentage of marks prescribed for success in the aggregate shall also be re-examined without any alteration of the standard. A person who re-examines a paper according to this rule will be entitled to half the fee sanctioned for the original examination.(Government notification no. 357-E. R., dated the 24th June 1931.)(4)The Secretary of the Madrasa Examination Board has power to sanction, in respect of the examination controlled by the Board, the grant, or acceptance of honoraria or fees of individual amounts not exceeding Rs. 250 when the amount is calculated according to scales fixed for remuneration for work in connection with examinations and the budget provision is not exceeded.(Government notification no. 10972-E., dated the 6th December 1934.)

493. Recognition of Madrasa.

- The following are the rules for the recognition madrasas :-(1)The Madrasa Examination Board is concerned with Arabic education in general and with higher Arabic education in particular and the Arabic examinations. It deals only with those Madrasas which conform to its rules, adopt the course prescribed by it from time to time and have obtained its recognition.(2)No madrasas will be considered eligible to present candidates at the examinations of the Board unless it has been recognised by the Board.(3)No madrasas outside the State of Bihar will be eligible for recognition.(4)A madrasa seeking recognition should submit an application for the same to the Secretary of the Board through the Assistant Director of Education (Islamic Education). The application should reach the Secretary before the end of April.(5)The application must be for a particular standard and from a definite date.(6)The following are the conditions of recognition of a madrasa :-(i)that it keeps the registers prescribed in Article 211 of this Code;(ii)that it teaches the courses prescribed for the examination or examinations for which it is recognised;(iii)that it has a teacher or teachers qualified in the opinion of the Board to impart instruction in the course for which it is recognised;(iv)that it works regularly and observes only the authorised number of holidays; (See Article 235.)(v)that is open to inspection by members of the Board and by authorised inspecting officers of the Education Department;(G. O. no. 577-E., dated the 12th February 1923.)(iv)that the maximum number of the students in each class of the madrasa is 40.(G. O. no. 1158-E., dated the 13th October 1928.)

494. Scholarships.

- The Madrasa Examination Board awards annually the following scholarships and rewards :-(1)Five scholarships of Rs. 12 each a month tenable for two years from the 1st of July of each year on the results of the Fauqania Examination;(2)Four scholarships of Rs. 15 each a month tenable for two years from the 1st of July of each year on the results of the Maulavi Examination.(3)Four scholarships of Rs. 20 each a month tenable for two years from the 1st of July of each year on the results of the Alim Examination.(4)One reward of Rs. 40 on the results of the Fazil Examination.(G. O. no. 1195, dated the 27th March 1957.)(c)Regulation for the Madrasa Islamia Shamshul Huda, Patna

495. Governing Body.

- There is at Patna a madrasa named the Madrasa Islamia Shamshul Huda which was established by the late Shri Saiyid Nurul Huda, C. I. E., and is now managed by Government. The Governing Body of the madrasa is composed as follows:-(1)The Commissioner of the Patna Division - President.(2)The Regional Deputy Director of Education, Patna Division(3)The Senior Professor of Persian and Arabic at Patna College Ex-officio(4)The Principal of the Madrasa-Secretary Member(5)A member of the staff.(6)The administrator of the Madrasa Islamia Shamshul Huda Trust Fund, or if there are more administrators than one, one of them to be appointed for the purpose by the State Government.(7)to (10) Four non-official gentlemen, two of whom shall, if possible be members of the family of the late Shri Saiyid Nurul Huda C.I.E to be appointed by the State Government on the nomination of the Commissioner of the Patna Division.The period of appointment of ordinary members will be of three years.(Government notification no. 1929-E., dated the 21st October 1937.)If the Secretary does not know English the Governing Body is empowered to elect another Secretary subject to the approval of Government. The powers and duties of the Governing Body of the Madrasa are the same as those of the Governing Body of Sanskrit College.(G.O. no. 2273-E., dated the 1st November 1919 read with D.P.I.'s letter no. 320-G., dated the 20th July 1918.)

496. Appointment of members of the Governing body.

- The State Government may remove any member of the Governing Body and any vacancy in the Governing Body caused by such removal or by resignation, absence or death shall be filled, by the State Government on the nomination of the Commissioner of the Patna Division.(Government notification no. 1929-E., dated the 21st October 1937.)

497. Fees.

- No fees are charged from the students of the Madrasa.

498. Controlling Officer.

- The controlling officer of the Madrasa is the Director of Public Instruction, Bihar.(G.O. no. 3846-E., dated, the 26th May 1950.)(d)Primary Urdu schools and special provision for Muhammadans in Primary schools.

499. Primary Urdu schools and Urdu teacher.

- A Primary Urdu school should be opened in any place where ten Muhammadan boys desiring to read in it, are forthcoming. If in any primary school six pupils desirous of learning Urdu are likely to be attracted to that school, an Urdu teacher should be appointed temporarily to be confirmed after three months, if six pupils actually attend. Similarly in any Primary Urdu school a Hindi teacher should be appointed, if six pupils desirous of learning Hindi are likely to be attracted to the school. If possible, the second teacher should be capable of teaching in both scripts, so that an extra teacher may be avoided. In the absence of an Upper Primary school in which there is provision for Urdu teaching Upper Primary classes should be attached to Primary Urdu schools if ten pupils are likely to join those classes. In such a case should there be ten Hindi pupils likely to join the upper primary classes of the Primary Urdu schools, a Hindi teacher should be for them.(Government Resolution no. 775-E., dated the 22nd February 1935.)(e)Miscellaneous

500. Qualification required for Maulvis.

- The following are the qualifications prescribed for the different classes of posts to which Maulvis are appointed:- (a)For Head Maulvis of High schools. - Either (i) a pass at the Alim Examination of the Madrasa Examination Board with Persian as an optional subject, or (ii) an M.A. degree in Persian. Preference should be given to candidates with a good knowledge of Urdu and, in the case of candidates of class (i), to those with some knowledge of English also. (b)For second Maulvis of High schools. - Either (i) a pass at the Maulvi Examination of the Madrasa Examination Board or (ii) a pass at the C. T. Examination. All Maulavis (other than those who have passed the C. T. Examination) who are appointed to posts coming under the head (a) and (b) above are required before confirmation to pass the Half-Yearly Examination in the Art of Teaching held by the Regional Deputy Director of Education.(G. O. no. 3774-E., dated the 7th December 1936.)

501. Urdu teachers in Middle schools.

- In Middle schools where there are sufficient Muhammadan boys to justify the provision of separate teaching in Urdu, it is necessary to have either (i) one extra teacher for Urdu, if two at least of the three teachers for the main language can read both Hindi (or Bengali or Oriya as the case may be) and Urdu, or (ii) two extra teachers for Urdu. The first alternative is to be preferred because it is cheaper.(Government Resolution no. 282-E., dated the 13th February 1915 and Government Resolution no. 3268-E., dated the 5th December 1923.)

502. Urdu teachers in High schools.

- Some arrangement similar to that required for Middle schools is necessary for the upper classes of High schools in which the medium of language is introduced. In High schools in which Muhammadan pupils are reading, one of the graduate teachers should also be able to teach Urdu translation.(Government Resolution no. 3268-E., dated the 5th December 1933.)

503. Classical teachers.

- If five boys in High schools desire to study Persian or Arabic, provision for this should be made.(Government Resolution no. 3268-E., dated the 5th December 1933.)Note. - Articles 499 and 500-503 apply mutatis mutandis to other minorities, e.g., in backward areas a Lower Primary school should be opened in any place where ten pupils desire to read in it, and in such areas Upper Primary classes should be attached to Primary schools provided there are ten boys desiring to read Sanskrit, provision should be made for it.

504. The Mohsin Fund.

- From the Mohsin Fund, which owes its origin to a deed executed by Haji Muhammad Mohsin of Hooghly in 1806 a grant is made annually in favour of this State. This amount is spent in part payment of the fees of poor but deserving Muhammdan pupils in schools and colleges, the distribution being made by the Director of Public Instruction, Bihar

Chapter VII

Hostels and Messes

Section I General Rules

505. Application of the Rules in this Section.

- The rules in this section apply to all hostels and messes connected with -(i)Government or aided schools;(ii)Schools from which students compete for Government scholarships, or at which Government scholarships are tenable.(R. & O. page 563.)

506. Control of Students Living in Hostel or Messes.

- Students living in hostels or messes will be considered to be under the direct control of the heads of the institutions to which hostels or messes are attached, not only during school hours, but also at all other times during the school terms.(R. & O. page 564, rule 3.)

507. Residence of Students.

- Every student, not living with his parents, or a guardian, approved by the Headmaster/Principal, must reside either in a hostel, or mess recognised by the Headmaster/Principal.(Government Order no. 2306-E., dated the 13th December 1944.)

508. Admissions.

- A special form has been prepared for applicants for admission to Government or aided schools who also desire admission to a hostel or mess. This form duly signed must accompany their applications. Conditions for admission in any hostel should be that no caste distinction will be observed and that there will be a common kitchen and common dining hall. Those who are not prepared for it should not be admitted in the hostel.(D. P. I.'s circular no. 2, dated the 6th January, 1915, and letter no 6727, dated the 9th June, 1950.)

509. Caution Money.

- No boarder will be formally admitted to a hostel until he has paid the caution money prescribed. In Government hostels for High/Higher Secondary including Sarvodaya High Schools, the caution money for pupil is Rs. 2. The caution money must not be utilised during the period of a boarder's residence for the realisation of his fees or fines. It may be utilised in payment or part payment of breakages unpaid for at the time of boarder's leaving, or of charge due after he has left. It will be forfeited in cases of expulsion. If it is not required for any such charges, it will be returned to the boarder on his finally quitting the hostel.

510. Leaving Fee.

- When a boarder quits a hostel for any reason save that he is quitting the school with proper transfer certificate, he will be liable at the discretion of the Principal or Headmaster to pay a leaving fee of Re. 1, in the case of a High/Higher Secondary including Sarvodaya High school pupil.

511. Expulsion from a Hostel.

- Expulsion from a hostel or the quitting of a hostel without leave involves expulsion from the institution in which the boarder is reading.

512. Feeding Arrangements.

- No boarder will be permitted to take his meals in any part of the hostel except the rooms set apart for that purpose by the hostel authority.

513. Supervision.

- Every Government or aided hostel must be under the immediate charge of a Superintendent. An Assistant Superintendent should be appointed if the number of boarders exceeds 30. The Superintendent and Assistant Superintendent should remain in residence during the whole year, subject to such leave as may be granted to them during vacations by the proper authority. (D. P. I.'s letter to Govt. no. 20867, dated the 18th November 1908.)

514. Forbidden Practices.

- (i) The use of drugs, intoxicants, or (in school hostel) tobacco. (ii) The use of playing cards or any form of gambling. (iii) The introduction of any person unauthorised by the Superintendent into the hostel. (iv) The bringing of papers or periodicals, not on the list of papers and periodicals approved by the Government, into the hostel, common-room, library or public room. (v) Singing or playing upon musical instruments except during hours authorised by the Superintendent. (vi) The keeping okay to text-books. (vii) The holding of any meeting except with the approval of the Superintendent.

515. Visitors.

- Only boarders are ordinarily permitted to enter hostel precincts. The following rules indicate the exceptions that may be made. - (a) With due notice to the Superintendent, guardians and relatives of boarders may visit the hostel. (b) Friends of boarders may with previous permission, be allowed to visit the hostel during a stated period in each day. Visitors may not take meals in the hostel except with the Superintendent's permission. The Superintendent should exercise great care in these matters and should refer doubtful cases to the Principal/Headmaster. (c) Persons not on the roll of school should not be allowed to occupy even temporarily any vacant place in the school hostel except - (1) Father or natural guardians of boarders for a period not exceeding one night, provided that the visit has reference to the interest or welfare of the boarder as a pupil of the School. In this case no fee should be charged. (2) Excursion parties or athletic teams from other schools. Such parties or teams may be excused fee on the understanding that this concession will be reciprocated. (3) Students appearing at the Board Examination for the period immediately preceding and during that examination. (4) Members of the teaching staff for school who come to fill short vacancies or on sudden transfer, until such time as they can make other arrangements. Persons coming under the last three classes should be required to pay the usual monthly seat rent, light and establishment charges for the period of their stay in the hostel, any period of less than one month being reckoned as a complete month. (G. O. no. 67-E. R., dated the 20th April 1934.)

516. Common Rooms.

- There should, if possible, be a common-room in every hostel where a selection from the list of papers and periodicals approved by Government should be placed. Rules for the use of this common-room should be framed by the Superintendent.

517. Leave of Absence.

- Leave of absence from the hostel must in all cases be obtained in advance either from the head of the institution or from the Hostel Superintendent, as the hostel authority may direct. It will not ordinarily be granted unless a written request is made by the parent or guardians.

518. Overstaying Leave.

- Should a boarder overstay leave (a) if he brings a satisfactory written explanation from his parent or guardian he may, at the discretion of the hostel authority, be excused; (b) if no satisfactory explanation is produced he may be punished at the discretion of the Principal or Headmaster.

519. Medical Supervision.

- Every Government or aided hostel must be under the charge of a proper medical authority, provided that there is a qualified doctor within two miles of the hostel, and the authority of each such hostel is bound to see that proper medical arrangements are made and medicine supplied when required. In the case of Government hostel the officer in-charge of the school to which the hostel is attached will, in consultation with the Civil Surgeon, submit to the Director through the usual channel a recommendation as to the Medical Officer to be appointed. The Director will consult the Director of Health Services before passing orders. (G. of I. letter no: 967, dated the 25th July, 1902, and D. P. I.'s order no. nil., dated the 22nd April, 1933 in the file 1H-19-1933). Notes. - (1) The same facilities are extended to the students residing in hostel attached to Teachers Training Schools. (G. O. no. 4128, dated the 7th June, 1956.) (2) Arrangement should be made, where possible, with dispensaries maintained in the vicinity of hostels by Government or by local bodies for the supply of medicine to the boarders in return for a regular monthly subscription to be raised by the levy of a small monthly fee among the boarders. (D P. I.'s circular no. 27, dated the 26th July, 1918.)

520. Registers.

- The registers to be maintained in a hostel are the following:- (a) An admission register showing the date of admission and home address of each boarder and the name, relationship and address of the duly authorised guardian. Numbers should also be given referring to the application for admission and to the certificates which accompany it. (b) An attendance register in which the attendance at each roll call should be marked. (c) A visitors' book. (d) A medical register. - This should contain columns with the following headings- date, time of arrival and departure of the doctor, students name, roll number, year, or class, nature of complaint, treatment prescribed, leave recommended by the doctor, Headmasters/Principal's orders, Headmaster's/Principal's initials. In cases of sickness the register should be filled in every morning by the doctor and should be brought to the Headmaster/Principal thereafter. (e) An order book in which the Principal/Headmaster or Superintendent will record his orders. (f) A gate book for recording the ingress and egress of boarders at hours outside the limits fixed by the hostel authority. (g) A stock register of the furniture, lamps and other articles belonging to the hostel. (R. & O page 566, paragraphs 9 and 11; D. P. I.'s letter no.

6556, dated the 20th July, 1934.)

521. Hostel Allowances.

- The allowances admissible to the Superintendents of Government hostels are reckoned on the maximum number of students in residence in the month for which the allowance is drawn and during vacations on the number in residence in the month preceding the vacations. For the purpose of this rule any boarders for whom additional accommodation has been made available by the use, without the Director's sanction, of buildings not originally intended for hostel purposes should be neglected.(D. P. I.'s letter no. Government no. 20867, dated the 18th November, 1908 and D. P. I.'s letter no. 7676, dated the 12th August, 1918.)

522. Hostel Allowances During Vacations.

- Superintendents and Assistant Superintendents will get no allowance for any period of a vacation during which they have not been placed on duty. If neither the Superintendent nor, the Assistant Superintendent remains in-charge of a hostel but there are boarders, or if other necessary duties such as repairs and overhauling of the hostel furniture have to be performed, orders granting leave and appointing an acting Superintendent should in all cases be issued. The allowance admissible to the locum teneurs will be-(a)in the case of a hostel which has a Superintendent only, not an Assistant Superintendent. - an allowance equivalent to that which would have been admissible to the Superintendent for the period during which the duty is performed;(b)in the case of a hostel which has both a Superintendent and an Assistant Superintendent. - an allowance equivalent to that which would have been admissible to the Assistant Superintendent for the period during which the duty is performed.Note. - (1) For the purposes of these rules each hostel which has a separate Superintendent should ordinarily be treated as a separate institution. Exceptions should only be made when there is the fullest assurance that the duties can be properly carried out by an officer temporarily supervising more than one institution.(D. P. I.'s circular no. 5, dated the 21st January, 1915.)(2)In respect of any hostel allowance drawn certificates in the following forms should be appended to the bill :-(i)Certified that the maximum number of boarders in the school hostel during the month of was(ii)The Superintendent and/or the Assistant Superintendent were/was not absent from their/his duties during the period for which hostel allowance has been drawn for them/him.(G. O. no. 2004-E., dated the 1st November, 1937, D.P.I.'s orders, dated the 1st May 1938.)

523. Conditions for Grants to Hostels of aided Schools.

- The conditions on which recurring grants are given to the hostels of aided schools are as follows:-(i)That the departmental regulations as to the floor space required for each pupil (see Chapter VIII) are strictly observed.(ii)That Superintendents and Assistant Superintendents are appointed and are paid allowances on the following scales :-

Number of boarders. Allowance for Superintendent. Allowance for Assistant Superintendent.

	Rs.	Rs.	
20 boys or less	..	*15	..
21-30 boys	20	..
31-40 boys	25	10
41-50 boys	30	15
51-75 boys	40	20
76-100 boys	50	25
Above 100 boys	..	60	30

* Now see new scale of pay.(iii)That a retaining fee is paid to a-qualified doctor provided that there is one within two miles of the school.(iv)That a room rent of not less than 50 Paise in a primary school, Re 1 in a middle school [Rs. 1.50] [Now see new scale of pay.] in a High/Higher Secondary including Sarvodaya High Schools is charged to each boarder the number of exceptions being made in no case exceeding 5 per cent.Note. - Rules (ii) and (iii) may be waived by the Regional Deputy Director of Education in the case of Mission hostels where efficient superintendence and medical care are provided by the missionaries themselves. Rule (iv) does not apply in the case of hostels specially reserved for girls, aborigines, or orphans.(D. P. I.'s circular no. 18, dated the 29th April, 1913.)

524. Amount of Grants of Hostels of aided Schools.

- School which agree to accept the above conditions may be given grants up to the following maxima:-

Number of boarders in the Hostels.	Grants Admissible	Rs.
20 or less *10
21-30 15
31-40 20
41-50 30
51-75 40
76-100 50
Above 100

* Now see new scale of pay.(D. P. I.'s circular no. 18, dated the 29th April, 1913.)

525. Allowances to Medical Officers.

- The allowances for the medical charge of Government hostels, which includes free medical attendance on the staff students and servants, are as follows :-(a)Where the medical charge is held by a Civil Assistant Surgeon or a registered private medical practitioner possessing the requisite qualification for an Assistant Surgeon-

Rs. per month

(i) For less than 25 boarders 25
(ii) For 25-49 boarders 30
(iii) For 50-99 boarders 42
(iv) For 100-149 boarders 55
(v) For 150-199 boarders 60
(vi) For 200-249 boarders 65
(vii) For 250-299 boarders 70
(viii) For 300-399 boarders 75
(ix) For 400-499 boarders 80
(x) For 450-499 boarders *85

* Now see new scale of pay. (Government of India letter no. 967, dated the 25th July 1902 to the Government of Bengal. G. O. no. 1333-E. dated the 23rd March, 1926; and G. O. no. 230-E. R. dated the 15th May, 1954)(b) Where the medical charge is held by a Sub-Assistant Surgeon or a registered private medical practitioner possessing the qualification requisite for a Sub-Assistant Surgeon, the scale is one half of the above. (c) In the case of hostels attached to girls' school, where lady doctors are employed, allowances may be sanctioned at a scale not exceeding double the above rates. This arrangement, however, is strictly temporary and will be subject to revision when the difficulty of obtaining qualified lady doctors becomes less acute. (Government of India letter no. 283, dated the 15th May, 1914.) (d) The allowances are strictly monthly and are calculated on the maximum number of boarders in each month, both in term time and during vacation. (G. O. no. 1504-Medl., dated the 12th August, 1908.) Note. - Where possible all the Government hostels in one station should be in the medical charge of one officer, and the allowance admissible should be calculated on the aggregate number of boarders, whether these hostels are under the charge of one Department or more than one Department of Government. (G. O. no. 625-E. R., dated the 1st September, 1933.)

526. Duties of Medical Officers.

- Medical Officers should visit the hostels in their charge at least every third day as a matter of routine. In cases of urgency they should pay as many visits as the urgency of the case may demand, but for slight ailments the boarders should attend the hospital, if any, to which the Medical Officer is attached. At each visit the Medical Officer should fill up the register prescribed in this section and should make a brief note, for the guidance of the Superintendent of the hostel, regarding the treatment to be followed. (Letter no. 1237, dated the 9th February, 1918, from the I. G. C.H, to the Civil Surgeon of Shahabad, D. P. I.'s letter no. 6556, dated the 20th July, 1934.) Section II Special rules for School Hostels and Messes

527. Conditions of Residence.

- All school students are required to reside under one or other of the following conditions :- (i) With parents. (ii) Under the care of duly recognised guardians, who must be accepted by the heads of the schools attended as persons of sufficient age and responsibilities to be entrusted with such

guardianship. (In the case of students whose fathers are alive, such guardians will be nominated in writing by the fathers of the pupils).(iii)In hostel approved by the Department.(iv)In a mess approved by the Department.(R.& O. page 564, rule 2)

528. Penalty for not complying with the rules.

- Students not living under one of these conditions will be liable to be called upon to withdraw from the school, and the cause of such withdrawal will be notified in the transfer certificate given to the student.

529. Management.

- When a hostel or mess is not attached to any one school it must be under a separate committee of the management of which, however, the Headmaster, or the Principal of the schools to which the students belong must be members.

530. Licensing of the Hostels, or Messes.

- All messes, or hostels not directly managed by the school authority must be duly licensed or approved in writing by the Headmaster/Principal of the school as places for the residence of students. The head of the institution to which the largest number of students asking for the licence belongs will be considered to be the officer to inspect and license the hostel or mess. In the event of equal numbers coming from different institutions, the head of the senior institution will be considered to be the officer to grant the license. If, as the result of change in the residence, it is found that the majority of the residents belong to an institution other than that of the officer who licensed the hostel or mess, it will be open to him to transfer his duties to the head of the other institution. The Headmaster/Principal who has approved of the building or rooms used as a hostel or mess, will be generally responsible for the hostel or mess so approved, and for the students who live in it. Such hostels or messes will be frequently and regularly inspected by the Headmasters/Principals concerned or by the officer deputed by them. Attention will be directed at such inspection to all conditions in relation to the morality of the students and to the discipline maintained. The sanitary arrangements will also be enquired into and inspected. It will be in the power of the inspecting officer to declare that insanitary buildings can no longer be recognised for the purpose of a hostel or mess, and such declaration, when approved by the Headmaster/ Principal, will be sufficient to cause the buildings to be struck off the list of places where students are permitted to live.(R. and O. page 564, para. 4.)

531. Inspection of Hostels, or Messes.

- Messes, or hostels will be open to inspection by the inspecting officer in charge of the school, or by any person deputed for the purpose by Government or by the Department. Gentlemen of influence living in the neighbourhood of such messes or hostels may also be appointed to act as visitors under the authority of the Director.(R. and O. page 565, para. 5.)

532. Superintendence.

- The Superintendent of every hostel or mess should ordinarily be a teacher in the institution to which the hostel or mess is attached or which the majority of its residents attend, but in the case of private hostels or messes it is permissible for persons other than teachers to be appointed Superintendents. The students living in a hostel or mess must be bona fide students of schools. School boys are not allowed to live in the same hostel or mess. Note. - Preference should be given to N. C. C. trained officers for appointment as Hostel Superintendents in schools, other qualifications being equal to other members of the school staff. (D. P. I.'s letter no. 1342, dated the 29th August, 1950.)

533. Limit prescribed for the appointment of Superintendents and Assistant Superintendents of Hostels attached to Government Schools.

- Limit of three years is fixed for the tenure of the post of Superintendents and Assistant Superintendents of hostels attached to Government schools, at the end of which period it should be deemed to be vacant and applications should be invited for the next period of three years. The incumbent who has just relinquished office may apply again if he so wishes and his application may be considered along with others. The first appointment should be on probation for six months and no one who has been a Superintendent or Assistant Superintendent for more than six years should be reappointed. (G.O. no. 499-E., dated the 15th February, 1939, from Government in the Education Department.)

534. Detailed rules for hostels or messes.

- Detailed rules for the conduct of the hostel or mess should be made by the Superintendent in consultation with the heads of the institutions concerned. A copy of these, together with a copy of the daily time-table, should be supplied to each boarder and should also be hung up in a conspicuous part of the hostel. (R. and O. page 566, para. 12.)

535. Common Prayers.

- The offering of common prayers by Hindus and Muhammadans separately should be arranged in the most convenient manner. (Government Resolution no. 3268-E., dated the 5th December, 1923.)

536. Yearly report on hostels or messes.

- The head of each institution under whose supervision a hostel or mess is working must, at the end of each financial year, submit to his Departmental superior a report on its working, with special reference to the conduct of the residents and to the sanitary arrangements of the premises and surroundings. (R. and O. page 566, para 15.)

537. Number of occupants of one room.

- Two students should not be allowed to occupy one room in a hostel or mess unless they are near relatives.

538. Admission to hostels or messes.

- No student may be admitted to a school hostel till he has been admitted to the school, and no boarder may be admitted to a private hostel or mess unless he is a student of a recognised institution.

539. Monitors.

- The Headmaster/Principal should appoint one or more monitors who will act under the orders of the Superintendent but the appointment of a monitor in no sense exonerates the Superintendent from responsibility. (Government Resolution no. 3268-E., dated the 5th December, 1923.)

540. Duties of Headmaster/ Principal.

- The general supervision of a hostel attached to an institution is a part of the ordinary duties of the Headmaster/Principal. Such supervision will require that he should-(i)exercise control over the Superintendent in performance of his duties;(ii)receive the report of the Superintendent and dispose of them;(iii)inspect the accounts periodically;(iv)visit each hostel with reasonable frequency;(v)see that the buildings and grounds are kept in proper order;(vi)receive complaints and consider them;(vii)arrange for the admission of new boarders and the withdrawal of those wishing to leave on good grounds;(viii)take an interest in the games of the boarders and visit the playgrounds; and(ix)do all that is possible to foster corporate life among the students.

541. Residence of Superintendent.

- The Superintendent of a hostel should ordinarily be provided with quarters within or immediately adjoining the hostel itself.

542. Duties of Superintendent.

- The duties of the Superintendent are as follows:-(i)to be immediately responsible to the Headmaster/Principal for the maintenance of good discipline among the boarders;(ii)to call the roll at fixed times and to check the gate-book;(iii)to live and sleep in the quarters provided for him;(iv)to bring to the notice of the Headmaster/Principal without delay any breaches of discipline;(v)to superwise the study of the boarders during the prescribed periods;(vi)to control the menial establishment of the hostel whether maintained from public, or from private funds;(vii)to check the accounts and supervise the dietary arrangements of the borders;(viii)to share as far as possible in the games of the boarders and control their conduct in the playgrounds; and(ix)to do such other

duties as may be assigned to him by the Headmaster/ Principal.

543. Free Places.

- Five per cent of the places in school hostels may be made free for deserving boys who are really poor, provided that suitable candidates are forthcoming; this concession extends also to the charge for furniture.(Government Resolution no. 3268-E., dated the 5th December, 1923.)Note. - A capitation allowance of Rs. 1.50 for ten months in the year is paid to 24 Ho boarders at Chaibasa Multipurpose Zila School.(G. O. no. 1047-E., dated the 29th February, 1933.)

544. Withdrawal.

- No boarder is permitted to take his name off the roll of a hostel without the written permission of his Headmaster/Principal, nor will such permission ever be given unless it has been requested in a formal application from the father or natural guardian of the boarder. This application should be made at least 15 days before the date on which the boarder proposes to quit the hostel and it should state the reason for withdrawal. If 15 days' notice is not given, the boarder may be charged the ordinary dues up to 15 days in addition to the leaving fee and other charges.

545. Withdrawal late in the year.

- A boarder quitting a hostel after the Durga Puja vacation will be liable at the discretion of the Headmaster/Principal to pay the monthly fees up to the end of the session.

546. Penalty for non-payment.

- The instructions contained in Article 315 of the Code, regarding the dates for the collection of the school fees and the imposition of a default fine of twenty-five Paise in case of late payment should be followed also in collecting hostel dues.(D.P.I.'s letter no. 1015, dated the 30th January, 1932.)

547. Offences and their punishment.

- The punishment of offences rests with the Superintendent or with the Headmaster/Principal according to the gravity of the offence. Minor offences, such as unpunctuality, noisy behaviour or uncleanness should be dealt with by the Superintendent. Serious offence such as moral delinquency, habitual idleness or disobedience and absence without leave should be dealt with by the Headmaster/Principal.

548. Procedure in cases of illness.

- It is the duty of the Superintendent to report at once any case of disease or sickness. The Headmaster/Principal will at once take such steps as are possible to isolate suspicious cases to call in medical advice, and, should the case prove to be infectious to have the patient removed to the

hospital or to a segregation ward.(R. and O. page 565, para. 7.)

549. Standard allowances to Superintendents.

- The following table shows the standard allowances to the Superintendents and Assistant Superintendents of hostels attached to Government Schools :-

Number of Boarders.	Allowance for Superintendent.	Allowance for Assistant Superintendent.
	Rs.	Rs.
20 boys or less ..	15	..
Between 21 and 30 ..	20	..
Between 31 and 40 ..	25	10
Between 41 and 50 ..	30	15
Between 51 and 75 ..	40	20
Between 76 and 100 ..	50	25
Above 100 ..	60	30

Note. - (1) If the number of boarders in any month falls below five the Superintendent should be given no allowance but free rent quarters only.(2) Allowances on the same scale are granted for the superintendence of the hostels attached to the Sanskrit College and Madrasa Islamia Shamshul Huda.(Government of India letter no. 666, dated the 27th July, 1910; D.P.I.'s letter no. 2517, dated the 6th March, 1917; no. 1339, dated the 14th February, 1919; no. 4004, dated the 25th May, 1923; no. 5656, dated the 23rd July, 1924.)

550. Appointment of Hostel Superintendents.

- The sanction of the Director is required for the appointment of officers as Superintendent or Assistant Superintendents, if their total emoluments will exceed Rs. 240 and that of Government if their emoluments will exceed Rs. 550. In other cases the appointments are made by the District Education Officer in charge of the school provided that in the case of a Government High/Higher Secondary, the sanction of the Managing Committee will suffice, if the total emoluments do not exceed Rs. 125 a month.[Cf. Article 28(11), 45(2) and 66(xx), Government Resolution no. 3961-E., dated the 19th November, 1925.]

551. Arrangements at Teachers' Training Schools.

- In each Teachers' Training School, boarders should be divided into groups of 50 and that each such group of 50, should be in charge of a Hostel Superintendent. The following table shows the standard allowances to such Superintendents :-

Number of Boarders.	Allowances.
20 boys or less

			Rs. 15 a month.
Between 21 and 30	Rs. 20 a month.
Between 31 and 40	Rs. 25 a month.
Between 41 and 50	Rs. 30 a month.

Note. - (i) The allowance will be subject to the Superintendent not having free family quarters.(ii) Selection of the members of the staff to work as Hostel Superintendents in each school should be made carefully by the Head of institution and the District Education Officer, will approve of the names so selected. Normally preference should be given to junior and energetic teachers who are likely to take interest in this kind of work.(G. O. no. 118, dated the 27th June, 1956.)

552. Room-rent and furniture-rent.

- Subject to a minimum of Rs. 1.50 for each boarder in the case of a High/Higher Secondary School and Re. 1 for each boarder in the case of a Middle School, the room rents to be charged in the hostels attached to Government schools are fixed by the District Education Officer. The Principals of the Training Colleges at Ranchi and Bhagalpur also exercise this power for the schools under their control. Pupils of the Scheduled Tribes and Scheduled Castes have been exempted from the payment of seat rents. No room-rent or furniture rent is charged in the hostels attached to Teachers' Training Schools.(G. O. no. 4008-E, dated the 28th October, 1926; and G. O. no. 256-E.R., dated the 30th May, 1933 and G. O. no. 97-E., dated the 6th January, 1940 and G. O. no. 1558, dated the 4th August, 1954.)

553. Rent for Electric fittings.

- The charge made, or to be made for electric fittings are as follows :-

Name of the institution.	Annual rent.	Sanctioned number.	Order date.	Remarks.
1	2	3	4	5
	Rs.	Paise		
Bankipur Multipurpose Girls School	4	50	4008-E.	28th October, 1926.
Patna Collegiate Multipurpose School	4	50	1948-E.	22nd March, 1929.
Gaya Zila Multipurpose School	4	50	477-E.R.	28th July, 1928.
	4	50	6413-E.	

Bhagalpur Zila				26th	To be reduced to Rs. 2
Multipurpose School				November,	when the hostel is
				1930.	extended.
Monghyr Zila	1	12	2122-E	14th April,	
Multipurpose School				1936.	
D.S.S. College	Nil	1653-E.		10th April,	
				1931.	
Arrah Zila	1	00	1679-E.R.	13th	
Multipurpose School				September,	
				1935.	
Muzaffarpur Zila	2	00	314-E.R.	1st July, 1929.	
Multipurpose School					

554. Standard scale of menial establishment and contingencies.

- The following is the standard scale for the menial establishment and petty contingent charges of the hostels attached to Government High/Higher Secondary, Middle Schools, but any increase, or reduction in the present rates should be effected gradually and only to the extent found to be necessary on an examination of local requirements and conditions :-

Number of boarders. Darwan. Sweepers. Water-bearers. Contingencies per annum.

1	2	3	4	5	
				Rs.	
0-10	..	1	50
11-25	..	1	1	..	59
26-50	..	1	1	1	100
51-100	..	1	2	1	200
101-200	..	1	4	2	402

Note. - The minimum wage for such of these menials, as have their pay drawn on establishment bills, is* Rs. 17 1/2. [* Now see new rate] In the case of other menials the rate is generally the same.(G. O. no. 694-E., dated the 8th April 1915; and G. O. no. 2768-E-R. dated the 1st May, 1929.)

Chapter VIII

Educational BuildingsSection IGovernment Buildings

555. General Rules.

- Whenever possible, educational buildings should be constructed according to the departmental type plans. In the case of important buildings the Director, will always consult the Director of Health Services before he gives his approval to any plan.(Circular Memo. no. 13-B., dated the 20th April 1914, from Government in the P. W. D.)

556. Inflammable Buildings.

- No buildings with roofs of thatch, or other inflammable materials should be constructed within a radius of 50 yards from a building constructed of permanent materials. This radius is a minimum which should be exceeded where possible. (G. O. no. 119-T.B., dated the 26th May 1905; and R. & O. page 568, para. 13.)

557. Departmental and Public Works Department Buildings.

- Some educational buildings are constructed and maintained by the Public Works Department and some departmentally. (a) Public Works Department Buildings.

558. General Procedure.

- Any work, the cost of which is estimated to exceed Rs. 5,000 must be entrusted to the agency of the Public Works Department. It is not necessary, however, that all buildings costing less than Rs. 5,000 should be departmental; the number of departmental buildings should be kept as low as possible. (Government of India's letter no. 93-B., dated the 25th February, 1921.)

559. Powers of Administrative Approval.

(a) The Director is empowered to accord administrative approval to all works other than those in connection with residential buildings up to a limit of Rs. 10,000. (b) In the case of residential buildings, the Director is empowered to accord administrative approval in respect of estimates for quarters occupied by his own department subject to the proviso that the total cost of the building is not allowed to exceed Rs. 5,000 and that the standard rent of the building calculated under Fundamental Rules or Bihar Service Code Rules, as the case may be, shall not exceed 10 per cent of the average emoluments of the class of tenants for whom it is intended and subject to the further proviso that the projects conform to the type plans duly approved by Government. (c) Water, sanitary and electrical installations. - The power delegated above does not apply to projects for water, sanitary and electrical installation in either residential or non-residential buildings, all of which require the approval of the State Government. (d) Administrative approval to all projects exceeding the limits of power given above will be accorded by the State Government in the administrative department. Note. - (1) The powers shall be exercised subject to the condition that funds are likely to be available within a reasonable period. (2) In all cases regarding residential buildings, information regarding the designation and average pay of the official for whom the building is intended should be furnished in the rent statement. Local officers should see that the rent statement accompanies each of such projects. (P. W. D. Resolution no. 7329-A., dated the 31st August 1937. The Compendium of Financial Delegation, 1953.) (i) The Chairman of the Executive Committee of the Netarhat School is empowered to accord administrative approval to all works in connection with the aforesaid school; residential or non-residential, up to a limit of Rs. 10,000 and to water-supply, sanitary and electric installation up to a limit of Rs. 5,000. (ii) The Principal of the Netarhat Residential School is empowered to accord administrative approval to all works in connection with

the aforesaid school, residential or non-residential up to a limit of Rs. 5,000 and to water-supply, sanitary and electric installation up to a limit of Rs. 2,500. Note. - (i) All plans and estimates for buildings, water-supply, sanitary and electric installation shall be scrutinised and countersigned by the Principal before according administrative approval, (ii) The powers delegated above shall also be exercised by the Chairman and the Principal in respect of works to be done departmentally. (G. O. no. 34093-E., dated the 29th December 1954.)

560. Deposit Works.

- The following officers of the Public Works Department can authorise the undertaking of deposit works up to the limits mentioned against their names for each work, provided the conditions laid down in paragraph 283 of the Public Works Department Code, for the execution of such works are fulfilled :-

	Rs.
(1) Superintending Engineer and the Chief Engineer, Public Health Engineering Department.	5,000
(2) Inspectors of Works	500
(3) Electric Inspector, Bihar	1,000
(4) All Executive Engineers (including the Executive Engineers of the Public Department).	200

Note. - The above limits exclude departmental charges. (P. W. D. Resolution no. 7329-A., dated the 31st August, 1937. The Compendium of Financial Delegation, 1953.)

561. Technical Sanction.

- Technical sanction to detailed projects will be accorded by the officers of Public Works Department (including Public Health Circle) within the following limits, provided that-(a) administrative approval has been accorded by the competent authority; and (b) the report prefacing the estimates and the principal plans attached thereto have been countersigned by the Director-

Rs.

- (1) Superintending Engineer 10,000 for each work
- (2) Electric Inspector, Bihar 20,000 for each work
- (3) All Executive Engineers 5,000 for each work

The State Government in the Public Works Department will accord technical sanction to all estimates in excess of the limits prescribed in the preceding paragraph. Note. - (1) The above limits exclude departmental charges. (2) These powers apply to deposit works also. (P.W.D. Resolution no. 7329-A., dated the 31st August 1937. The Compendium of Financial Delegation, 1953.)

562. Requisition of Estimate for the purpose of Administrative approval.

(a)The Director may call for plans and estimates for works, the cost of which does not exceed his power of administrative approval.(Government Resolution no. 1443-A., dated the 4th February, 1947.)(b)The local officer, with the consent of the Director, may call for plan and an estimate of the cost of a work.(c)The local officer, with the consent of the Director, may also call for plans and estimates for electrical projects from the Electric Inspector and for sanitary and water and water-supply projects from the Chief Engineer, Public Health Engineering Department, Bihar.Note. - In the letter of consent the Director should state whether funds are likely to be available within a reasonable period.(P.W.D. Resolution no. 7329-A., dated the 31st August, 1937.)(d)The Principal of the Netarhat Residential School, may, call for plans and estimates for all works in connection with this school requiring administrative approval.(G. O. no. 34093-E., dated 29th December, 1954.)(e)The District Education Officer and the Inspectress of Schools, Bihar may call for a plan and estimate for the construction of a new building to be built by the Public Works Department or for additions and alterations to buildings on the books of that Department which will cost more than Rs. 1,000.(G. O. no. 4335, dated the 24th November, 1958 and G. O. no 1382, dated the 17th March, 1959.)

563. Preparation of estimates for the purpose of Administrative approval.

(a)The local officer should furnish the Executive Engineer or District Engineer or Electrical Engineer or Chief Engineer, Public Health Engineering Department with particulars of the reasons for which the work is required including the case of residential projects the accommodation of which is to be provided while the Public Works Department Officer concerned should show that his plan will generally suit the local officer's requirements. He should give particulars as to the class of work which it is proposed to provide for and show on what information his estimate of cost is based.(b)As a rule, rough plans and estimates only will be prepared in the first instance if the work is likely to cost more than Rs. 5,000 unless there is a likelihood of funds being available in the course of the year and the work is within the power of administrative approval of the Director. A requisition estimate need only be prepared for works costing less than Rs. 1,000 while a detailed plan and estimate will be likely to be available within a reasonable period, otherwise rough plans and estimates only will be prepared.(c)The Chief Engineer, Public Health Engineering Department and Executive Engineer, a District Engineer or the Electrical Inspector should not prepare rough or detailed plans and estimates for works which appear to him to be of an abnormal nature, or which are not usually allowed. When requests for such works are received, he should obtain the orders of Government through his departmental superiors before taking any further action.(P. W. D. Resolution no. 7329-A, dated the 31st August, 1937.)

564. Submission of Estimates for the purpose of Administrative approval.

(a)When the total of the estimates is within Rs. 2, 500 the Executive Engineer will send the plan and estimate direct to the local officer. When the estimate exceeds Rs. 2,500 (and in districts where boards carry out works for the Public Works Department, whatever the amount of the estimate may be) the plan and estimate will be sent by the Executive Engineer or District Engineer to the

Superintending Engineer, who, after scrutiny, and, if necessary, revision will forward them to the local officer who, in turn, will submit them to the Director.(b)The Electric Inspector will submit his projects through the Superintending Engineer concerned to the local officer, whilst the Chief Engineer. Public Health Engineering Department will submit them to the local officer direct, who, in turn, will submit them to the Director.(c)On receipt of the plan and estimate for any work, which exceeds the limit of his power of administrative approval, the Director will submit the project, after signature, to Government in the department concerned for administrative approval.(P. W. D. Resolution no. 7329-A., dated the 31st August 1937.)

565. Communication of administrative approval.

(a)When according administrative approval to any project, the Director will return the plan and estimates to the Superintending Engineer, if the project is a rough one, he will state definitely whether detailed plans and estimates are to be prepared at once.(b)In the case of work estimated to cost more than Rs. 5,000 the administrative approval accorded by the Director should also be communicated both to the Public Works Department and the administrative department concerned.(c)For all works which exceed the limit of power of the Director the administrative approval will be accorded by Government in the administrative department concerned. When the approval has been accorded by the administrative department, the plans and estimates for work including those for sanitary and water installation will be forwarded to the Public Works Department for disposal, it being intimated whether detailed plans and estimates are to be prepared at once, if administrative approval has been accorded to the work on a rough plan and estimate.(P. W. D. Resolution no. 7329-A., dated the 31st August, 1937.)

566. Allotment of Funds.

- The Director has been given a grant for minor works from the Public Works Department budget and should allot funds for minor works, i.e., works costing up to Rs. 10,000 but for minor works in connection with his own residence the previous approval of the authority according administrative approval should be obtained to the allotment. For all works costing above Rs. 10,000 specific provision has to be made in the Public Works Department budget in the usual way, and for such works or any portion thereof the Director cannot allot funds from his minor works grant.The Director shall record the sanction to the allotment in the following form :-

Rs. Paise.

Allotment available for the
Less-amount sanctioned previously
Balance available
Amount now sanctioned
Balance of allotment still available

When the Director has no grant for minor works at his disposal, the Superintending Engineer or the Electric Inspector, as the case may be, will apply to the State Government in the Public Works Department for funds, explaining the urgency of the work.(P. W. D. Resolution no. 7329-A., dated

the 31st August 1937.)

567. Selection of sites for Small Works.

- In the case of buildings estimated to cost less than Rs. 5,000 the Executive Engineer will, as soon as an estimate is called for, select a site in consultation with the District Magistrate and the local head of the department. If there is a difference of opinion among these officers, the Superintending Engineer will refer the matter to the Commissioner, whose decision will be final. The local head of the department may depute a subordinate to represent him. The Executive Engineer will consult the Civil Surgeon, if he has any doubt as to the suitability of the site on sanitary grounds. Where the land is in charge of the department, the signature of the Director on the plan will be necessary and in a Municipality or controlled area the signature of the Chairman of the Municipality, or of the President of the Local Committee will be necessary also. (P. W. D. letter no. 2772-A., dated the 7th August 1922.)

568. Selection of sites for large works.

- In the case of buildings estimated to cost Rs. 5,000 or more, the Executive Engineer, unless instructed to the contrary, will as soon as he is asked for a rough estimate, request the District Magistrate to assemble a site committee then. If administrative approval is granted before a site has been selected he will request the District Magistrate, the Executive Engineer, the Civil Surgeon, an officer of the department and in a municipality or controlled area, the Chairman of the Municipality or President of the Local Committee. In outlying stations members may, on their own responsibility, depute gazetted subordinates to represent them. If an officer cannot attend the committee, his opinion will be taken separately. The proceedings of the committee will be forwarded to the Superintending Engineer who, if he agrees, will forward them to the Director for countersignature and return to the Executive Engineer through the Commissioner. If the members of the site committee are unable to agree or if the Superintending Engineer differs from their conclusions, he will, in the event of failing to come to an agreement with the President of the Committee, send the case to the Commissioner for decision, attaching his note to the proceedings of the committee. After deciding the case the Commissioner will communicate his decision to the Superintending Engineer and to the President of the Committee and will forward the plans as approved to the Superintending Engineer for disposal by the Director. If the Director's views differ from those of the local officers, the matter will be referred to Government. The Director will consult the Director of Health Services and the Chief Engineer, Public Health Engineering Department in important cases. (P. W. D. letter no. 2772-A., dated the 7th August, 1922.) Note. - Where the question of sanitary fittings and for pipe water-supply has to be considered, an intimation should be given to the Chief Engineer, Public Health Engineering Department to enable him to arrange that the Public Health Department is represented at the site committee. (P.W.D. letter no. 2249-71 -D., dated the 31st January, 1929; P.W.D. Resolution no. 6390-6433-G., dated the 23rd June, 1933.)

569. Repair to non-residential building.

- All annual and petty repairs that may be necessary during the intervals between quadrennial repairs to buildings borne on the books of the Public Works Department must be carried out by the agency of that department, except that the educational officer in charge of each building is responsible for all petty repairs of doors and windows, including the replacement of broken glass. He should make some person of his establishment answerable for the general condition of the building, including the glass in each room and the fixtures; for keeping a watch on the attacks of white-ants; for paying strict attention to the cleanliness of the interior and the neatness of the exterior of the building and of its surroundings, and for keeping the rainwater pipes and surface drains (where such exist) free from all obstructions. Charges for such items should be drawn by the officer concerned in his contingent bills. (Government Res. no. 57-T.A., dated the 18th May. 1906; R. & O. page 547.)

570. Repairs to residential buildings.

- The instructions given in the above paragraph do not apply to residential buildings. All repairs to such buildings will be executed and accounted for by the Public Works Department, whether rent for the building is recovered from the occupier or not. (G. of B., P.W.D. no. 2845-A., dated the 6th December, 1906; R. & O page 547.)

571. Restriction regarding Public Works Department land and buildings.

- Executive Engineers are responsible for all buildings and lands in their charge. No additions or alterations may be made to buildings borne on the books of the Public Works Department, and no fresh detached structures may be erected on land attached to such buildings, irrespective of the fund from which the cost of the work is to be met, without the previous sanction of the Public Works Department. (G. of B., P.W.D. letter no. 22-B., dated the 18th June, 1905; R. & O. page 570)

572. Cost of repairs to Public Works Department building.

- Provision for all repairs to buildings borne on the books of the Public Works Department is included in the budget of that department. Except as provided in Article 569, no expenditure should be incurred by officers of the Education Department, out of the funds placed at their disposal for petty construction and repairs on buildings borne on the books of the Public Works Department. (G. O. no. 900-F.R., dated the 12th July, 1924.) (b) Departmental Buildings.

573. General rules.

- Departmental buildings, may only be constructed with the sanction of the Director.

574. Head to which the cost is debited.

- Expenditure on construction and repairs executed by officers of the department is treated as contingent expenditure when it does not exceed Rs. 2,500 in amount. When the amount exceeds that sum, and the work is still executed by the department, the expenditure is treated as "work" expenditure of the department but this can only be done if the department has been specially vested with the administrative control of the expenditure. (G. O. no. 900-F.R., dated the 12th July, 1924.) Note. - The limit of Rs. 2,500 applies to the amount of each individual estimate, whether it relates to one building or group of buildings.

575. Procedure.

- When it is desired to construct a departmental building, a report should be submitted to the Director showing the necessity for the measure. This will be accompanied, where there can be little doubt of its being sanctioned, by a plan of the proposed building, a site plan showing the land and the buildings on it, both existing and proposed, with dimensions drawn to scale, and an estimate of the probable cost. Type-plans should be followed or reasons given for divergence therefrom.

576. Construction of buildings.

- Departmental buildings may be constructed under the supervision of the District Engineer. When it is proposed to erect a building under the supervision of the District Engineer, the plans and estimates should be approved by him, after a local inspection of the site, before construction is sanctioned by the Director. The District Engineer will be required to supervise the construction of the whole building but he may utilise the assistance of his subordinates, although the final responsibility will be his.

577. Commission Payable to District Boards.

- The fee payable to a District Board for work done for the department is calculated on the following scale:-

(1) For complete execution, including survey, detailed plans and estimates, working drawings, supervision and construction.	15	Per cent
(2) For survey, detailed plans and estimates working drawings and supervision only.	7	Ditto
(3) For survey, detailed plans and estimates only ..	3 1/2	Ditto
(4) For working drawings and supervision only ..	3 1/2	Ditto
(5) For construction only, the plans and estimates being supplied by Government.	11	Ditto

For sketch plans and rough estimates required for obtaining administrative sanction no fee is payable. The fact that the complete work is being undertaken by the District Board does not prevent

the fees payable for survey and detail plans and estimates being paid in advance on receipt of administrative approval and sanction to such plans and estimates, the balance for supervision and construction, etc., being paid later after the work has been approved by the Superintending Engineer, or Inspector of Local Works, but in no case shall the total fees payable exceed 15 per cent. The fees payable to the district board are intended to cover all charges for -(a) Establishment of all kinds.(b) Travelling allowances,(c) Tools and plant.(d) Postage and stationery.(e) Printing of forms etc. The District Board has full discretion as to the distribution to the District Engineer or to its subordinate establishment of the fees payable, subject only to the proviso that the amount paid to the District Engineer, shall not exceed one-third of the amount received by the District Board.

578. Register of buildings.

- A register of all departmental buildings under his or her charge and of all lands belonging to the Education Department must be kept in the office of each District Education Officer and the Inspectress of Schools, Bihar and the District Inspectress of Schools. This register should show the date on which each building or site was last visited by the District Education Officer and the Inspectress of Schools and the District Inspectress of Schools.

579. Transfer of building to the Public Works Department.

- If it is desired to transfer any departmental building to the books of the Public Works Department, an application will be made by the Director to Government in that department.

580. Loss or damage.

- Whenever an educational building is burnt or blown down or destroyed in any other way, an enquiry will be made by the officer immediately subordinate to the Director in whose charge the building was and that officer will submit a report to the Director explaining the cause of the disaster. In case of a fire due to improperly protected lights or negligence in cooking operations, it will be a question whether the person at fault shall not be held pecuniarily responsible for the accident,

581. Repairs.

- All repairs to departmental buildings are carried out departmentally. The officer responsible should budget each year for the sum likely to be required for repairs during the following year.

582. Cost of repairs to departmental buildings.

- Amounts sanctioned by the Director for petty construction and repairs may not be made over to an officer of the Public Works Department, either by transfer or in cash, with a view to his carrying out the work. When it is considered necessary that any work provided for in the education budget, should be done through the agency of the Public Works Department, an application should be made to the Director with a view to the matter being submitted to Government for orders. Should

Government direct that the work should be done through the Agency of the Public Works Department, the charge will be met from the budget of that department. This rule does not prevent an officer from obtaining the opinion or advice of the Executive Engineer on any work to be carried out so long as the actual supervision of the work and disbursement of funds is not made over to the Executive Engineer.

583. Sale.

- If an old building is to be sold as a consequence of the erection of a new building, an estimate of the amount which it or its materials is or are likely to realise must accompany the application for permission to erect the new building. Similarly, if an old site is to be given up the pecuniary result of its disposal must be stated. The amounts realised must be paid into the treasury and not to be used for expenditure.(c)Land Acquisition.

584. Application, for a draft notification.

- When the acquisition of land is desired the officer concerned, after obtaining the previous approval of the Director if the cost is likely to exceed Rs. 1,000 will apply to the Collector for a draft notification under section 4 of the Land Acquisition Act.Note. - If the land is to be acquired for buildings to be erected by, or from funds to be provided, by the Public Works Department, the Executive Engineer in charge of the work concerned, verify the officer requiring the land will apply to the Collector for the draft notification.

585. Particulars to be supplied with the application.

- The application should set forth clearly purpose for which the land is required and should be accompanied by a plan. It should specify the limits of the land, should state the local names, (if any) by which the land is known and should contain such other particulars as may be necessary for the better identification of the land.(Land Acquisition Manual Chapter II, Article 10.)(ii)The plan should ordinarily be on a scale of 330 feet to an inch, or 165 feet to an inch. The former scale should be adopted unless it is found too small for practical purposes. For congested areas and in other cases where the plots are very small a large scale of 82 1/2 feet to an inch or 41 1/4 feet to an inch may be used. These larger scales may be used, if necessary, in the case of buildings.(Land Acquisition Manual, Chapter IV, Article 40.)(iii)The Land acquired should be coloured pink in plan.

586. Procedure after disposal of objections.

- On receipt of the application the Collector will prepare the necessary draft notification and forward it to the requiring officer, who will send it to the Director for submission to Government in the Education Department. If Government agree, the notification will be published in the Bihar Gazette. Thereafter, if the objections (if any) are over ruled, the Director or Executive Engineer, as the case may be, will ask the Collector for a draft declaration under section 6 of an estimate. The District Officer will send these to the Commissioner of the Division who will countersign the estimate, if

above Rs. 1,000 and the draft declaration in all cases. When the estimate does not exceed Rs. 2,500, the Commissioner will forward the estimate, draft declaration and plan to the requiring officer, but when the estimate exceeds Rs. 2,500 it will be submitted, after it has been countersigned by the Commissioner to the Board of Revenue also for countersignature together with the draft declaration and the plan, and the Board will forward the papers to the requiring officer.[Revised procedure under the Land Acquisition (Amendment) Act of 1923.]

587. Procedure in departmental cases.

- If the land is not to be acquired for buildings to be erected by or from funds to be provided by, the Public Works Department and if on receipt of the estimate and the duly signed plan and draft declaration from the Commissioner or the Board of Revenue it is decided to proceed with the acquisition, the requiring officer will make an application to the Director, accompanied by the countersigned estimate, the plan and the draft declaration. If the Director decides to proceed with the case, he will submit the papers to Government in the Education Department for sanction. That department will sanction the acquisition and allot funds with the concurrence of the Finance Department and forward the plans and declaration direct to the Revenue Department for further action.(Paragraph 25, Chapter III of the Land Acquisition Manual and P. W. D. letter no, 2772-A., dated the 7th August, 1923.)

588. Procedure in Public Works Department cases.

- If the land is to be acquired for buildings to be erected by, or from funds to be provided by, the Public Work Department and if the acquisition of the site selected by the site committee has not already been administratively approved by Government along with the building project, the Executive Engineer will submit, through the proper channel, the Land plan and estimates together with the draft declaration approved by the Commissioner or the Board of Revenue, as the case may be, for the administrative approval of Government in the Education Department. That department will, after according administrative approval, forward the land plan, etc., to the Public Works Department who, in their turn, will accord sanction to the estimate and forward the plan and estimate in original together with the draft declaration to the Revenue Department for the publication of the declaration and for the issue of orders for the acquisition of the land provided that the necessary funds are available. The amount of the estimate should be subsequently incorporated in the estimate for the project. If, however, the acquisition of the site selected by the site committee had already been administratively approved along with the building project the Executive Engineer will submit the land plan and estimate together with the draft declaration to the Superintending Engineer, for transmission to Government in the Public Works Department, who will, after according sanction to the estimate forward the plan and estimate in original together with the draft declaration to the Revenue Department for the publication of the declaration and for the issue of orders for the acquisition of the land provided that the necessary funds are available. The declaration will in all cases be published by the Revenue Department and all subsequent proceedings for the acquisition of the land will be taken in that department.(Paragraph 25, Chapter III of the Land Acquisition Manual also paragraph 179 of the P. W. D. Code; P. W. D. letter no. 2772-A., dated the 7th August, 1923.)

589. Withdrawal from acquisition.

- When it is desired to withdraw from the acquisition of land in respect of which a declaration has been published in the Bihar Gazette, the officer concerned must report whether possession has actually been taken of any part of the land, and whether any compensation is to be paid for any damages sustained by the owner and any reasonable costs incurred by him in connection with the acquisition proceedings. (Paragraph 106, page 90 of the Land Acquisition Manual.) Note. - Rules to those buildings financed wholly or partly by local bodies or maintained or aided out of District Education Fund, will be found among the rules framed under Local Self-Government Act. (Vide Chapter 2 of the Code.) Section II Rules relating to grants of land and money for school sites and buildings

590. Officers mainly concerned.

- The immediate conduct of proceedings in connection with grants rests with the District Education Officer in consultation with the District Officer. District Officers are specially concerned with all questions affecting land. (Government notification no. 200-E., dated the 19th April, 1919.)

591. Purpose of the Rules.

- The object of the rules in this section is to ensure that grants are made for suitable objects, that they are utilized to the best advantage, that they are not wasted by reason of buildings being allowed to fall into disrepair and that the institutions which benefit by them are well managed. (Government notification no. 200-E., dated the 19th April, 1919.)

592. Scope of the rules.

- The grants to be considered are in general (a) grants of land on lease, and (b) money grants for the acquisition of land, for the preparation of sites, or for the erection, extension, or purchase of buildings. Grants may be made for paying off debts incurred for school sites and buildings only in exceptional cases and with the sanction of Government. (Government notification no. 200-E., dated the 19th April, 1919.) Note. - The word "school" in these rules includes the word "hostel" unless the contrary appears from the context.

593. Amount of Grants.

- Grants may not, save under general or special sanction of Government, exceed the sum subscribed locally or allotted from the balance in hand of the school. (Government notification no. 1331-E. P., dated the 29th September, 1931.)

594. Outline of procedure.

- The general procedure is divided into following stages :-(a)submission of the application for approval;(b)settlement of the terms of the grant;(c)submission of the terms of the grant for sanction;(d)submission for sanction of (i) plans and estimates of buildings; and (ii) proposals for grants of land or for land acquisition proceedings;(e)completion of preliminary condition; and(f)final operations.(Government notification no. 200-E.. dated the 19th April, 1919.)

595. Submission of applications.

- The following rules are to be observed in the submission of applications ;-(1)A formal written application must be made to the Inspector in all cases, even though negotiations commence informally or verbally. The application must state with sufficient precision what is required, but need not be in any particular form.(2)Before considering the application the District Education Officer must satisfy himself that the negotiations are conducted with persons, who are legally the owners of the existing or future school. Provision is made below for a reference on this point to the Government Pleader, but negotiations need not be delayed for the final decision of legal question. The case will fall under four main heads, according as the negotiator is (i) a donor or a small group of donors, (ii) a body of trustees, (iii) a body of subscribers, and (iv) the managing committee of an existing school. In cases.(i) and (ii) the transaction should be conducted with the donor or trustees in person; in case (iii) with representatives empowered at a general meeting of the subscribers, in which case a copy of the proceedings in this meeting should be attached by the District Education Officer to the application. In case (iv) the managing committee may be independent or subject to a body of subscribers, it must be empowered to conduct the transaction with the educational authorities by a general meeting of the subscribers, the proceedings of which should be attached to the application.The person or body of persons with whom the transaction is conducted, is called in these rules the school authority.Note. - Where the legal owners of the school are a registered company or corporation, as Missionary Societies and Charitable Societies often are, the contract should be made with the company or corporation, and may be executed on its behalf by any person acting under its' authority, e.g., by a person holding a power of attorney empowering him in that regard. This, however, need not prevent earlier negotiations from being carried on with the local representatives of the company or corporation.(3)The District Education Officer must next procure the information necessary for a decision on the merits of the proposal-(a)where additional or improved accommodation is wanted for an existing school, the following particulars should be set forth (i) general description of the school, its site and buildings; (ii) the aid, if any, which it already receives; (iii) the existing accommodation (iv) the number of classes and the average strength of each; (v) the precise character of the addition or improvement proposed; and (vi) the nature of the title of the school authority or committee to the land and building to add to which the grant is sought, and their power to sell, mortgage or otherwise dispose them of;(b)description of the existing managing committee of the school. The arrangements for filling vacancies and the names of the existing members should be stated;(c)where it is proposed to make a grant of Government land, the character of the land (Khasmahal, etc.). should be given. The nature and locality of the site should be explained, and the area and value should be stated;(d)if it is proposed to acquire land under the Land Acquisition Act, or to purchase land, this should be stated, and full particulars of the land

should be given as above;(e)if it is proposed to erect buildings, the agency it is desired to employ (whether Public Works Department or otherwise) should be stated;(f)the financial aspect of the proposals should be explained. In particular, the total estimated cost, the amount Government are asked to contribute, how much has been promised locally, how much has been collected and when the balance of the subscriptions is likely to be paid;(g)whether the roll number is likely to increase when the new buildings are completed. If so, it should be stated what additional fee income is expected and what additional recurring expenditure will be involved;(D. P. I.'s circular letter no. 8470, dated the 4th November, 1920.)(h)in the case of an aided school, whether the managing committee propose to ask for any increase in the grant-in-aid in consequence of the new buildings to be erected ;(i)in the case of an unaided school, whether the managing committee proposes to ask for a grant-in-aid when the new buildings are completed and, if so, what sum will be required;(4)when the information is ready, the District Education Officer should submit a report dealing with the above particulars and any other details of importance, and make his recommendations. The report should be submitted to the Director through the District Officer and the Commissioner. These officers should make their comments. In particular they should state whether they approve of the proposals which relate to sites, the acquisition of land, or the grant, or lease of Government land. If the Director approves, he will inform the District Education Officer that the proposal may be entertained and the next stage of the procedure will begin. If the Director considers that the application should not be entertained, he will inform the District Education Officer, who will communicate the decision to the applicant.(5)In the case of a grant of a sum of money not exceeding Rs. 500 the District Education Officer is the final sanctioning authority, provided that he is able to meet the expenditure from the allotment for grants-in-aid placed at his disposal by the Director. He should, therefore, take into consideration the points mentioned in sub-section (3) of this article and in the three following articles. He should also consult the District Officer,(Government notification no. 200-E., dated the 19th April, 1919.)

596. Terms of agreement.

- Great delay and difficulty arise if there is any misapprehension as to the conditions on which the proposed grant is to be made. As soon, therefore, as the application is approved, the terms should be placed in a clear form before the school authority, and it should be asked whether it accepts them. The statement of the terms should be divided into four parts; the first should recite the preliminaries, the second should state the general conditions, the third should specify the result following on violation of the terms of agreement, and the fourth should indicate the character of the legal document which the school authority must execute in order to make the terms binding. The following rules are for guidance in drawing up the statement of terms:-(1)The following particulars should be given in the statement of preliminaries:-(a)Description of the school authority.(b)Precise object for which the grant is required.(c)Property or funds held by the school authority, or funds to be collected.(d)The nature of the assistance asked for from Government.(2)The following are the general conditions on which Government are prepared to make grants:-(a)Save as the State Government may permit, no building towards the erection, purchase, improvement or repair of which a grant has been made by Government, shall be used for any other than educational purposes, prior to the lapse of a period of 20 years from the date on which the grant is paid.(b)The school shall be under a regular managing committee, the constitution of which shall be approved by the Director

and in accordance with the grant-in-aid rules.(c)The buildings shall be erected in accordance with plans and estimates to be approved by the Director and shall be completed to the satisfaction of the Engineer appointed in that behalf within a specified period. The previous approval of the Superintending Engineer shall be obtained to any contract into which it is proposed to enter in respect of the buildings.(d)The school authority shall pay a rent of Rs.....per annum in case of a lease.(e)The buildings shall be maintained in good repair.(f)The property shall yield no pecuniary return to the school authority save for the purposes of the school.(g)The school shall be open to inspection by the officers of Government.(h)The school shall be managed as regards control, maintenance, staff, fees, free-studentships, curriculum, discipline, residential arrangements, and in all other respects, in accordance with the grant-in-aid rules and to the satisfaction of the State Government. The school if a High school, shall be recognized as such by the State Government.In the case of a hostel the terms under this head should run as follows:-The hostel shall be used solely by students of schools recognized by the State Government and shall be managed as regards control, maintenance, discipline and in all other respects in accordance with the rules prescribed from time to time by the State Government for the management of recognised hostels and to the satisfaction of the State Government.(i)The grant shall be given out, or the land shall be made over, in accordance with the rules laid down from time to time by the State Government.(3)Government reserve to themselves the power, in the event of a breach of the above conditions, either to have the defect remedied or, in the last resort, to resume the land and recoup themselves for the grant of money. In the event of a dispute as to whether there has been a breach of the conditions, or as to whether the defect has been remedied, the decision of the State Government shall be final. If it is necessary to resume the land, compensation may have to be paid to the school authority. After resumption; Government will either carry on the school under different management, or otherwise dispose of the property as they think fit. If the grant is one of money only and if the school authority fails to repay the amount, then Government will, at their option, either take over the property on payment of compensation (including the value of the site if the land does not belong to Government), or cause the property to be sold and recoup themselves from the proceeds. Whenever a condition involves the payment of compensation for buildings or land, provision should be made for the appointment of two arbitrators, one to be nominated by the Director and the other by the school authority. If the arbitrators fail to agree, they will appoint an umpire, whose decision will be final. If the school authority fails to nominate an arbitrator, the decision will rest with the Director.(4)When a grant is made, whether of Government land, or of land acquired for the purpose, and with or without a grant of money, the land will be leased by Government to the school authority at a nominal rent and the school authority must execute an agreement in the form given in Appendix VII. When the grant is one of money to extend existing buildings, or to build on land already belonging to an educational institution, the agreement, if the school authority is competent to execute a mortgage, should be in the form given in Appendix VIII. If the school authority is not competent, it will rest with the sanctioning authority to decide whether the form given in Appendix IX will suffice.(Government notification no. 200-E,, dated the 19th April, 1919.)

597. Sanction to the grant.

- Draft terms of agreement in each particular case should be drawn up by the District Education Officer, or his subordinates in consultation with the school authority. Any special stipulation

required should be inserted and explained. The draft agreement when completed should be formally accepted by the school authority, so that there may be no possibility of misapprehension. The accepted draft should then be forwarded to the Director, through the District Magistrate and the Commissioner, for sanction to the grant. The sanction of the Director suffices except in the following cases :-(a)If the terms proposed differ in any very important particular from those laid down in the preceding article.(b)If the amount of the grant exceeds Rs. 10,000.(c)If the grant will cause excess expenditure over the budget allotment for grants-in-aid.(d)If the terms include the grant of Government land.(e)If land acquisition proceedings are involved.In cases (a), (b) and (c) the Director should apply for sanction, submitting the terms of agreement with his own comments and those of the local officers. The procedure in cases (d) and (e) is explained below. The sanction of Government, or the Director will be provisional only, and subject to the fulfilment of the preliminary conditions. The above rules will govern, in so far as they are applicable, the grant of sanction by a District Education Officer, to a grant not exceeding Rs. 500.(Government notification no. 200-E., dated the 19th April, 1919.)

598. Preparation of Plans and Estimates.

- Whilst the consideration of the terms is in progress, questions relating to the site, plans and estimates may be settled. If it has been decided that the buildings will be erected by the Public Works Department, the Director will request that department to prepare rough plans and estimates in consultation with the District Education Officer. When these are completed, they should be countersigned by the school authority to show that it agrees. If the work is to be carried out by the school authority itself, then the rough plans and estimates will be prepared by it and the District Education Officer in consultation. If the proposed site is on Government land in charge of the Public Works Department, the plans and estimates should be referred to that department, even though they are not required to undertake the work.(Government notification no. 200-E., dated the 19th April, 1919.)

599. Particulars required.

- The plans and estimates to be prepared as above should include a site plan, ground plan of all premises including out-houses, latrines, etc., elevation plans, and in addition the following :-For both school and hostel buildings.(1)A rough sketch of the compound showing the drainage arrangements, position of latrines, wells, servants' quarters, kitchens, urinals and other buildings;(2)A plan of the latrines and urinals to be erected.(3)A statement showing-(i)the number of scholars for which each room is intended and the measurements of each room;(ii)the number of doors and windows and their measurements;(iii)the number of latrine-seats;(iv)the number of urinal seats;(4)Answers to the following queries :-(i)What arrangements have been made for the supply of drinking water inside the building ?(ii)Is there any hospital, infirmary, slaughter-house or other building within 100 yards of the boundaries of the proposed site ?(iii)Is the building designed for Anglo-Indians or Indians ?(iv)Is the institution designed for boys or girls, or for both ?Note. - The maximum and minimum ages of the inmates should be stated and these should be given separately for boys and girls.Additional information for school buildings only.(v)Is the building designed for day students or boarders or both ? The number of students for which the building is

designed should be stated in each case and, if the institution contains both boarders and day-scholars, the number of boarders and day-scholars should be given separately; Additional information for hostels only. (vi) What is the number which each sleeping-room is designed to accommodate? (vii) Are there any sanitary conveniences within the hostel precincts for night use? (viii) What are the bathing arrangements and are they separate from the drinking water-supply? (ix) Are the cook-houses pucca and fly-proof? (x) What is the extent and situation of the servants' quarters? (Government notification no. 200-E., dated the 19th April, 1919.)

600. Scale of accommodation required.

- In preparing plans and estimates the prescribed type plans should be followed in so far as they are applicable and deviation from them should be explained. The rules regarding the space to be allotted should be observed in all cases. The following minimum scale is prescribed. For class rooms in primary school, 8-10 superficial feet per pupil, 80-100 cubic feet per pupil. For class rooms in secondary schools, 10-12 superficial feet pupil, 100-120 cubic feet per pupil. For hostels of all classes of schools, 90 superficial feet per pupil, 750 cubic feet per pupil. Where large dormitories are provided, these figures may be reduced by one-third {vide Article 639}. (Government notification no. 200-E., dated the 19th April, 1919.)

601. Detailed estimates.

- In no case should detailed estimates be prepared until the rough plans and estimates have received the administrative approval of the authority competent to sanction the grant. (Government notification no. 200-E., dated the 19th April, 1919.)

602. Examination of Plans and estimates.

- On receipt of the plans and estimates the Director will forward them to the Superintending Engineer concerned for professional opinion, approval, and return. If the cost of the scheme is beyond the powers of sanction of the Superintending Engineer, he will send them to the Chief Engineer for approval. In the event of the scheme being drawn up by an architect approved by the Chief Engineer, no reference will be made to the Public Works Department and payments from the money grant will be made on certificates given by the architect. The Director will obtain the opinion of the Director of Health Services in all cases. (Government notification no. 200-E., dated the 19th April, 1919.) Note. - If the cost of the work exceeds Rs. 5,000, the Director when forwarding the plans and estimates to the Superintending Engineer or Chief Engineer, as the case may be, will enquire whether it will be possible, having regard to the situation and size of the work, for the construction to be supervised by the Public Works Department in such a way as to render the employment of a wholetime Overseer unnecessary. If not, the Superintending Engineer or Chief Engineer will add to the estimate, provision for the employment of a wholetime Overseer on a pay of [Rs. 100-5-130-EB-6-190-10-250] [Now as per Replacement Scales.] (as may be thought desirable) for the period which he considers should be necessary, if the work is not completed within that period the Overseer must be employed until the work is completed, but the balance of his salary will not be treated as part of the cost of the work, unless the Superintending Engineer considers that an

extension of time is justified. The overseer should have the qualifications required for the Subordinate Engineering Services. He should be employed by the school authority, who should advertise the vacancy; they may, if they desire, ask the Executive Engineer to assist them in choosing a suitable man, but any assistance so given by the Executive Engineer will not render that officer responsible for the quality of the Overseer's work. Where two grant-in-aid buildings are being constructed close together, the possibility of their sharing the services of one Overseer should be considered. (G. O. no. 3150-E., dated the 17th May, 1927.)

603. Grant of Government Land.

- A grant of Government land should ordinarily be made in the form of a lease for a nominal rent such as Re. 1 a year. Formal application for the grant may be made after the terms have been settled as prescribed above. It should be made by the District Officer and should contain the following particulars:- (a) Statement of the object of the grant. (b) Full details relating to the land, such as situation, boundaries, area and value. It should also be stated whether the land is Khasmahal or in what other manner it is held by Government. A plan of the land should be appended. (c) A reference to the accepted conditions, a copy of which should be attached to the application. The application should be complete as to the object, terms, and details of the proposed transfer from the point of view of the Revenue Department, so that if Government approve generally of the proposals, they may be referred to the Board of Revenue which will be able to give its opinion on the materials already supplied without any further reference to the local authority. The application should ask for sanction, subject to the conditions referred to above and to the execution of the lease referred to. The application should be submitted to Government through the Commissioner and Director. Government will make such reference to the Board of Revenue as may be necessary, and will then pass orders on the application. (Government notification no. 200-E., dated the 19th April, 1919.)

604. Land acquisition proceedings.

- Land acquired by Government for a school site should ordinarily be bonded over to the school authority on a lease at a nominal rate of rent. Formal proceedings for the acquisition may be initiated after the terms of agreement have been sanctioned by the Director. They should commence with a formal application to the District Officer from the Director, who should ask for a draft notification under Section 4 of the Land Acquisition Act. The application should be accompanied by a plan of the land which it is proposed to acquire. The draft notification will be submitted by the Director to Government in the Education Department. After it has been published and if the objection, if any, are over-ruled, the Director will ask the District Officer for a draft declaration under Section 6 and an estimate. The District Officer will send these, through the usual channel, to the Director for submission to Government in the Education Department. If the proposal is approved, the Revenue Department will publish the draft declaration and issue orders for the acquisition of land. In cases where the land is to be acquired for buildings to be erected by, or from funds to be provided by, the Public Works Department, that department will move the Revenue Department to publish the declaration and issue the necessary orders for acquisition. (Government notification no. 200-E., dated the 19th April 1919. Revised procedure under the Land Acquisition (Amendment) Act of 1923.)

605. Grant of money.

- If the grant of money is required for the extension of existing buildings or the construction of buildings on land belonging to an educational institution and exceeds Rs. 10,000 Government before passing orders-will consider the title of the committee to the land or buildings and their powers to mortgage, sell or otherwise dispose them of and will determine the type of agreement to be executed. If the grant does not exceed Rs. 10,000 the case will be disposed of by the Director in the same manner.(Government notification no. 200-E., dated the 19th April, 1919.)

606. Completion of Preliminary Conditions.

- If the grant is a simple money grant, further action will ordinarily be taken by the District Education Officer; if a grant of land acquisition proceedings are involved, the District Officer will be responsible. Before the final step is reached, it is necessary (1) that the private funds promised shall be made available, (2) that the legal position of the school authority and its title to the property involved shall be ascertained, and (3) that the legal documents enforcing the conditions shall be executed.(1)The District Education Officer or District Officer, as the case may be, must be satisfied that the subscriptions promised as a condition of the Government grant have been realized, or that the donor or donors have paid their contribution. If land is to be acquired, or if buildings are to be erected by the Public Works Department, the private funds must be paid into the treasury. If the work is to be undertaken by the school authority, the private funds promised must be in its hands, and the school authority must submit a written guarantee that its funds, will, when added to the grant, be sufficient to meet all claims and to close the account. If the strict enforcement of this rule would cause great delay, and if there is no reasonable doubt that the full amount promised will be paid, the condition may be relaxed under the special orders of the Director, if the amount does not exceed Rs. 500. In other cases, a reference must be made to Government, and in any event at least one-half of the amount due must be paid before final operations commence, and the balance must be paid (either in instalments or in a lump sum) before their termination.(2)It is provided above that the applicant shall be called on to furnish documents of title. These, together with any documents or other relevant information regarding the school authority should be made over to the Government Pleader, who should be asked to certify (a) that the school authority is legally competent to negotiate with Government and to execute the requisite legal documents and (b) that its title to the property to be mortgaged is sound. This investigation should be held as soon as possible, but it is not necessary to delay operations for its completion until the final stage is reached.(3)The statement of conditions and the type form applicable to the particular case should be made over to the Government Pleader who should prepare the requisite legal document from them. The type form should be adhered to, except in so far as special conditions exist, or as special stipulations have been made in the terms of the agreement. The document should be forwarded to the District Education Officer or the District Officer, as the case may be. It need not be submitted to higher authority unless the stipulations have been so modified as substantially to alter the type form. In that case the Director should intimate, at the time that he sanctions the conditions, that he desires to see the document; and he should always call for it in cases where the conditions have been submitted to Government for sanction. When the document has been approved, the District Education Officer or the District Officer should cause it to be duly executed and (if the deed is in the

form given in Appendix VII) registered, and it should be forwarded to the Inspector-General of Registration for custody. The District Education Officer should report to the Director when these transactions are completed. (Government notification no 200-E., dated the 19th April, 1919.)

607. Final Stage of Proceedings.

- (i) The preliminary conditions having now all been fulfilled, the final operations may be carried out. That is to say-(1)The Collector may hand over the land.(2)When the work is to be carried out through the agency of the Public Works Department, that department may commence building. The Public Works Department Code rules regarding contribution works will be observed when the works are to be carried out through the agency of that department. The charges ordinarily made by the department (24 per cent on the estimate amount) for establishment, tools and plant and audit will be realized unless remitted by express orders of Government. (P. W. D. letter no. 2607-E., dated the 23rd July, 1923.)(3)When the work is to be executed by the school authority, the money grant may be given out. In the case of building grants, an instalment of one-half of the total amount may be paid at once. The remaining half may be paid under the following rules :-(a)The Director shall inform the Superintending Engineer that the grant has been sanctioned and shall ask him to arrange for its supervision.(b)The school authority shall be required to give 15 days' notice in writing to the Superintending Engineer prior to the commencement of work.(c)During the progress of the work access thereto and every reasonable opportunity to inspect and examine materials and to check measurements at his discretion shall be afforded by the school authority to the officer appointed by the Superintending Engineer in this behalf. (G. O. no. 3150-E., dated the 17th May, 1927.)(d)When approximately half the work is completed, one-quarter of the entire sum sanctioned shall be paid on the requisition of the school authority, signed by the officer deputed by the Superintending Engineer.(e)(i)A further 15 per cent of the grant shall be paid when it has been certified in the prescribed form by the officer deputed by the Superintending Engineer that the work has been completed in accordance with the approved plans and estimates and that the building is worth the amount on which the grant is claimed. (G. O. no. 3150-E., dated the 17th May, 1927.)(ii)The remaining 10 per cent of the grant shall be paid six months after the completion of the work on receipt of a certificate from the officer deputed by the Superintending Engineer that the work does not show signs of not having been built to specification or of having been constructed with effective materials and workmanship. Note. - If the Superintending Engineer has been able to arrange for such close supervision of the work that he has no doubt as to its quality, he may authorise the payment of the last two instalments of 15 per cent and 10 per cent together as soon as the building is completed. (Government notification no. 774-E., dated the 18th February, 1931.)(f)Should the amount of undertaking fall short of the estimate, the grant may be curtailed by the amount by which it falls short. Each portion of the grant must be drawn in the prescribed form. Note. - (1) Where the grant sanctioned does not exceed Rs. 500 the sanctioning authority shall inform the Executive Engineer, instead of the Superintending Engineer and that officer will take the place of the Superintending Engineer for the purpose of the above rule.(2)The orders contained in the foregoing rules do not apply to Public Health Engineering Projects. (Government notification no. 715-E., dated the 15th April, 1937.)(4)When the work is to be undertaken by a District Board on behalf of the school authority, the amount of the grant sanctioned shall be placed by Government to the credit of the District Board and the school authority shall, at the same place to the credit of the Board a sum

equal to the difference between the total cost involved and the amount of the sanctioned grant. In calculating the total cost involved provision shall be included for the fees payable to the Board according to the scale prescribed by the rules laid down in Article 618 of this chapter. (Government notification no. 200-E., dated the 19th April, 1919.)

608. Payment of Grants.

- Grants for the preparation of sites should be given out in the way as building grants. In the case of grants for the purchase of buildings, the money should be paid out at the time of transfer of the property. (Government notification no. 200-E., dated the 19th April, 1919.) Section III Miscellaneous (a) Educational Officers entitled to free quarters.

609. Grant of free quarters.

- The conditions for the grant of free quarters to Government officers are contained in Fundamental Rules 45-A (v) and 45-B (v) and rule 134 of the Bihar Service Code (1952 edition). The State Government are authorised to grant, at their discretion, free quarters on the school premises to teachers employed in Government schools on condition that definite duties as regards the supervision of pupils out of school hours are assigned to each master thus permitted to reside on the school premises.

610. Officers entitled to free quarters.

- The following officers at present receive free quarters in terms of the above rules :- (1) The Principal of the Madrasa Islamia Shamshul Huda. (D.P.I.'s Order, dated the 26th February, 1937. G.O. no. 1202-E-R., dated the 5th August, 1930.) (2) The Principal of the Sanskrit College at Muzaffarpur. (G. O. no. 2172-E., dated the 30th May, 1933.) (3) The Principal of the Teachers' Training School. (G. O. no. 212-E. R., dated the 20th May, 1933.) (4) The Principal of the Bhagalpur Teachers' Training College. (G. O. no. 1341-E. R., dated the 16th September, 1926.) (5) The Principal of the Multi-purpose Zila School, Monghyr. (G. O. no. 1341-E. R., dated the 16th September, 1926.) (6) The Principal, Multi-purpose Zila School, Ranchi. (G. O. no. 1341-E. R., dated the 16th September 1926.) (7) The Principal of the Multi-purpose Zila School, Chaibasa. (G. O. no. 161-E. R., dated the 3rd June, 1929.) (8) The Principal of the Multi-purpose Zila School, Palamau. (G. O. no. 1841-E. R. dated the 16th September, 1926.) (9) The Principal of the Multi-purpose Zila School, Bhagalpur. (G. O. no. 1341-E. R., dated the 16th September, 1926.) (10) The Principal of the Multi-purpose Zila School, Purnea. (G. O. no. 1341-E. R., dated the 16th September, 1926.) (11) The Principal of the Patna Collegiate Multi-purpose School. (G. O. no. 1341-E. R., dated the 16th September, 1926.) (12) The Principal of the Multi-purpose Zila School, Arrah. (G. O. no. 5398-E., dated the 12th November, 1927.) (13) The Principal of the Motihari Multi-purpose Zila School. (G. O. no. 416-E. R., dated the 3rd June, 1935.) (14) The Principal of the Multi-purpose Zila School, Gaya. (G. O. no. 3702-E. R., dated the 15th October, 1931.) (15) The non-pardah and four pardah lady teachers at the Badshah Nawab Rizvi Training College. (G. O. no. 3617-E., dated the 9th December 1922, 2818-E., dated the 15th August, 1925 and 1020-E. FI., dated the 8th September, 1941.) (16) The Principal of the Government Girls' Multi-purpose School, Bankipore. (G. O. no. 3456-E., dated the 18th November

1921.)(17)The Principal of the Badshah Nawab Rizvi Training School.(G. O. no. 84, dated the 19th March, 1908.)(18)The staff of the Hazaribagh Reformatory School.(G. O. no. 679-E., dated the 12th February, 1921.)(19)The matron attached to the Government Girls' Multi-purpose School, Bankipur.(G. O. no. 1941-E., dated the 22nd March, 1929.)(20)The Lady Superintendent and four assistant teachers of Teachers' Training School at Muzaffarpur.(G.O. no. 1941-E., dated the 22nd March, 1929 and G. O. no. 2240, dated the 6th April, 1929.)(21)The Principal of the Northbrook Multi-purpose School, Darbhanga.(D. P. I.'s Order dated the 29th November, 1937.)(22)The Principal of the Multi-purpose Zila School, Chapra.(G. O. no. 6626-E., dated the 23rd December, 1928.)(23)The Principal of the Multi-purpose Zila School, Dumka.(G. O. no. 2206-E., dated the 8th October, 1942.)(24)The Principal of the Multi-purpose School, Gardanibagh.(25)The Headmistress and five assistant teachers of the Teachers' Training School at Gaya.(G. O. no. 2494-E., dated the 10th December, 1943.)Note. - The grant of free quarters under the rules quoted in Article 610 does not, in the absence of definite orders, carry with it any concession under Fundamental Rule 45-A (VI) or 45-B (VI) or Rule 136 of the Bihar Service Code (1952 edition,)(G. O. no, 2606-E., dated the 27th August 1924.)

611. Privilege regarding Municipal Taxes.

- In addition to free quarters the following officers are entitled, under item 45 of Annexure A of Appendix 5 read with Appendix D ibid of the Bihar Financial Rule (Volume II) to the privilege of having the occupier's share of their municipal taxes paid by Government, if their salaries do not exceed Rs. 150, if their salaries exceed Rs. 150 they are required to pay so much only on the occupier's share of the municipal taxes as would be payable on a rental equal to 10 per cent of their salaries :-(1)Those Hostel Superintendents living in quarters attached to schools, are entitled to tree quarters.(Government Resolution no. 1432-F. T., dated the 21st March, 1919.)(2)The Superintendent of the Hazaribagh Reformatory School.(G. O. no. 7935-F., dated the 27th September, 1919.)

612. Rent payable in certain cases.

- Superintendents and Assistant Superintendents of hostels, occupy bachelor's quarters consisting of one room or more in the hostel itself, similar to the accommodation provided for boarders, are charged rent at the following rates :-(1)For one room, the room rent and electric fitting rent payable by a boarder in the hostel plus the usual 37 Paise for furniture, if it is provided.(2)For each additional room, the maximum rent and electric fitting rent and furniture rent which could be realized from boarders if that room was fully occupied.Note. - (1) In training schools the charge to be levied is based on the assumption that each boarder pays Rs. 1.50 as rent and 37 Paise as furniture rent.(2)These orders apply in the case of all Government hostels and private hostels maintained on the books of the Public Works Department and kept in repair by that department.(3)A Superintendent or Assistant Superintendent occupying a room in a hostel as above is entitled to occupy the whole room on payment of the prescribed charge, e.g., if ho has a son living with him in the room, no extra charge is payable.(G. O. no. 839-E., dated the 18th February, 1933 ; G. O. no. 1333-E.R., dated the 30th October, 1933.)

613. Allowances instead of free quarter.

- Besides their fixed rates of pay the mistress of Government Primary Girls' Schools may also be granted, when necessary and when trained female teachers can not be secured on these rates of pay, house allowance equivalent to 25 per cent of their monthly pay, if free quarters on the school premises are not provided or the teacher cannot reside at her own home. Note. - (1) Remunerative local allowances equivalent to 25 per cent of her monthly pay may also be given to the holder of a junior certificate and to 5 per cent of the fixed monthly rate of pay. (2) The Director has the power to sanction these allowances. He reports all such sanction to Government every quarter in a consolidated statement for confirmation. (G. O. no. 1652-E.. dated the 8th September 1945.) (b) Busts and statues in Government School buildings.

614. Procedure to be followed.

- The Director is authorised to dispose of applications for the erection of busts and statues in Government school building, but before sanctioning such erections he shall consult the Superintending Engineer concerned and ascertain that there is no engineering objection to the proposals in reference either to the site selected or to the mode of erection proposed. (G. O. no. 2534, dated the 12th November, 1906 R & O., page 550.) (c) Circuit House.

615. Circuit Houses.

- Circuit Houses in Bihar are intended for occupation, free of charge, by the officers of the State Government when travelling on duty except in case of the Governor, who is entitled to occupy the entire Circuit House, the Ministers, Judges of the High Court, District and Sessions Judges and other officers named in part 'A' are entitled to occupy only half of the Circuit House and the other half of the Circuit House shall be available for reservation of other officers. The officers named in parts B, C and D are privileged to reasonable accommodation in a circuit house, free of charge, provided that an officer named in part D will be entitled to accommodation in the Circuit House only if he has obtained a written order from the District Magistrate. No officer not named in any of the parts A, B, C or D is entitled to occupy any part of Circuit House, and in no circumstances may do so without the written order of the District Magistrate. The members of an officer's family travelling with him have the same rights of occupation as the officer himself, provided that an officer named in parts B, C and D either travelling alone or with family shall, in no case, occupy the entire Circuit House. Note. - (1) The words "free of charge" wherever they occur in these rules mean "free of rent for occupation" and not "free of rent for the occupation of electric current" which is separately charged under rule 9 of these rules whether or not an occupant uses the electric lights or fans. (2) An officer on transfer from one district to another and occupying his joining time a Circuit House situated at either station is, for the purpose of these rules not an officer travelling on duty, and is liable to pay rent at the prescribed rates, provided that an officer on transfer from one district to another may occupy, free of charge, for a period not exceeding 24 hours, a Circuit House situated at a third station on the recognised route between the two. (3) Officers intending to use a Circuit House should give notice in advance to the District Magistrate and should ascertain from him that accommodation will be available. (4) Circuit Houses are in the immediate charge of the Magistrate in

whose districts they are situated.(5)(i)Rent will be charged for the consumption of electric current from the occupants, whether officials or non-officials of those Circuit Houses which are fitted with electric lights and fans, at the following rates :-

A. For Circuit Houses other than
atJamshedpur.

From the 1st November to the 15th March. 50 Paise a day (of 24 hours or any period in excess of three hours).

B. For the Circuit House at Jamshedpur.

From the 16th March to the 31st October. Rs. 1.25 a day (as above).

These rates cover the sole or joint use of the common rooms and the occupation of one bed room, with the dressing room and bath room attached.(ii)if the period of occupation is not more than three hours, half the above rates will be charged.(iii)If the officer is accompanied by his family, he will be charged in addition to the above-

From the 1st November to the 15th March. 25 Paise a day.

From the 16th March to the 31st October. 62 Paise a day.

in respect of every additional bed room occupied.(iv)An electric charge at the rate of 12 Paise per day will be charged from each of the touring clerk or stenographers accompanying their officers and staying in a separate room or clerks quarters provided in the Circuit House compound which are fitted with electric connection.(v)A telephone rent of Re. 1 per day will also be charged from all officers occupying a Circuit House who are not entitled to telephone at Government cost. Officers who are provided with telephone at Government cost at their headquarters are exempted from the payment of telephone rent provided they certify in the Visitors' Book that they have been provided with telephone at Government cost at their headquarters.(6)The Visitors' Book in each Circuit House should be signed by every person using the Circuit House immediately on arrival.(7)List of officers privileged to occupy Circuit Houses, free of charge when travelling on duty.

Part A – Minister of Education.

Part B – Secretary to Government, Education Department.

Vice-Chancellor, Patna University.Vice-Chancellor, Bihar University.Vice-Chancellor, Ranchi University.Vice-Chancellor, Bhagalpur University.Director of Public Instruction, Bihar.

Part C – Regional Deputy Directors of Education.

University Inspectors.Deputy Directors of Education.Deputy Directress of Girls' Education.Inspectress of Schools, Bihar.District Education Officer.

Part D – Assistant Director (Sanskrit) of Education.

Assistant Director (Islamic) of Education. Lady School Medical Officer. (Rules corrected up to the 31st March 1952.) (d) Accommodation, lighting, ventilation, etc. A - Class-rooms.

616. Accommodation.

- The accommodation of a class-room depends not merely on its area but also on the lighting, the shape of the room, the furniture and the position of the doors. For Secondary schools 10 to 12 square feet for each pupil and 100 to 120 cubic feet are sufficient; for primary schools 8 to 10 square feet and 80 to 100 cubic feet. Rooms should, as a rule, not to exceed 21 feet or be less than 15 feet in breadth. (R. & O., page 548 Hygiene Conference.)

617. Furniture.

- Furniture should be so designed as not to interfere with the physical development and health of the pupils. In primary schools little furniture are necessary and in no case should benches be provided, unless desks are also used. In schools where desks are used, each scholar should be allowed 18 inches of desks space and gangways of 18 inches where possible should be allowed between each desk and the walls. Desks should be arranged in parallel rows and there should be no rows at right angle to the rest. They should be so arranged that the light may come from the left. A strip of floor space, at least seven feet wide, should be allowed for the teacher and his table. (Government Resolution no. 3268-E., dated the 5th December, 1923.) (R. & O. page 348 Hygiene Conference.)

618. Blackboard.

- The Blackboard should be on a side of the room where there are no windows. Cement blackboards, if properly made, are satisfactory and last well. Detailed instructions have been circulated as to the manner in which they should be constructed. (D. P. I.'s letter no. 189, dated the 7th July, 1923.)

619. Lighting.

- As far as possible building should be made to face north and south. Every part of a class room should be lighted and as far as possible light should be admitted from the north. (D. P. I.'s letter no. 3189, dated the 7th July, 1923.)

620. Verandahs.

- The interior of class rooms should be white-washed. A verandah should be provided on the southern side, but no verandah is necessary on the northern side. The addition of verandahs on the east and west is desirable in Secondary schools.

621. Ventilation.

- The class room should be in a single row and not more than 4 feet of space should be left between the top of the windows and the roof; all windows should be made to open completely. (Hygiene Conference : R. & O. page 548.)

622. Water-rooms.

- At every school separate rooms should be built in which water can be kept, together with any food that the pupil may bring for their mid-day meal. The floors of these rooms should be of brick, stone or concrete. For Primary schools, it is not necessary to build separate water-rooms, but a small portion of the verandah may be enclosed for the purpose. (Hygiene Conference.)

623. Wells.

- There should be a separate brick well for each school with more than 100 pupils, irrespective of its status. The well should be at least 4 feet in diameter and should be provided with a well-top of an approved pattern. (Hygiene Conference.)

624. Sanitary conveniences.

- Four per cent of urinals and two per cent of latrines should be provided for each day school and in addition a separate latrine and urinal for the teachers. For schools in rural areas no such provision is necessary. (Hygiene Conference.)

B. Hostels.

625. Size of rooms.

- In school hostels large dormitories should be provided rather than smaller rooms for all boys, particularly for younger boys and in the absence of dormitories four-seated rather than one-seated rooms. (Government Resolution no. 3268-E., dated the 5th December, 1923.)

626.

-627. Common rooms.- Where practicable in existing hostels and when new hostels are built, separate rooms other than the common room should be set apart for prayer for Hindus and Muhammadans. Every care should be taken to avoid accidental contamination of these rooms. (Government Resolution no 3268-E., dated the 5th December, 1923; and D. P. I.'s Circular no. 17, dated the 24th June, 1924.)

628. Accommodation.

- In large dormitories 40 square feet of floor space should be provided for each pupil, and in smaller rooms 60 square feet. These measurements may be somewhat relaxed if the roof is so constructed as

to admit of free ventilation. Damp-proof courses should always be provided.(Hygiene Conference; P. E. C. Section 32 R. & O., page 508.)

629. Lighting and ventilation.

- The lighting and ventilation should be designed in the same way as for school buildings.(Hygiene Conference.)

630. Furniture.

- Each pupil should be provided with a bed, a table, a chair, a book-shelf and a set of clothes pegs. He should be required to provide himself with a mosquito net. In hostels where there is no electric installation good lamps should be provided either one for each boy or a large lamp to light the whole room.(Hygiene Conference.)

631. Water-supply.

- Whenever a competent mistri is available, all wells should be sealed over with a cover which cannot be opened except for repairs and a strong pump should be provided with which to lift the water into an overhead cistern from which it can be delivered by a pipe line to the kitchen, to the bathing platform to the Superintendent's quarters and wherever else it may be required. At the bathing platform, wherever the supply of water and arrangement for drainage permits of this being done a long covered cistern should be provided with taps for 10 per cent of the boys and capable of holding a maximum of 4 gallons of water per head for bathing and washing platforms should be covered over.(Hygiene Conference.)

632. Sanitary conveniences.

- Sanitary conveniences should be provided for hostels on the scale of at least 3 per cent of urinals and 8 per cent of latrines. They must be placed as far away as possible from the kitchen and dining rooms and a covered receptacle in which to store the night-soil during the day-time must also be provided. Small dust bins are also required to hold the sweeping for the school rooms and the kitchen refuse.(Hygiene Conference.)

633. Drainage.

- Masonry drains should always be provided to carry off the waste water from the bathing platform, the kitchen and the dining rooms, and they should be connected up either with a municipal masonry drain or with a large covered cess-pit without any masonry bottom, which can be cleaned out from time to time.(Hygiene Conference.)

634. Infirmary.

- One small room should be reserved in each hostel for use in cases of emergency as an isolation ward. It is advisable that such a room should be at the end of a verandah or at the end of a line of buildings. It is not necessary that this room should remain unused in ordinary times, but it should be distinctly marked and must be immediately vacated when required for use as an isolation ward. Note. - The above rule does not apply in places where there is suitable hospital accommodation available within convenient reach or where isolation rooms have already been constructed. (e) Disorderly houses in the vicinity of educational institution.

635. Disorderly houses, etc.

- The following extracts are taken from Bengal Act III of 1906 (the Bengal Disorderly Houses Act, 1906.)

2. (i) When any Magistrate of the first class receives information-

(a) that any house in the vicinity of any educational institution or of any boarding house, hostel or mess used or occupied by students is used as a brothel or for the purpose of habitual prostitution, or used by disorderly persons of any description he may summon the owner, tenant, manager or occupier of the house to appear before him either in person or by agent, and if satisfied that the house is used as described**** may, by written order, direct such owner, tenant, manager or occupier within a period to be stated in such order not less than five days from the date thereof to discontinue such use : Provided that action under this sub-section shall be taken only-(i) with the sanction or by the order of the District Magistrate; or (ii) on the report of the Commissioners of the municipality; or (iii) on the complaint of three or more persons resident in the immediate vicinity of the house to which the complaint refers. Note. - The Act applies to all municipalities and to other specified local areas to which it may be extended by Government under Section 1(3). (f) Liquor shops in the vicinity of educational institutions.

636. Liquor shop.

- If in the opinion of the District Education Officer a liquor shop in the vicinity of a school is exercising a corrupting influence on pupils, he should address the local Executive Officer with a view to its removal. (D. P. I.'s letter no. 547-51, dated the 15th January, 1915.)

Chapter IX Scholarships

Section I General Rules Note. - In these rules the term "recognised" means "recognised by the Department or by the Department of Industries".

637. Grades of scholarships.

- These rules relate to scholarships of the following grades :-(a)Lower Primary scholarships.(b)Upper Primary scholarships.(c)Middle scholarships.(d)Junior college scholarships (awarded on the results of the Annual-Secondary School Examination).(Government notification no. 2246-E., dated the 3rd November, 1914.)

638. Where school and college scholarships are tenable.

- School scholarships are tenable only in recognised schools in Bihar which have adopted in full the syllabus prescribed by Government. Junior college scholarships are ordinarily tenable only in recognised colleges in Bihar.Notes. - (i) This rule does not apply to special junior college scholarships for girls. In these cases the scholarship must be held at an institution approved by the Director, or by the Universities of Bihar, Patna, Magadh, Ranchi and Bhagalpur. Junior college scholarships may, in exceptional cases with the special sanction of the Director, be held in other States.(ii)Lower primary scholarships may be made tenable in tols and madrasas.(Government notification no. 2246-E., dated the 3rd November, 1914 and Government notification no. 784-E. R., dated the 16th August, 1933.)

639. Action to be taken by persons who hold, or are candidates for, scholarships when the recognition of a college or school is withdrawn.

- Pupils reading in a school or students reading in a college from which recognition has been withdrawn are ordinarily entitled to retain, or are eligible to compete for, Government scholarships if they migrate to a recognised institution within one month of the date of the order of withdrawal or a fortnight after the commencement of the next term. Pupils or students who fail to migrate within the specified period or who join the institutions after the order of withdrawal of recognition, will forfeit their Government scholarships and be ineligible for a Government scholarship for a period of two years after their transfer to a recognised institution.(Government notification no. 2246-E., dated the 3rd November, 1914, and Government notification no. 3292-E., dated the 8th May, 1930.)

640. Tuition fees.

- Scholarship holders, whether reading in colleges or in schools, are ordinarily required to pay the usual fees. A college or school authority may give to any individual scholar, in addition to his scholarship, one of the free studentships admissible under the ordinary rules, but such concessions must not be allowed to raise the total number of free studentships above the authorised number.(G. O. no. 828-35-E. R., dated the 21st August, 1931.)

641. Free tuition after the scholarship period.

- The privilege of free tuition may be granted for two years to lower or upper primary scholars on the expiry of their scholarships. At a Government High/Higher Secondary Schools (including Sarvodaya

High School) the privilege may be sanctioned by the Headmaster/Principal. In the case of privately managed or board schools the extension requires the sanction of the Managing Committee of the school or of the Chairman of the Board or the District Superintendent of Education as the case may be. These free-studentships may be granted in addition to the number admissible under the ordinary rule for Government and aided schools and applications for them must be accompanied by a fee similar to that required in the case of the transfer of a scholarship.(Government notification no. 2200-E., dated the 25th April, 1927, R. & O., page 274, para 7)

642. Dates from which scholarship are tenable.

- School scholarships are tenable from January 1st and Junior college scholarships from June 1st. In the case of scholarships held in other States the date of commencement of tenure will be fixed by the Director.(Government notification no. 2246-E., dated the 3rd November, 1914.)

643. School scholarships tenable in other States.

- The bills of scholars -

1. Bihar who hold school scholarships awarded in one, and made tenable

2. West Bengal in another State noted in the margin, should be counter

3. Uttar Pradesh, signed by the District Education Officer in charge of the district

4. Orissa, in which the scholarship is tenable.District Education Officer when making scholarships, tenable in West Bengal, Uttar Pradesh and Orissa should communicate their orders to the Accountant-General, Bihar who will in turn inform the Accountant-General of those States.

(G. O. no 2204-E., dated the 25th September, 1912, D.P.I.'s letter no. 8395, dated the 6th September, 1918 and no. 8917-18, dated the 30th September, 1918.)Note. - This rule also applies in the case of Sanskrit stipends made tenable in West Bengal. Such stipends cannot be made tenable in Uttar Pradesh.

644. Migration of candidates.

- Candidates, who have migrated from one school to another of the same status within the two years preceding the examination are not eligible for scholarships unless their transfer has been sanctioned by the District Education Officer, Inspectress of Schools, Bihar or in the case of pupils reading in middle and primary schools by the Sub-divisional Education Officer in charge of the school from which the transfer takes place. It is the duty of heads of institutions to bring this rule to the notice of

parents and guardians proposing to transfer their children or wards. (Government notification no. 347-E. R., dated the 23rd July, 1923 and Government order no. 25-E. R., dated the 4th May, 1926.) Note. - (1) For the purpose of this rule the 1st February will be taken as the commencement of the school year. (2) The sanction of the District Education Officer in the case of a transfer from one High/Higher Secondary School to another, of the Sub-divisional Education Officer in the case of a transfer from one Middle or Primary School to another is not generally required. But if a student is transferred without the sanction of the District Education Officer or of the Sub-divisional Education Officer after the date indicated in the foregoing note, he will not be eligible for a scholarship. (3) Applications for the necessary sanction should be submitted without delay to the District Education Officer or to the Sub-divisional Education Officer, as the case may be, by the parent, or natural guardian of the student, either through the Headmaster/Principal of the school which he is leaving or direct, in the latter case the District Education Officer or the Sub-divisional Education Officer, as the case may be, should consult the Headmaster/Principal before disposing of the application. It is open to the District Education Officer or the Sub-divisional Education Officer, as the case may be, to sanction the transfer of a student while withholding the right of competing for a scholarship at the next examination. (4) If the school to which the transfer is sanctioned by the District Education Officer, Sub-divisional Education Officer in another division, a copy of the order of transfer should be furnished by him to the District Education Officer of that district. (5) The transfer certificates of all candidates, who have been admitted into a school after 1st February in the session before that at the close of which they appear at the scholarship examination, should be forwarded with the list of candidates to the District Education officer, Sub-divisional Education Officer, as the case may be, for examination and return.

645. Late transfers.

- A pupil, who is transferred, within the year at the close of which the scholarship examination is held from a school of higher status to one of lower status, is not eligible for scholarship for which he would not have been eligible had he continued in the former school.

646. Candidates must take the examination at the first chance.

- A scholarship will not be awarded to a candidate who has been admitted twice to the same standard of examination. A primary or middle scholarship will not be awarded to a candidate, who has read for more than one year in class III or class V or class VII, as the case may be. Note. - This rule shall apply to the students of backward tribes of the State only so long as suitably qualified candidates are available. (Government notification no. 2246-E., dated the 3rd November, 1914; Government notification no. 131-E.R., dated the 30th May, 1929; Government notification no. 27-E. R., dated the 2nd June, 1933; and Government notification no. 1509-E., dated the 2nd July, 1942.)

647. Details to be recorded regarding candidates.

- In preparing the preliminary list of candidates for school scholarships, inspecting officers must record details as to the pecuniary circumstances and conduct of the candidates, and due weight will be given to these considerations in making the award. (Government notification no. 2246-E., dated

the 3rd November, 1914.)

648. Candidates must state where they wish their scholarships to be made tenable.

- The name and grade of the institution, in which a student proposes to read, must be stated in the lists of candidates for school scholarships submitted by inspecting officers and in the lists of candidates eligible for junior college scholarships submitted by Headmaster/Principals of High/Higher Secondary schools. The published list of scholars will show the names of the institutions in which they propose to read.(Government notification no. 2246-E., dated the 3rd November, 1914.)

649. Control of scholarship-holders.

- Holders of school scholarships are under the general control of the inspecting officer in charge of the school and the holders of junior college scholarships under that of the Director.(Government notification no. 2246-E., dated the 3rd November, 1914.)

650. Transfer of scholarships.

- The authority awarding a scholarship may make it tenable in a school or college other than that in which it was first held. A similar power is exercised, in respect of the transfer of upper primary scholarships from one middle school to another, by the Sub-divisional Education Officer in charge of the school from which the transfer takes place. The fee for such transfers is fifty paise in the case of an upper primary or lower primary scholarship, Re. 1 in that of a middle scholarship and Rs. 2 in that of Junior College scholarship.(Government notification no. 2246-E., dated the 3rd November 1914; Government notification no. 347-E., dated the 23rd July 1923; and G.O. no. 25-E.R., dated the 4th May, 1926.)Note. - This rule shall apply to scholarships, in the award of which merit alone has not been the deciding factor and other factors such as poverty, backwardness, sufferings due to political circumstances, etc. were also taken into consideration. This rule shall also apply to scholarships sanctioned by the Welfare Department.The kind of merit scholarships (Primary, middle or junior) to which these newly created scholarships correspond will have to be determined and transfer fee charged accordingly.

651. Period within which scholarship holders must join their Institutions.

- Scholarship-holders must join the institutions in which their scholarships are tenable within one month of the date of the publication in the Gazette of the scholarship list, or on the date from which the scholarship is tenable, whichever is later. Failure to comply with this rule will entail forfeiture of the amount due up to the date of joining. It will also entail forfeiture of the scholarship unless satisfactory reasons are given to the inspecting officer or to the Director, as the case may require.Note. - If the list of Junior college scholarships is published before the end of June, such scholars may, without penalty, join the institutions in which their scholarships are tenable at any

time before the end of July.(D.P.I.'s letter no. 5492, dated the 2nd August, 1922.)

652. Scholarships awarded to pardanashin girls.

- If a Hindu or Muhammadan girl obtains a primary or middle scholarship and is unable to attend any recognised school owing to the customs obtaining in Bihar or to the circumstances of the particular class to which the scholar belongs or to distance from any suitable school, then if the scholar still prosecutes her studies to a higher stage and submits to a half-yearly examination to be held by the District Inspectress of Schools, she may draw the scholarship for the six months previous to each such examination, provided that the examiner is satisfied with her progress.(R. & O. page 401, F.E.C. Report.)Note. - 'Where the District Education Officer is satisfied that the village in which a lower primary scholar lives is so situated that the District Inspectress of Schools cannot visit it every six months, without seriously interrupting her other work or for any other reason, she may request the Sub-divisional Education Officer to conduct the examination (either personally or through the medium of the Deputy Inspector of Schools or Sub-Inspector of School appointed by him) if the parents have no objection.

653. Withdrawal of scholarships.

- Scholarships may be withdrawn at any time if the progress or conduct of the scholar is unsatisfactory. Authority to withdraw a scholarship will be exercised by the Inspecting Officer in the case of school scholarships and by the Director in the case of Junior College Scholarships. In the case of scholarships paid by District Board the authority will be exercised by the Board acting on the recommendation of the District Education Officer.(Government notification no. 2246-E., dated the 3rd November, 1914.)

654. Re-award of Scholarships.

- When a scholarship which has been awarded has not been taken up or has been vacated owing to the death of the scholar, or for any other reason, a re-award may be made at the discretion of the Director, or in the case of school scholarships, at the discretion of the District Education Officer. In such cases the scholarships will be tenable from the date of the award to the end of the period for which the scholarships was originally awarded.(Government notification no. 2246-E., dated the 3rd November, 1914; and D. P. I.'s letter no. 8614, dated the 9th November, 1920.)

655. Procedure for drawal of scholarships.

- The students to whom scholarships, stipends and book grants, etc., are sanctioned by the Education Department and tenable at Government and private institutions may be divided in the following categories.-(a)Students reading in institutions outside the State but within India.(b)Students receiving education in Government institutions within the State.(c)Students reading in private institutions (other than under Universities) within the State.(d)Students reading in institution under Universities within the State.(2)The procedure for drawal and disbursement of

scholarships, stipends and book-grants will be as follows:- (a) Payments to private parties including scholars which are required to be made at the treasuries under the jurisdiction of an Accountant General other than the one in whose books the charges are finally adjustable should be made through bank drafts instead of through the Accountant-General concerned. The Department concerned should arrange for drawal and remittance of money through Bank drafts. The Bank draft should be sent to the head of the institution concerned for collection and disbursement to the scholars concerned and certificate of disbursement obtained. (b) The Government servants in charge of Government institutions within the State should draw and disburse scholarships, stipends, book-grants, etc., to the scholars in their institutions. (c) If a scholar is reading in a private institution (other than under Universities) within the State, the scholarships, stipends, book-grants, etc. should be drawn and remitted to the head of the institution concerned by Postal money order at the public expenses in the manner laid down in rule 203 read with clause (xi) of rule 144 of the Bihar Treasury Code. If, however, the office of the drawing officer and the institution concerned are situated in the same station, the bill duly signed by the drawing officer should be endorsed to the head of the institution for collection of the amount from the Treasury and disbursement of the same to the students concerned. In this respect the instructions obtained in rule 177 and clause (2) (a) of rule 313 of the Bihar Treasury Code, Volume I should be followed. (d) If a scholar is reading in an institution which is under one of the Universities within the State then bills of scholarships, stipends, book-grants, etc., duly signed by the drawing officer should be endorsed to the head of the institution, viz., the Principal in the cases of college students and the Registrar in the case of Universities students, for collection of the amount from the treasury and disbursement of the same to the scholars concerned. In this respect, the instructions contained in rule 177 and clause (2) of rule 313 of the Bihar Treasury Code, Volume I should be followed. (3) In all the cases falling under categories (a), (b), (c) and (d) the Departments concerned should obtain a quarterly report with regard to the disbursement of scholarships, stipends and book-grants, etc., to verify if the amounts drawn from the Treasury have actually been disbursed to the payees, (G. O. no. 8247-E., dated the 27th April, 1959.)

656. Drawing and disbursing officers for drawal of scholarships, stipends and book-grants.

- The following officers have been declared to be drawing and disbursing officers in respect of all kinds of scholarships, stipends and book-grants including Political sufferers' stipend, etc., sanctioned by the Education Department and tenable at Government and private institutions, category-wise as indicated in the following table :-

Nature of the charge.	By whom to be countersigned before payment drawn	By whom to be
37. - Education Scholarships, stipends		

including
 Political sufferers'
 stipends,
 book-grants,
 etc.
 Category "A".

	Institutions outside the State but within India.	Countersignature not necessary.	Director of Public Instruction.
	In Government Institutions-		
	In Training colleges at Ranchi, Bhagalpur and Turki, Veterinary College, Patna, Government Ayurvedic College, Patna, Government Tibbi College, Patna managed directly by Government.	Countersignature not necessary.	Heads of the Institution.
(a)			
	In Government High/Higher Secondary, Multi-purpose Higher Secondary school for boys and girls.	Countersignature not necessary.	Heads of the Institution.
(b)			
(c)	In Government Basic schools.	Ditto.	Subdivisional Education Officer.
(d)	In Government Girls' Middle Schools.	Ditto	District Inspectress of Schools.
(e)	In Government Arabic and Sanskrit Institutions.	Ditto	District Education Officer.
(f)	Special Institutions like the schools for Deaf and Dumb, also Government school of Arts Patna, etc.	Ditto	Heads of the Institution.

Category "C"

	In Private institutions other than Universities-		
	In Boys' High/Higher Secondary/Multi-purpose Higher Secondary Schools.	Ditto	District Education Officer.
(a)			
(b)	In Girls' High/Higher Secondary/Multi-purpose	Countersignature not necessary.	

HigherSecondary Middle/Basic
schools.

(c)	In Boys' Middle schools.	Ditto	Subdivisional Education Officer.
(d)	In non-Government Sanskrit and Arabic Institutions.	Ditto	Subdivisional Education Officer.
(e)	In special institutions like the school for Deaf and Dumb in respect of non-Government schools as also-all non-GovernmentAyurvedic Institutions.	Ditto	District Education Officer.

Category "D".

	In Institutions under Universities within the State-		
(a)	In Colleges and University Departments.	Ditto	Regional Deputy Director of Education.

(G. O. no. 8247-F., dated the 27th April, 1959 and G. O. no. 645, dated the 4th March, 1960.)

657. Leave, other than sick leave.

- Absence with leave up to seven days at one time will entail no loss of scholarship. Longer absence with leave, other than sick leave, will entail loss of scholarship for the whole period of absence, provided that the Headmaster/Principal may grant leave without loss of scholarship up to thirty days to a scholar who suffers the loss of a parent or wife or child. (Government notification no. 3495-E., dated the 26th June, 1929.) Note. - The period of 30 days is a maximum. If the Principal/Headmaster is satisfied that a shorter period, or two periods not exceeding 30 days in all, will suffice, he should not grant more.

658. Sick leave.

- Absence on account of illness up to seven days at one time, certified to the satisfaction of the Headmaster/Principal, will entail no loss of scholarship, but if the scholar is absent on this account for short periods of more than three times in the course of one year, or if the absence is protracted beyond seven days, a medical certificate must be furnished signed by a Sub-Assistant Surgeon in the case of a school scholarship-holder and by an Assistant Surgeon in the case of Junior College scholarship-holder. If the required certificate is not produced, the period of absence will be treated as absence without leave. On the production of the prescribed medical certificate half the scholarship may be granted, if the period of absence does not exceed three months at a time.

Absence for more than three months up to a limit of six months at a time will entail loss of scholarship for the period of absence. Continuous absence for more than six months will ordinarily entail forfeiture of the scholarship. (Government notification no. 2246-E., dated the 3rd November, 1914.) Note. - (i) In the case of lower primary scholarship-holders, leave is granted by the Chairman of the District Board who may delegate the power to the Headmaster/Principal of Government High/Higher Secondary schools and Sub-divisional Education Officer and Deputy Inspector of schools in respect of scholars reading in the schools under their control. (G. O. no 163-E., dated the 26th January, 1915 and G. O. no. 824-E., dated the 12th February, 1930.) (ii) In the case of upper primary and middle scholarship-holders leave is granted by the Sub-divisional Education Officers, Principal and Headmasters of Government High/Higher Secondary Schools, exercise this power for the schools under their control. (D. P. I.'s circular no. 47, dated the 20th November, 1914; G. O. no. 25-E. R., dated the 4th May, 1920 and G. O. no. 4319, dated the 21st November, 1958.) (iii) The authority competent to sanction the leave may, if the illness is otherwise proved to his satisfaction, dispense with the medical certificate. (D. P. I.'s order issued in correction slip no. 8, dated the 2nd February, 1921.) (iv) When a scholar is directed by the Headmaster/Principal to remain absent from schools in consequence of infectious disease in his home he may be paid his scholarship in full for the period of such absence. (Order of the D. P. I. incorporated in the 1920 edition of the Code.) (v) A District Education Officer may authorise the Headmaster/Principal of any non-Government High/Higher Secondary Schools to grant leave in accordance with the rules to scholarship-holders reading in his school. (Government Resolution no. 3961-E, dated the 19th November, 1925.)

659. Overstaying leave.

- If leave of absence be overstayed the leave will be cancelled unless, on sufficient reason being shown, an extension be granted. Holidays in continuation of (before or after) absence with or without leave are reckoned as absence with or without leave, respectively. (Government notification no. 2246-E., dated the 3rd November, 1914.)

660. Absence without leave.

- Absence without leave for any period up to thirty days at one time will entail loss of scholarship for twice the period of absence. Absence without leave for more than thirty days at one time will entail forfeiture of the scholarship, and must be reported without delay to the inspecting officer or to the Director, as the case may require. (Government notification no. 2246-E., dated the 3rd November, 1914.) Section II Rules for different classes of scholarships (a) Lower Primary Scholarships

661. Value and Tenure.

- Lower Primary Scholarships are of the value of Rs. 3 a month and are tenable for two years. They are paid by the District Boards. (Government notification no. 2246-E., dated the 3rd November, 1914)

662. Unit of Distribution.

- The unit of distribution is the thana.(Government notification no. 2246-E , dated the 3rd November, 1914.)

663. Candidates eligible.

- Lower Primary Scholarships are open to competition among pupils of recognised lower primary schools only.(Government notification no. 2246-E., dated the 3rd November, 1914.)Notes. - (i) This rule does not apply to girls who may compete for these scholarships from any recognised primary or middle schools.(ii)A District Board, may reserve for pupils reading in primary Urdu schools a proportion of the lower primary scholarships assigned to that district corresponding to the ratio which the number of pupils in primary Urdu schools bears to the total number of pupils to lower primary schools of all classes including primary Urdu school and primary Sanskrit schools.(G. O. no. 214-E. P., dated the 1st February, 1918; and G. O. no, 3813-E dated the 16th July, 1929.)(iii)A District Board may reserve for pupils reading in primary Sanskrit schools a proportion of the lower primary scholarships assigned to that district corresponding to the ratio which the number of pupils in primary Sanskrit schools bears to the total number of pupils in lower primary schools of all classes including primary Urdu schools and primary Sanskrit schools.(G. O. no. 1746-E., dated the 17th April, 1926.)(iv)Provided that qualified candidates are forthcoming, every District Board should reserve for pupils belonging to the Scheduled Castes, a proportion of the lower primary scholarships, assigned to that district corresponding to the ratio which the number of pupils of the Scheduled Castes in the lower primary stage bears to the total number of pupils in that stage.(Government Resolution no. 775-E., dated the 22rtd February, 1935.)

664. Age-limits.

- Candidates, other than backward tribes and pupils of the Scheduled Castes must not be over eleven years of age on the date of the examination. In the case of pupils of backward tribes and of the Scheduled Castes the age-limit is twelve.(Government notification no. 2246-E., dated the 3rd November, 1914 and 4001-E, dated the 8th November, 1935.)

665. Examination fee.

- A fee of twelve Naye Paise is charged to each candidate,(Government notification no. 2246-E., dated the 3rd November, 1914.)

666. Preliminary selection of candidates.

- The preliminary selection of candidates is made by Sub-Inspectors of Schools, who will fix centres to which teachers should send their candidates, provided always that no pupil should be required to attend a centre more than four miles distant from his school. Each Sub-inspector of Schools will forward to the District Education Officer, a list of the eligible candidates from schools under his

control. The number of names in the list must not exceed eight times the numbers of scholarships available. The District Education Officer will scrutinise the list and strike out or add names if he thinks this to be necessary. Not more than two candidates may be selected from any one school.(Government notification no. 2246-E., dated the 3rd November 1914 Government notification no. 607-E.R., dated the 6th July 1926; G.O, no. 25-E.R., dated the 4th May 1926; and Government notification no. 3795-E., dated the 9th December, 1936.)

667. The Examination.

- The examination of the candidates thus selected is held at the headquarters of the Sub-Inspector of Schools or at any other convenient place within his jurisdiction and under arrangements made by the Board. The examination will be limited to the prescribed course. Written answers will be required in composition and in Arithmetic, the rest of the examination will be oral. The oral part of the examination will be conducted by the Centre Superintendents appointed by the Board, who will also set and mark the Papers to which written answers are required, unless the Board prefers to make other arrangements. Both in the written and in the oral part of the examination the questions should be so framed as to test intelligent understanding rather than memory alone.(Government notification no. 2246-E., dated the 3rd November, 1914 and Government notification no. 1733-E., dated the 1st April, 1935.)Note. - Pupils of primary Urdu schools and primary Sanskrit schools should not be examined in religious knowledge.(G.O. no. 3374-E., dated the 13th May, 1930)

668. Forwarding of marks.

- The marks assigned to the candidates at the oral and written examinations will be forwarded to the District Education Officer who will submit them to the Board with his views as to the award of the scholarships and with such remarks as he may consider necessary.(Government notification no. 2246-E., dated the 3rd November, 1914.)

669. Award of the scholarships.

- The scholarships will be awarded by the Board in consultation with the District Education Officer and in accordance with these rules. Not more than one scholarship will ordinarily be awarded to a school in one year; provided that a boy and a girl may gain scholarships from the same school, and provided also that the Board may in other exceptional cases permit a school to secure more than one scholarship.(Government notification no. 2246-E., dated the 3rd November 1914; and Government notification no. 4167-E., dated the 7th December, 1925.)

670. Special scholarships.

- Special scholarships are awarded annually to the daughters of bona fide Dais reading the lower primary course. Details of them may be obtained from the District Inspectresses.(G.O. no. 195-E.R., dated the 30th January, 1918.)(b)Upper Primary Scholarships.

671. Value and Tenure.

- Upper Primary Scholarships are of the value of Rs. 10 a month and are tenable for two years.(Government notification no; 1221, dated the 28th March, 1957.)

672. Unit of distribution.

- The unit of distribution is the sub-division.(Government Notification No. 2246-E, dated 3rd November, 1914)

673. Candidates eligible.

- Upper Primary Scholarships are open to competition among pupils of recognised upper primary schools only.(G.O. no. 1195, dated the 27th March, 1957.)Notes. - (i) This rule does not apply to girls, who may compete for these scholarships from any recognised upper primary or middle school. Also girls who have gained lower primary scholarships and have studied at home to the upper primary standard are eligible to compete for Upper Primary Scholarships, provided that they appear at the examination held at the end of the period for which their original scholarships were given.(Government notification no. 3185-E., dated the 1st May, 1930.)(ii)25 per cent of the upper primary scholarships are reserved for girls.(G.O. no. 595, dated the 12th February, 1958.)(iii)In certain districts one or more Upper Primary Scholarships are reserved for Muhammadans.(G.O. no. 1595-E.R., dated the 13th September, 1930.)(iv)Upper primary scholarships should be reserved for pupils of the Scheduled Castes provided that qualified candidates are forthcoming. The number of scholarships so reserved should bear to the total number of scholarships available the same ratio as the number of pupils of the Scheduled Castes in the Upper primary stage bears to the total number of pupil in that stage.(Government Resolution no. 775-E., dated the 22nd February, 1935.)

674. Age-limits.

- Candidates, other than those belonging to backward Tribes and pupils of the Scheduled Castes, must not be over thirteen years of age on the date of the examination. In the case of pupils of backward Tribes and of the Scheduled Castes the age-limit is fourteen.(Government notifications no. 2246-E., dated the 3rd November, 1914; and no. 4001-E., dated the 8th November, 1935.)

675. [Examination fee. [Now see new rate.]

- A fee of rupee one is charged to each candidate.](Government notification ho. 303-E.R., dated the 12th June, 1931.)

676. Preliminary selection of candidates.

- The preliminary selection of candidates is made by the Sub-divisional Education Officer. He should make his selection after consulting the Headmaster concerned. The Sub-divisional Education

Officer will fix centres at which the preliminary selection will be made and to which headmaster will send their candidates for examination; provided always that no pupil be required to attend a centre more than six miles from his school. The number of candidates selected must not exceed ten times the number of scholarships allotted to each subdivision, and not more than two candidates may be selected from any one school. (Government notification no. 2246-E., dated the 3rd November, 1914, G. O. no. 25-E.R., dated the 4th May, 1926 and Government notification no. 3795-E., dated the 9th December, 1936.) Note. - In the case of girls' schools which observe pardah the District Inspectress of Schools and in the case of other schools the District Education Officer may select not more than one candidate from each middle and upper primary school that has one or more girls in class V but it should be understood that it is not necessary to select a candidate from every such school, if suitable candidates are not forthcoming. (D. P. I.'s order dated the 18th September, 1930 in file 2S-37-1930.)

677. The Examination.

- The examination of the candidates thus selected is held at the Sub-divisional headquarters or at any other place within each subdivision that may be found more convenient. The District Education Officer will make arrangements for the examination and will appoint Superintendents to conduct it. The examination will be limited to the prescribed course. It will be conducted by means of written papers, except that there will be an oral examination in mental arithmetic for boys and a practical examination in needle-work for girls. The oral examination will be conducted by the Superintendent. The written papers will be sent by the School Examination Committee and the answers and needlework will be valued by examiners appointed by the District Education Officer. (Government notifications no. 2246-E., dated the 3rd November, 1914; G. O. no. 576-E. R., dated the 15th July, 1925 and no. 3961-E., dated the 19th November, 1925.)

678. Distribution of marks.

- The marks for the examination are distributed as follows:-

Name of subject.	Full marks.	Time assigned
Language.-		Hours
(a) Literature	50	100 2 ½
(b) Grammar	30	
(c) Second Modern Language or Sanskrit.	20	
Mathematics.-		
(a) Arithmetic	70	100 2 ½
(b) Practical Geometry	20	
(c) Book-keeping and Household accounts.	10	
Social Studies.-		
(a) History	40	100 2 ½
(b) Geography	40	

(e) Civics	20	
General Science.-		
(a) Hygiene and Sanitation	50	100 2 1/2
(b) Nature study. Study of Plant, Soil and Manure.	50	
Drawing	30	1
Spinning on Charkha or Takli.-		
(a) Speed	10	120 3
(b) Evenness	10	
(c) Strength	10	
Sewing and Designing.-		
(a) Sewing	10	
(b) Designing	10	
Articles for fulfilling the life	20	
Physical Training and games	30	
Music	20	
Records of Works.		
(a) Record of Physical exercises and games.	20	50 ...
(b) Record of crafts work	20	
(c) Record of Social service	10	

Notes. - (1) Slivers will be supplied by the Centre Superintendent concerned. The candidates will bring their own Charkhas or Taklies. (2) Records produced must have been checked and signed by the Inspecting Officer in charge of the school at least twice a year. (3) The syllabus for girls includes the proper care and handling of infants. There should be questions on this which will carry marks, and questions carrying the same number of marks should be set on that part of the syllabus for boys which is alternative to it. (4) The drawing paper will include the drawing of simple geometrical figures. (Government Resolution no. 2935-E., dated the 5th May, 1949.)

679. Forwarding of marks.

- The marks assigned to the candidates will be forwarded to the District Education Officer, who will award the scholarships in accordance with these rules. Not more than one scholarship will ordinarily be awarded to a school in one year, provided that a boy and a girl may gain scholarships from the same school and provided also that the District Education Officer may in other exceptional cases permit a school to secure more than one scholarships. Notes. - (1) A list of the scholarships awarded should be published in the Gazette by the District Education Officer. (2) Duplicate copies of upper primary scholarship certificates may be obtained on payment of a fee of 50 Paise. No duplicate will be granted unless District Education Officer is satisfied that the original certificate has been destroyed or lost. (Government Resolution no. 2246-E., dated the 3rd November, 1914; Government Resolution no. 3961-E., dated the 19th November, 1925; and D. P. I.'s letter no. 10944, dated the 18th December, 1933.) (c) Middle scholarships.

680. Value and Tenure.

- Middle Scholarships are of the value of Rs. 15 a month and are tenable for 4 years. They are not tenable in a Training School.(G. O. no. 2935-E., dated the 5th May, 1949.)

681. Unit of distribution.

- The unit of distribution will be the district.(G. O. no. 2935-E., dated the 5th May, 1949.)Notes. - (i) No scholarship should be reserved for the pupils of the Scheduled Castes, Momins and Backward Tribes.(ii)One-fifth of the scholarships in any district may be reserved for girls if there is likelihood that sufficient girl candidates will be forthcoming.(G. O. no. 2935-E., dated the 5th May, 1949.)

682. Candidates eligible.

- Middle Scholarships are ordinarily open to competition among pupils of the recognised middle schools only. Also girls who have gained Upper Primary Scholarship and have studied at home to the middle standard are eligible to compete for Middle Scholarships, provided they appear at the examination held at the end of the period for which their original scholarships were given.(G. O. no. 2935-E., dated the 5th May, 1949.)

683. Age-limits.

- Candidates other than Scheduled Tribes and pupils of the Scheduled Castes must not be over fourteen years of age on the date of examination. In the case of Scheduled Tribes and pupils of the Scheduled Castes the age-limit will be sixteen.(G.O. no. 2935-E., dated the 5th May, 1949.)

684. List of Schools eligible.

- Each District Education Officer should publish annually in the Gazette list of the recognised Middle Schools in each district corrected up to April the first. No school should be allowed to send up candidates for scholarships unless its name is included on April the first of the year in which the examination takes place, in the appropriate list,(G. O. no. 2935-E., dated the 5th May, 1949.)

685. Examination fee.

- An examination fee of Rs. 2 will be charged from each candidate.(G. O. no. 2935-E., dated the 5th May 1949.)

686. Preliminary selection of candidates.

- The preliminary selection of candidates for Middle Scholarships will be made by the District Education Officer, in case of boys' schools and by the District Inspectress of Schools in the case of girls' schools. He/She should make selection after consulting the

Headmaster/Principal/Headmistress concerned The District Education Officer will fix centres at which preliminary selection will be made and to which Headmaster/Principal will send their candidates for examination, provided always that no pupil will be required to attend a centre more than 6 miles distant from his school. The number of candidates selected must not exceed four times of the number of scholarships allotted to each district and not more than two candidates may be selected from one school.(G. O. no. 2935-E., dated the 5th May, 1949.)

687. The Examination.

- The examination of the candidates thus, selected will be held at the sub-divisional headquarters or at any other place within each subdivision that may be found convenient. The District Education Officer will make arrangements for the examination and will appoint Superintendents to conduct it.(G.O. no. 2935-E., dated the 5th May, 1949.)

688. Distribution of marks.

- The examination will be limited to the following subjects and the marks for the examination will be distributed as follows :-

Name of subject.	Full marks.	Time assigned
Theoretical		
Language.-		Hours
(a) Literature	50	100 2 1/2
(b) Applied Grammar and Composition	30	
(c) Desire language	20	
Mathematics.-		
(a) Arithmetic	50	100 2 1/2
(b) Book-keeping	20	
(c) Geometry	30	
Social Studies.-		
(a) History	40	100 2 1/2
(b) Geography	40	
(e) Civics and current events	20	
General Science.-		
(a) Mechanics and Theory of Spinning, gardening and Agriculture (Boys)	50	100 2 1/2
or		
Theory of Domestic Science (Girls)		
(b) Study of Nature	30	

(c) Hygiene and Sanitation	20	
Practical		
Spinning on Charkha		
(i) (a) Speed	20	100 1 1/2
(b) Evenness	20	
(c) Strength	20	
(ii) Carding and making slivers		
(a) Speed	20	
(b) Evenness	20	
Drawing and designing		50 1
Preparation of articles for the ordinary needs of life (for boys)		50 2 1/2
or		
Domestic Science (for girls)		
Records of Works.		
(a) Record of Physical exercises	20	50 ...
(b) Record of Social service	10	
(c) Record of crafts work, yield, income and expenditure	20	

Notes. - (i) At implements and materials to be supplied by schools concerned. (ii) Records produced must have been checked and signed by an Inspecting Officer at least twice a year. (G. O. no. 2935-E., dated the 5th May, 1949.)

689. Method of award.

- The marks assigned to the candidates will be forwarded to the District Education Officer, who will award the scholarship in accordance with the rules. Not more than one scholarship will ordinarily be awarded to a school in one year, provided that a boy and girl may gain scholarship from the same school and provided also that the District Education Officer may in other exceptional cases permit a school to secure more than one scholarship. A printed copy of the award list will be supplied to each school and the certificate signed by the District Education Officer will be sent to the successful candidates through the Head of the Institution. The District Education Officer should not use facsimile stamp on the certificate. (G. O. no. 4335, dated the 24th November, 1958.) Note. - (1) Two Primary or Middle Scholarships can be given to a school in exceptional cases such as the following: (i) two boys from one school having secured the same number of marks at the examination; (ii) two boys from one school entitled by their marks to scholarship and no candidate being forthcoming from other school; (iii) two boys from one school receiving marks very much higher (say 10 per cent) than those candidates from other schools. (D. P. I.'s letter no. 276, dated the 12th January, 1920.) Note. - No candidate who fails to obtain 25 per cent of the marks in each paper is eligible for a Middle Scholarship. (G. O. no. 2935-E, dated the 5th May, 1949.) (d) Junior College scholarships.

690. Value and Tenure.

- Junior College Scholarships are of three grades of the value of Rs. 20, Rs. 15 and Rs. 10 a month, respectively. They are tenable for two years.(Government notification no. 2246-E., dated the 3rd November, 1914.)

691. Distribution of scholarships.

- First grade Junior College Scholarships are open to pupils of recognised High/Higher Secondary schools throughout the State; second grade scholarships are distributed by division, and third grade scholarships by districts. The allotment of third grade scholarships will be made annually by the Commissioner of each division in consultation with the District Education Officer and will be notified by the former in the Gazette not later than the 1st of September in each year. The Director will award the scholarships.(Government notification no. 2246-E., dated the 3rd November, 1914.)

692. Candidates eligible.

- Junior College Scholarships are open only to pupils of High/Higher Secondary schools recognised by the Department.(Government notification no. 2246-E , dated the 3rd November, 1914.)

693. Procedure regarding forwarding of list of candidates.

- The merit list of candidates should be prepared by the Bihar School Examination Board and same within 6 weeks of the publication of the annual results to (i) Government of India, (ii) Director of Public Instruction, Bihar, (iii) Headmaster/Principal and Lady Principals concerned and (iv) Regional Deputy Director of Education. The Head of the Institutions should send to the Regional Deputy Director a full report (pro forma) about the candidates included in the merit list within 15 days and the Regional Deputy Director of Education should send this report in the prescribed form to the Director of Public Instruction within a fortnight. The Department will announce the list within one month of the report from the Regional Deputy Director of Education and the candidates concerned should apply within 30 days through their principals claiming the award. Note. - The two years' rule regarding eligibility has been relaxed. The only condition should be that the candidates should have passed the Secondary School Examination in the first instance.(D. P. I.'s letter no. 3293, dated the 13th August, 1959.)(f)Reserved scholarships.

694. Reserved scholarships.

- In addition to the ordinary Junior College Scholarships several scholarships of this class are reserved for the pupils of Backward Tribes and of the Scheduled Castes, and for girls. There are also certain scholarships payable from trust funds; particulars of these will be found in the "Brief account of the Educational Endowments and Trust Fund in Bihar'. All of these scholarships are awarded (in the case of trust fund scholarships, so far as the terms of the trust permit) on the same conditions as ordinary Junior College Scholarship.(g)Merit-cum-poverty Scholarships.

695. Merit-cum-poverty scholarships to students.

- Merit-cum-poverty stipends to students tenable in schools and colleges have been sanctioned by Government. Scholarships to students reading in classes VI and VII are awarded by the District Education Officers concerned and those for classes VIII to XI by the Regional Deputy Directors of Education concerned after inviting applications from poor and meritorious students in recognised schools. Scholarships to students reading in colleges are awarded by the Director.(G. O. no. 1221, dated the 28th March, 1957.)

696. Special scholarships to deaf, dumb and blind students including inmates of Anathalayas.

- Government have sanctioned Scholarships to the Deaf, Dumb and Blind students reading in Patna Deaf and Dumb school and Blind school and also to the inmates of the Anathalayas. These scholarships are sanctioned by the Regional Deputy Director of Education.(G. O. no. 1221, dated the 28th March, 1957.)

Chapter X

The Board of Secondary Education, The Board of Bihar Basic Education. The Text-Bokk and Education Literature Committee. The Board of Adult (Social) Education. The State Board of Physical and Health Education. The Rashtra Bhasha Parishad. The School Examination Committee. The Board of Sanskrit Education. The Board of Cultural Education (Sanskritik Shiksha Parishad), Bihar.

Section I The Board of Secondary Education

697. Functions of the Board.

- The Board of Secondary Education exercises administrative control over High, Higher secondary and Multi-purpose Schools (including Sarvodaya High Schools). The following shall be the functions of the Board namely :-(a)The Board may inspect High/Higher Secondary schools either through Board of Inspectors appointed by it or through the Inspecting Officers of the Education Department of the State Government.(b)Subject to such conditions and restrictions as may be prescribed, the Board may grant recognition to schools imparting instruction in Secondary or Higher Secondary education and suspend or withdraw such recognition.(c)Subject to rules made in this behalf, the Board may make grants to high schools and prepare an annual estimate to be included in the State budget, of the sum required for such grant.(d)The Board may, with the approval of the State Government and subject to rules made in this behalf, make regulations for regulating the conditions

of service of the employees of High schools and for the discipline and control of such employees.(e)Subject to the rules and regulations framed by the State Government the Board may issue such directions to the Managing Committee of any high school as it may consider necessary in the interest of good administration of such school.(f)The State Government may revise any direction issued by the Board.(g)The Board shall perform such other functions as may be prescribed by State Government,(h)The power to submit to Government proposals for non-recurring grants to the institutions under its control.(i)The power to frame rules regarding discipline in the institutions under its control and to submit these rules for the approval of Government.(j)The right to advise Government in regard to any matter with which it is concerned.(Government Resolution no. 2212-E., dated the 17th June, 1921.)(k)To decide finally appeals from teachers in the institutions under its control, who are discharged with or without notice, in cases where the Regional Deputy Director of Education or Inspectress of Schools differs from the Managing Committee.(G.O. no 6246-E., dated the 28th November, 1928.)

698. Constitution.

- The Board will consist of a number of members not exceeding fifteen and the term of office of members shall be three years from the date of publication of their names in the Official Gazette:Provided that until such Board is established, the Board of Secondary Education constituted under Government resolution no. 541, dated the 31st January 1956, read with Government orders no. 4708-E., dated the 28th August, 1956, no. 2088-E., dated the 21st September 1959, 3rd October, 1959 and no. 3766-E., dated the 21st September 1959 shall be deemed to be the Board established under this section.(a)The Director of Public Instruction, Bihar shall be the President of the Board and the State Government shall appoint one of its officers possessing such qualifications as it may consider fit to be the whole time Secretary of the Board and the President and the Secretary shall perform such functions as may be prescribed and as may be delegated to them by the Board.(b)If any member of the Board is unable by reason of his death, resignation or otherwise to complete his full term of office, the vacancy so caused may be filled by the State Government by the appointment of another person and the person so appointed shall fill such vacancy for the unexpired portion of the term for which the members in whose place such person is appointed, would otherwise have continued in office.(c)No act or proceeding of the Board shall be questioned by reason merely of the existence of any vacancy in or any defect in the constitution of the Board.(G.O. no. 4491, dated the 24th October, 1960, Bihar Act XIII of 1960.)

699. Right of Government to address the Board.

- The Board will have the right to advise the State Government in regard to any matter with which it is concerned. The State Government will have the right to address the Board with reference to any of its work and to communicate to it their views on any matter with which it is concerned. The Board shall report to the State Government, such action, if any, as it is proposed to take or has been taken upon their communication. The State Government may issue such directions as they think fit in cases when after considering any explanation furnished by the Board they find that the Board has not taken action to their satisfaction and the Board shall comply with such directions.(Government Resolution no. 846-E., dated the 5th May, 1937.)

700. Rules for the Conduct of Business.

- The rules for the conduct of business are as follows ;-(a)The date, time and place of meetings shall ordinarily be fixed by the President and the Secretary in consultation, but if any seven members express in writing a desire that a meeting shall be held at an early date to consider any particular item or items of business, a meeting shall be fixed within fifteen days of the receipt of the request.(b)A notice of each meeting with an agenda paper shall be circulated by the Secretary not later than the tenth day before the meeting. No business not on the agenda paper shall be considered except with the consent of two-third of the members present.(c)Six members shall form quorum. If the President is unable to attend, the members present shall elect a Chairman.(d)Should urgency require that any matter should be disposed of before the Board can next meet, the President may dispose of it, consulting the other members by correspondence if the time permits; but he shall report any such case at the next meeting of the Board.(G.O. no. 570-E.R., dated the 12th August, 1922.)

701. Procedure as regards Inspection.

- The inspection of High Schools is ordinarily carried out through the Government inspecting staff. A sub-committee consisting of three members of the Board is appointed annually to scrutinize the inspection reports thus received; the reports are circulated among the members of this sub-committee, and they advise in what cases further inspection by a Board is required. The inspection of those High Schools to which intermediate classes are attached is carried out by a board of two inspectors, one appointed by the University and one by the Board of Secondary Education. Boards are also appointed in all cases of applications for recognition or for new grants, and in cases where it is proposed to withdraw recognition or grants.(G.O. no. 570-E.R. dated the 12th August, 1922, Resolution of the B.S.E., dated the 8th December, 1924.)

702. Expenses.

- No member of the Board is entitled to any remuneration for work, done in connection with the Board, but travelling allowance for attendance at meetings is admissible to members who do not reside at Patna, and for members of inspecting boards. The Director is authorised, under rule 246 of the Bihar and Orissa Service Code, to determine the class to which each of the nonofficial members should belong, and to countersign the travelling allowance bills of the members.(G O. no. 570-E. R., dated the 12th August 1922; and no. 3356-E., dated the 18th November, 1924.)

703. Delegation of Power to the Secretary.

- The Secretary of the Board of Secondary Education is empowered:-(i)To make appointments to all posts within or outside the grade service, the maximum pay of which is Rs. 140 or less, under his control.(ii)To grant leave or extension of leave admissible under rules in respect of those whom he is competent to appoint provided that the officer on leave will return to duty on expiry of the leave. The period of leave in no case exceeds six months. He may also call for medical certificates if the

leave is prayed for on medical grounds.(iii)To make temporary arrangement in the leave vacancies on the allowances admissible under rules.(iv)To purchase books and publications within the amount allotted for the purpose.(v)To submit indents for forms and envelopes direct to Superintendent, Press and Forms, Gaya.(vi)To submit indent for stationery to the Superintendent, Stationery Stores and Publication, Gulzarbagh, Patna, within sanctioned amount.(vii)To sell or dispose of worn-out and obsolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 100 for each article by Public auction and proceeds deposited in the Treasury.(viii)To suspend, impose punishment and to grant subsistence allowance to suspended officer, with the prior approval of the Director of Public Instruction, Bihar.(G. O. no. 1461, dated the 17th April, 1961.)Section IIBihar Basic Education Board

704.

The following is the text of the Bihar Basic Education Board Statutory Rules framed by Government in exercise of the powers conferred by Section 18 of the Bihar Primary Education (Amendment) Act XVII of 1946 and the Bihar Act IV of 1959.(Government notification no. 8934-E., dated the 21st December, 1949.)Bihar Basic Education Board (Exercise of Powers and Functions) Rules, 1949.

1. Short title and commencement. - These rules may be called the Bihar Basic Education Board (Exercise of Powers and Functions) Rules, 1949.

2. They shall come into force at once.

3. Definition. - In these rules, unless there is anything repugnant in the subject or context :-

(a)"the Act" means the Bihar and Orissa Primary Education Act I of 1919 as amended by the Bihar Primary Education Act XVII of 1946 and Bihar Act IV of 1959;(b)"the Board" means the Bihar Basic Education Board;(c)"the Chairman" means the Chairman of the Board;(d)"the Director" means the Director of Public Instruction, Bihar;(e)"Member" means a member of Board;(f)"Secretary" means the Secretary to the Board; and(g)all words and expressions used in these rules and not otherwise have the meanings respectively assigned to them in the Act.

4. Powers and functions of the Board. - Subject to the control of the State Government, the Board shall have power to organise, inspect, control and superintend Basic Education in the State and in the exercise of the said powers, it shall be competent -

(a)to establish, inspect and control institutions for the training of teachers, to make regulations for the selection of candidates for admission into such institutions, to hold examinations for testing the merits of trainees on completions of their course of instruction and to award certificate to successful trainees;(b)to organise, inspect and control, both direct and through such agencies as the Board may think fit, basic schools established in the State and superintend the activities of the Regional Basic

Education authorities of the school committee constituted under the Act;(c)to award Basic School Leaving certificates to the successful pupils of basic schools;(d)to prepare budget estimates for financing the activities of the Board and to submit the said estimates to the Director for consolidation budget and submission to the State Government;(e)to initiate and give effect to such measures including measures relating to propaganda and publicity as the Board may think fit for the purpose of imparting basic education to children of 6 to 14 years of age on an universal free and compulsory basic education and to advise the State Government on the general question of policy in regard to any matter connected with basic education; and (f) to review periodically the progress of basic education and to submit report on such progress to the State Government.

5. Channel of correspondence. - The Board shall ordinarily correspond with the State Government through the Director, but in matters requiring immediate action the Board may correspond direct with the State Government, copies of the correspondence in each case being sent to the Director simultaneously.

6. Rules for the conduct of business. - (1) The Board shall ordinarily meet once in six months but in order to transact urgent items of business, it may meet as often as necessary. The date, time and place of meeting of the Board shall ordinarily be fixed by the Secretary in consultation with the Chairman but if three members make a requisition in writing to the Chairman for a meeting of the Board for considering any urgent item or items of business, the Chairman shall convene a meeting within fifteen days of the receipt of such requisition for the disposal of such item or items of business.

(2)A notice of every meeting shall be given by the Secretary to every member not later than the tenth day before the date of such meeting. The notice shall set forth clearly and fully the business to be transacted at the meeting and no business other than that so stated shall be transacted except with the permission of the Chairman or in absence of the Chairman, the President elected under sub-rule (4) who-presides over the meeting.(3)One third of the total number of members shall form a quorum.(4)If the Chairman is unable to attend any meeting the members present shall elect one from amongst themselves to preside.(5)If at any meeting of the Board a quorum is not formed, the Chairman or in his absence the President elected under sub-rule (4) shall adjourn the meeting until such other day as he thinks fit.(6)All questions duly submitted to the Board shall be decided by a majority of votes of the members present, if the votes are equal, the Chairman or the President, as the case may be, shall have a second or casting vote.(7)The Board shall appoint Working Committee consisting of the Secretary and four members residing at the headquarters station of the Board, of whom one shall be non-official.(8)The Working Committee shall ordinarily meet once a month. Three members of the committee shall form a quorum.

705. Duties of Secretary.

- Subject to any general or special order of the Board, the functions of the Secretary who is assisted with an Assistant Secretary shall be as follows :-(a)to act as the Secretary to the Board and to perform all duties connected with that office;(b)to act as its principal executive officer and to give effect to its decisions.(Government notification no. 8934-E., dated the 21st December, 1949.)

706. Rates of remuneration.

- The following are the rates of remuneration to paper setters, examiners and tabulators in connection with the Teachers' Training School Course Examination conducted by the Bihar Basic Education Board(a)To paper setters - at the rate of Rs. 30 per question paper.(b)To examiners - at the rate of Rs. 0.62 paise per answer book.(c)To tabulators - at the rate of Rs. 20 per tabulator for 100 trainees. The tabulators will work in pairs.(G. O. no. 1153-E., dated the 9th February, 1956.)Section III[707 to 736. [Articles 707 to 736 are omitted, as this is now a separate Corporation known as 'The Bihar Text-book Publishing Corporation', which has taken over this Committee.]Text-book and Education Literature Committee and State Bureau of Text-Book Research.]Section IV[737 to 743. [Articles 737 to 743 are omitted, as these are transferred to 'The Directorate of Social and Youth Welfare', which is now a separate body.]Board of Adult (Social) Education, Bihar.]Section VState Board of Physical and Health Education

744. State Board of Physical and Health Education.

- Government have established a Board of Physical and Health Education of which the function and composition will be as stated below.

745. Functions.

(a)to advise Government on the promotion of physical culture and education in the State generally and in schools and other educational institutions particularly;(b)to advise the Director of Public Instruction on the courses of teaching in physical culture institution and the syllabus for examination;(c)to advise the Director of Public Instruction on the manner of the distribution of grants to institution devoted to physical culture;(d)to make such suggestions as it may consider necessary in respect of the arrangements made in the educational institutions for the physical well-being, health and nutrition of the pupils; and(e)to exercise such other functions as may be assigned to it by the State Government.

746. Composition.

- The composition of the Board will be as follows :-(i)A non-official Chairman,(ii)Director of Public Instruction.(iii)Director of Health Services.(iv)Secretary, Board of Basic Education.(v)Secretary, Board of Secondary Education,(vi)Secretary, Adult (Social) Education Board.(vii)and (viii) Two representative of the Bihar Pradeshik Sharirik Shikshan Mandal.(ix)to (xii) Four non-official

members, one each for the four divisions to be nominated by the Government.(xiii)and (xiv) Two Lady members.(xv)Principal, College of Health and Physical Education - Secretary.(G. O. no. 683-E. R. dated the 18th August, 1953 and no. 870, dated the 5th March, 1957.)

747. Rules for Recognition of Akharas and other Athletic Organisations.

- Recognition will be given to Akharas and other athletic organisations which are established in the State of Bihar, by the Board of Physical Education, Bihar, Patna provided they fulfil the following conditions:-(1)The organisation should be non-sectarian and should not be ordinarily named after any individual unless a donation of Rs. 5,000 is given by the individual.(2)It should have at least 15 regular members on its roll. The antecedents and character of the members who are enrolled should be satisfactory.(3)It should have a Managing Committee of at least five members who are interested in the promotion of physical culture.(4)The Committee must, in matter of control, supervision and management of the organisation, abide by a set of rules approved by the Board of Physical Education, Bihar of such rules as may be framed from time to time by this Board.(5)There should be a properly qualified trainer to train and guide the members enrolled by the organisation.(6)It should maintain a record of attendance of the participating members,(7)It should maintain a register of apparatuses, equipments and appliances provided for the use of its members and of movable and immovable properties owned by it.(8)In the rural areas there should ordinarily be only one State-subsidised Akhara in a village but that there may be more than one such organisation in the town.(9)It should maintain a register in the prescribed form for admission of members.(10)The organisation should maintain a regular record of work of activities of its members, throughout the year.(11)The organisation should have fixed regular hours of training programme in the morning and/or the evening according to the seasonal or vocational convenience of the members.(12)Applications for recognition will be received and examined by the District Education Officer concerned on the report to be submitted by the Deputy Superintendent of Physical Education or the Lady Superintendent of Physical Education (for Girls' organisation).

748. Rules and Conditions for Grant-in-aid.

- (i) Only recognised Akhara or physical organisation will be eligible for grant-in-aid if it applies in the form prescribed by the Board.(ii)Applications in prescribed form for grant of subsidies will be received from recognised Akhara or Physical Organisations by the Secretary of the Board up to the 30th July each year for consideration by the Board which will submit its recommendation to the Director of Public Instruction by the end of the 30th September.(iii)The amount of grant must be spent on the specific purpose for which it is sanctioned.(iv)Institutions receiving Government grant will agree to fully co-operate in implementing such programmes, schemes or projects of physical culture as the State Government may prepare from time to time.(v)Institutions receiving Government grants will have to execute agreement as it is required from other institutions which get grant-in-aid from Government.

749. Rules regarding the Recognition and Grant-in-aid to Physical Culture Institutions.

- The Institution of physical culture (school or college) may be recognised by the State Government on the recommendations of the Board of Health and Physical Education, Bihar, if it fulfils the following conditions :-(1)The institution is to be under management of regularly constituted Governing Body consisting of eleven members as follows :-(a)The Head of the Institution - Ex-officio.(b)A teachers' representative.(c)Three members to be nominated by the Board.(d)District Education Officer - Ex-officio.(e)One donor who has donated Rs. 5,000 or more in cash or in kind; if there be more than one such donor, they will be members by rotation to be nominated by the Chairman of the Board. If there be no donor, the seat will be filled up as in (f).(f)Four members elected in a general meeting of subscribers paying a minimum subscription of six rupees per year.The Governing Body will elect its own President, Secretary and other Office bearers, if necessary.(2)Application for recognition of an institution (as a school or college) shall be:-(a)made by the Secretary or the President of the Governing Body;(b)addressed through the Secretary, Board of Health and Physical Education to the Director of Public Instruction, Bihar.Notes. - (a) The application for recognition of the institution as a school or college shall state the courses of instruction which it is proposed to include and the standard for which recognition is sought.(b)It should state the qualifications of the teaching staff and the condition governing their appointment and tenure of office so as to ensure efficient conduct of the courses of instruction which is proposed to be undertaken by the institution.The minimum requirement of a college should be three diploma-holders and two certificate holders including the Principal.The minimum requirements of a school should be one diploma-holders and two certificate holders.(c)It should give details regarding the building of the institution, its playgrounds and conditions of the students and the staff; a college should have 3 acres of land with buildings and 7 acres of land for playgrounds, etc., preferably in one continuous block. A school should have two acres of land with buildings and five acres of land for playgrounds, etc. preferably in one continuous block. The building should consist of class rooms, gymnasium 75' x 30', hostels and teachers quarters.(d)It should also indicate the provision made for a library which should contain books at least for the value of rupees one thousand for a school and rupees three thousand for a college.(e)It should indicate that arrangements have been made in conformity with these rules for provision of adequate equipment for imparting theoretical as well as practical instructions and enclose a list of equipments provided the minimum equipment for schools and colleges will be maintained.(f)It should state that the institution shall impart instruction to the students according to the syllabus approved by the State Government.(g)It should also indicate that due provision will so far as circumstances permit be made for the residence of the Principal of the institution and members of the teaching staff in or near the building of the institution or in the place provided for the residence of the students.(h)It should state the financial resources of the institution which should be such as to make due provision for its continued maintenance; a reserve fund of rupees two thousand for a school and five thousand for a college has to be deposited in the joint names of the Secretary and the Principal by designation.(3)Every such application shall contain assurances that after recognition of the institution as a school or college any transference of the management and all changes in the teaching staff shall forthwith be reported to the Board and that the Board shall at any time cause such inspection to be made of the institution as it thinks fit.(4)(i)On receipt of an application for recognition the Board shall cause a local enquiry to be made

by two members of the Board.(ii)On the completion of the enquiry, the Board shall report to the Director of Public Instruction, Bihar their opinion as to whether the application should be granted with or without modification, or should be refused and shall embody in such report the results of the enquiry made by them.(5)If an application for recognition is granted, an order shall be issued from the Directorate and shall specify the courses of instruction for which the institution is recognised and the standard up to which the recognition is granted in each such course. If the application or any part thereof is refused, the grounds of such refusal shall be stated.(6)(i)When a school or college desires to add to the courses of instruction in respect of which it is recognised, an application for permission to make such addition shall be made in the same manner as an application for recognition as a school or college.(ii)The application shall contain sufficient information to satisfy the Board that so far as the additional courses of instruction are concerned adequate provision is made in respect of matter specified in clause (2).(Government order no. 1878, dated the 11th July, 1955.)Section VIState Bureau of Educational and Vocational Guidance

750. Functions.

- The Bureau will function under the control of the Director of Public Instruction. The functions of the Bureau will be as follows:-(i)To provide educational guidance.(ii)To provide vocational guidance.(iii)To compile and publish in co-operation with other agencies concerned, information of the following types:-(a)occupational information, including standard descriptions of jobs, tools used, level of skill required, conditions with regard to every trade and occupation.(b)Information relating to the education and training necessary for employment in various jobs and the facilities available for such training, stipends available, conditions of entry, etc.(c)Information relating to short-term and long-term requirements of manpower in various trades, occupations, industries and areas.(d)Information about part-time and vacation employment available for students and other young persons.(e)Information regarding vocational guidance services available (publicity pamphlets and brochures).(iv)To standardise instruments for measuring intelligence, aptitudes, special abilities, interests and other personality traits.(v)To conduct job analysis studies.(vi)To advise suitable cumulative record forms to be used in educational institutions.(vii)To conduct-follow-up studies.(viii)To assist educational institutions in organising Information Centres.(G.O. no. 389, dated the 23rd January, 1956)

751. Educational Guidance.

- Educational Guidance will be provided in the Multipurpose school specially for the purpose of allocation of pupils to the diversified courses. The need is stressed to explore the all-round potentialities of the pupils, their abilities, aptitudes, interests and skills, that suit the differential requirements of the diversified courses. The resulting knowledge, rather than mere examination marks, has to form the basis of the allocation to the courses.

752. Vocational Guidance.

- Educational Guidance is not to be separated from vocational guidance. From the practical point of view the ultimate purpose of education is to prepare an individual to take up a vocation or calling in

life. Educational guidance should not be devoid of an understanding of the vocational implications of the educational course and subjects of study. Vocational guidance would attempt to broaden the child's horizon of knowledge by providing him comprehensive information regarding the world of work before he tries to get himself fitted therein.

753. Organisation of Educational and Vocational Guidance.

- Education and vocational guidance is a co-operative undertaking and pre-supposes a spirit of team work pervading the entire school system, including the Managing Committee of the School. In order to obtain this condition the formation of a Guidance Committee in the school may be treated as a very effective first step.

754. Guidance Committee.

- The Guidance Committee should consist of the (1) Secretary of the School who should be the ex-officio President of the Committee, (2) Headmaster/Principal, who should be the ex-officio Vice-President, (3) Teacher Counsellor who should be the ex-officio Secretary and (4) other teachers of the school who volunteer their co-operation in the administration and guidance in the school. The size of the committee should range between seven and nine.

755. Function of the Committee.

(a) To formulate matters of policy, other than those enunciated by the State Bureau, relating to the administration of guidance in the school, e.g., freedom from teaching beyond the prescribed minimum, provision for small group extra-curricular activities, etc. (b) To decide matters arising in the day-to-day work of guidance in the school, e.g., arrangement for group testing and for interview of individual pupils by the Teacher Counsellors, pupils' visit to place of work, inviting experts to talk to pupils etc. (c) To arrange for distribution of work relating to the supporting services in guidance to other teachers of the school. Such work would consist, for example, for taking career classes as a part of the school time-table, assisting the Teacher Counsellor in collecting and recording information about the pupil assisting in the organisation of career conference, and so on. (d) To consider ways and means of augmenting the existing resources of the school for the furtherance of the guidance programme.

756. Building and Location.

- A separate room should be provided within the school premises, preferably in a remote corner. This should be used exclusively for guidance work and called 'Guidance Room'. The room should be furnished with an almirah for keeping the test materials, the cumulative records of pupils, and other materials to which there should be no free access. In addition, the room should have small table with drawers, at least two chairs, and a book-shelf. The room should not be crammed with other articles to give the impression of a store room. Where it is not possible to find a room in the school building, ways and means should be found to construct at least a 10' x 10' room. Pending the

construction, a corner in a hall or verandah which is out of the way and generally not frequented by visitors or passers-by may be partitioned out and used as the 'Guidance Room'.

757. Maintenance of cumulative record.

- The school should maintain a continuing comprehensive record about each pupil. Preferably, this record should cover a period of five years, four years of the Higher Secondary stage and one year preceding it.

758. Career classes.

- In the regular class time-table, there should be set apart at least one period per week during which pupils should be informed about the various occupations related to the different educational levels, and about the academic and technical training courses available before and after the completion of the Higher Secondary stage. Separate talks should be prepared for this purpose on separate occupations or courses. The talks should be simple and within the easy comprehension of the average pupil of the class. Teacher Counsellors have been trained at the Bureau in organising such talks and other teachers may follow their example in preparing their talks.

759. Occupational information corner.

- A corner in the library or elsewhere, but not in the Guidance Room, may be provided for the purpose of display of occupational information materials. Some method should be devised for making such materials accessible to teacher, pupils and interested guardians. Part of such materials will be regularly supplied to the school by the Educational and Vocational Guidance Bureau. The rest has to be provided by the school itself. Note. - (i) Career conference, occupational film shows and such other media of dissemination of occupational information have to be tried by the school at regular intervals. In all such matters, full co-operation will be extended to the school by the Bureau. (ii) The school should always be on the look out for availing itself the opportunity of getting some representative of a profession, trade or business to address the pupils. The talk should be related to the nature, duties and requirements of the job or profession he represents. This will serve a two-fold purpose inspiring the pupils as well as broadening their horizon regarding the world of work.

760. Educational Guidance.

- Types and sources of data to be used for the purpose of allocation to the diversified courses.

1. Tests. - (a) Tests of General Ability.

(b) Tests of Aptitude. (c) Tests of scholastic attainment. The tests should be group tests, to economise time. The size of the group should not exceed 25 to 30 pupils, so that adequate arrangement for seating, etc., is ensured.

2. Examination marks. - Examination marks are not found to be very reliable sources of information in most cases and there is a tendency to discredit them. But they have their own value in comprehensive scheme of educational guidance. The marks will throw additional light on the pupil's strength and weaknesses.

3. Objective observation. - Observation of behaviour of pupils in the class-room and out of the class-room situation is to be used for the purpose of assessing their personality, special aptitude and interest. The school should introduce a number of small group extra curricular activities in each class. These will provide opportunities for the Teacher Counsellor and other teachers to observe the behaviour and aptitude of pupils in concrete situations.

4. Interview. - Each pupil is to be interviewed by the Teacher Counsellor who has been trained in the method of interviewing. A schedule should be prepared beforehand, providing each pupil to remain absent from the class for a total of two to three periods during the session. These three periods are to be distributed among three different subjects so that a pupil misses only one class in a subject on this account. The purpose of the interview will be two-fold; (1) to supplement pupil data gathered from other sources and (2) to verify the said data. Facilities should be granted to a Teacher Counsellor to interview special pupils for their personal problems if he so desires. But this is not to be treated as a part of his normal duties.

5. Home visit. - A Teacher Counsellor should be encouraged to visit pupils' homes in order to obtain data on the home background of the pupil or for other relevant purposes.

6. School records. - Teacher Counsellor should have access to school records whenever he finds it necessary to do so in preparing the pupils' cumulative record.

761. Procedure for allocation to the diversified courses.

(1)Pupil's data from the sources described above should be collected during the whole of the year. Tests of ability and aptitude may have been administered earlier but the test of scholastic attainment are to be given in continuation of the annual examination. At the end of the year,

recommendation should be made to the allocation of pupils to the diversified courses.

2. Fine Arts (artistic aptitude, interest and quality). - In making his recommendation, the Teacher Counsellor should take into consideration other data from the cumulative records of the pupils such as (a) pupil's interest (b) pupil's physical and health condition, (c) his vocational plan, (d) parent's vocational plan for pupil, (e) parent's wishes concerning course of studies, (f) teacher's judgment regarding aptitude, and so on.

Note. - Parent's wishes have to be specially respected and where these are not found to be in accord with his recommendation, the Teacher Counsellor should try to explain the relevant pupil data to the parent and persuade him to accept the recommendation made. A right approach to the parents is generally expected to bring about the desired outcome.

762. Marked disparity in achievement of a pupil.

- Whenever a marked disparity is noted between the overall achievement of a pupil in the school subjects and his scores in the tests of general ability the test administration should be repeated. If the disparity persists, under-achievement should be taken to indicate most probably lack of interest in and application to class work on the part of the pupil. In case of over-achievement, the pupil has perhaps been over compensating for his inferior ability by hard work at home and, therefore at the expense of his all round social and physical development. Both types of pupil need special help and may, where possible, be referred to counsellor for this purpose.

763. Vocational Guidance.

- Vocational guidance to school leavers should be on the following principles;-(1) A thorough analysis of the pupil's assets and liabilities, his strength and weaknesses, using the tests and other sources of information described above, special note should be taken of the pupil's socio-economic background, interests, curricular activities and personality characteristics. (2) Matching the pupil's characteristics with the general requirements of the category of job that is suitable to the pupil's educational level. In other words, it has to be determined whether the pupil's ability, attainment, interest, aptitude, socio-economic background, personality characteristics, physical health, etc., correspond most with the nature and requirement of a clerical or a technical job, trade or business, etc.

764. Code of Professional Conduct.

- A Teacher Counsellor has to observe a strict code of professional conduct. His success as guidance worker will depend upon the degree to which he can secure the trust and confidence of pupils. He has to prove himself worthy of the trust. He should keep strictly confidential all information regarding a pupil and should pass on to the Guidance Committee or to any other person, including

the parents, only that part which can be used in the best interest of the pupil. For example, he may come to know from the pupil some secrets about his family, or obtain a picture of the family economic condition that does not tally with the school or other record and so on. In all such cases, the Teacher Counsellor should keep the information strictly to himself. He should not use the information to the detriment of the pupil's interest even after he has left the school. It is also recommended that a Teacher Counsellor is not to be consulted in matters of award of free-studentship or any other poor boys' aids to the pupils with whom he has been working, as far as practicable.

765. Duty of Teacher Counsellor.

- A Teacher Counsellor should devote to guidance work at least one-third of the total number of his hours of work. He should be relieved of his teaching work to that extent. Regular hours should be fixed for guidance work and shown in the time-table. Those hours are not to be utilised in any other manner. Guidance work should not be done in a period that happens to be vacant on a certain day on account of the absence of a teacher. A school may decide to give more relief to a Teacher Counsellor from teaching, that is beyond the minimum prescribed above. But it is not to be considered desirable for a Teacher Counsellor to be completely relieved of teaching, i.e., the Teacher Counsellor should do some amount of teaching also. Section VII The Rashtra Bhasha Parishad

766. The Bihar Bashtra Bhasha Parishad.

- The following is the text of Rules for the Bihar Rashtra Bhasha Parishad. (Government notification no. 5556, dated the 21st November, 1959.)

1. Tittle. - The name of this institution is "Bihar Rashtra Bhasha Parishad"

2. Centre. - Its centre is in Patna.

3. Objects and functions. - The Bihar Rashtra Bhasha Parishad has been established with the object of developing the literature of the modern Indian languages, publishing the original and useful bookS of Science and other subjects and arranging for the proper research in principal dialects of Bihar. For the fulfilment of these objects, the Parishad will do the following work:-

(a) to award prizes for writing standard books on different subjects in Hindi; (b) to arrange for the translation in Hindi of meritorious literary and scientific works in non-Indian languages and to arrange for their publication; (c) to encourage the production of original books or translation in Hindi and other languages prevalent in Bihar by giving monetary grants to the literary associations or editing agencies of Bihar in general, and in special cases with the approval of the State Government of other Indian States; (d) to arrange for the collection of folklore of literary and cultural value and publish the same; (e) to promote the study of the literary and scientific structure of the

different dialects prevalent in Bihar and relation of these with Hindi;(f)to invite scholars of distinction to deliver addresses and lectures in Hindi on different branches of knowledge specialised by them and giving the lectures and addresses so delivered a permanent form in the shape of books, etc.:(g)to search and collect manuscripts of old unpublished books of importance and also printed books of literary and cultural value, which are not easily available and arrange for their publication; and(h)in addition to the above functions, to do other necessary work for the fulfilment of the objects of the Parishad.

4. Managing Committee. - There shall be two bodies to manage the work of this Parishad :

(a)General Council; and(b)the Board of Control.Except in case of ex-officio members, the term of office of other members will be three years. During the above term of a member of the General Council/Control Board of the Parishad absents himself for three/four consecutive meetings, without taking leave from the President/Chairman, he shall ipso facto cease to be a member. The vacancy so caused will be filled by the President of the Parishad in consultation with the Chairman and the Director of the Parishad. After the expiry of the term of three years the nomination of the members will be made again according to rules 5 and 14 of the constitution respectively but such members shall be eligible for subsequent nomination. Except with the special sanction of Government no member of the Parishad shall be eligible for any remuneration for services rendered to the Parishad nor shall their works be accepted for publication or award of prizes. The Director will be the Chief Executive Officer of the Parishad and he will be responsible for the administrative functions.

5. Constitution of the General Council. - The General Council of the Parishad will consist of the following :-

(a)Education Minister, Bihar - Ex-officio President.(b)Education Deputy Minister, Bihar - Ex-officio Vice-President.(c)Chairman of the Control Board - Ex-officio Member.(d)Director of the Parishad - Ex-officio member and Secretary.(e)& (f) Two Vice-Chancellors of the of the State Universities - Ex-officio members,(g)Director of Public Instruction, Bihar - Ex-officio member.(h)Education Secretary, Bihar - Ex-officio member.(i)One Deputy Director of Education nominated by Government - Ex-officio member.(j)Superintendent of Libraries, Bihar - Ex-officio member.(k)Superintendent, Sanskrit Studies, Bihar - Ex-officio member.(l)One of the Directors of the Research Institutes - Ex-officio member.The Director will be member for one year each by rotation in the following order; Mithila Sanskrit Institute, K.P.J. Research Institutes, Nalanda Pali Institute and Vaishali Prakrit Institute.(m)& (n) Heads of the Department of Hindi of two Universities of the State - Ex-officio members.(o)to (ii) Twenty-one members to be nominated by Government including two members of Legislature and two renowned literature members of the Control Board and the President of the Bihar Hindi Sahitya Sammelan.At least ten out of these twenty-one members shall be non-officials. As far as possible every division of the State shall be equally represented. Twelve members will form quorum.

6. Duties and powers of the General Council. - It shall be the duty of the Council to determine all general questions of policy and programme of the Parishad and to sanction annual budget. It shall have the power to make necessary changes in any determination and decision of the Control Board. But the approval of the Bihar Government shall be necessary for giving effect to such decisions and determinations as are opposed to the approved policy of Government and those relating to annual budget.

7. Ordinary meeting of the General Council. - The General Council shall meet at least twice, and ordinarily thrice a year, and notice of every meeting, with a list of items to be considered, shall be given to the member at least three weeks before the date of the meeting.

8. Extraordinary meeting of the General Council. - An extraordinary meeting of the General Council shall be held in special circumstances, by the order of the President of the General Council or at the written request of at least two-thirds of the members. A week's notice to the members shall be sufficient for such a meeting.

9. Consideration of items of subjects proposed by the members. - If in an ordinary meeting of the General Council besides the list of items on the agenda submitted by the Director for consideration, any member wants any other item to be considered by the General Council, he has to send written requisition on receipt of the notice to the Director about the items to be considered two weeks before the date fixed for the meeting together with an explanatory note. If the President approves its inclusion in the agenda it shall be the duty of the Director to send its copy to all the members at least three days before the date of the meeting.

10. Communication of the proceedings of the General Council. - After the approval of the President, the proceedings of every meeting of the General Council will be sent to all the members and the Director of Public Instruction, Bihar for information.

11. Duties and powers of the President. - It shall be the duty of the President to preside over the meetings of the General Council of the Parishad and to supervise and control generally all the work of the Council. In addition to his own vote the President shall have a casting vote. If he likes he may postpone

implementation of any resolution of the Control Board and put it before the General Council for necessary guidance within a month.

12. Duty of the Vice-President. - It shall be the duty of the Vice-President to preside over the meetings of the General Council, in the absence of the President.

13. Election of President in the event of the President and Vice-President being absent. - In the event of the President and the Vice-President being absent at a meeting of the General Council, the Council shall have the right to elect its own President for the day's meeting.

14. Constitution of the Control Board. - The Control Board of the Parishad shall be constituted as below :-

(a) Government shall nominate Chairman who should be interested in Hindi literature. (b) One Deputy Director of Education, nominated by Government - Ex-officio member. (c) Director of Parishad - Ex-officio member and Secretary. (d) Superintendent of Libraries, Bihar - Ex-officio member. (e) One of the Directors of the following Research Institutes will be ex-officio member by rotation for one year in the order as mentioned below :-(Mithila Sanskrit Institute, K.P.J. Research Institute, Nalanda Pali Institute and Vaishali Prakrit Institute). (f) Superintendent of Sanskrit Studies, Bihar - Ex-officio member. (g) Head of the Department of Hindi of one of the Universities of Bihar - Ex-officio member. (h) & (i) Two members of the State Legislature nominated by Government Members. (j) & (k) Two renowned Hindi Literature nominated by Government - Members. One of the non-official members shall be nominated as Vice-Chairman of the Control Board by Government. Four members shall form a quorum, in the event of . the Chairman and Vice-Chairman being absent at a meeting of the Control Board, the Board shall have the power to elect its Chairman for the day's meeting.

15. Duties and powers of the Control Board. - It shall be the duty of the Control Board to make proper arrangement for the fulfilment of the aims and objects of the Parishad in accordance with the policy and programme laid down by the General Council and when necessary with the approval of the Bihar Government. It shall also be the duty of the Control Board to sanction expenditure on reward, grants to institutions, prizes on books, reward to old literature's, and encouragement prizes to young literature's, and grants from the Rajendra Nidhi, within the approved budget and beyond the powers delegated to the Director. It shall have powers to frame such bye-laws for the smooth disposal of its work as are not opposed to these rules and may by a resolution delegate any of its powers to its Chairman and Vice-Chairman. The

bye-laws shall need prior approval of Government.

16. Communication of the proceedings of the Control Board. - The proceeding of all the meetings of the Control Board held after the last ordinary meeting of the General Council will be put up before every ordinary meeting of the General Council.

17. Meeting of the Control Board. - An ordinary meeting of the Control Board shall be held every month. At least one week's notice will be given to the members. In special circumstances, an emergent meeting of the Control Board can be held. Three days' notice for such meeting shall be adequate. It shall be obligatory to call an emergent meeting of the Board on a written requisition of at least half the members of the Control Board.

18. Proceedings of the Control Board. - After its approval by the Chairman the proceeding of every meeting of the Control Board shall be communicated to all its members, President of the General Council and the Director of Public Instruction, Bihar for information.

19. Duties and powers of the Chairman. - It shall be the duty of the Chairman to preside over the meetings of the Control Board and to supervise and control all its work and in special circumstances to approve of any important work (notice of which shall be given in the next meeting). The Chairman shall have a casting vote in addition to his own vote.

20. Duties of the Vice-Chairman. - In the absence of the Chairman the Vice-Chairman shall preside over the meetings of the Control Board.

21. Duties and powers of the Director. - The Director of the Parishad shall be a paid Government servant appointed by the Bihar Government and shall have to perform and exercise such duties and powers as are entrusted and delegated to him by Government. Ordinarily he shall have the same administrative and financial duties and powers as are performed and exercised by the Regional Deputy Director of Education (previously known as Inspector of Schools).

22. Office Secretary. - It shall be the duty of the office Secretary to perform and exercise such duties and powers as are entrusted to him by the Director from time to time.

23. Budgetary procedure. - (a) The entire expenditure of the Parishad shall be borne by the Government of Bihar.

(b)The income from the sale of books published by the Parishad shall be credited to the Government treasury.(c)The method of deposit and withdrawal of money and of keeping accounts, shall be the same as in other Government offices.(d)The annual budget of the Parishad shall be submitted to the Control Board and General Council every year at an appointed time by the Director of the Parishad. After the approval of the General Council it shall be submitted to the Education Department for final approval of the Government. It shall be given effect to after the approval of the Government.(e)The accounts of the Parishad shall be audited every year by the auditors of the Finance Department and Accountant-General, Bihar and their report shall be submitted to the Control Board for information and if necessary for necessary action. The Director shall send a copy of this report explaining the objections raised in the audit reports to the Education Department or other officers.

24. Revision or amendment of rules. - The Bihar Government alone shall have the power to make amendments in and additions to these rules. The General Council may, however, send its suggestions regarding revision of rules to Government for approval.

(Government notification no. 5556, dated the 21st November, 1959 and Government Order no. 1/P 1-015/59-E.-5640, dated the 25th/27th November, 1959.)Section VIII[767 to 774. [Articles 767 to 774 not printed as these are no longer in existence, in view of the 'Examination' being conducted by 'School Examination Board'.]The School Examination Committee.]Section IXThe Board of Sanskrit Education

775. Scope.

- The State Government have constituted a Board of Sanskrit Education which shall exercise control and superintendence over the recognised Sanskrit institutions imparting instruction only up to Madhyama standard except tols.

776. Constitution.

- The Board of Sanskrit Education consists of the following members :-(1)The Director of Public Instruction, Bihar - President, Ex-officio.(2)The Inspector of Sanskrit Schools, Bihar - Secretary, Ex-officio.(3)The Vice-chancellor of the Kameshwar Singh Darbhanga Sanskrit University, Darbhanga or his nominee - Member, Ex-officio.(4)One member to be nominated by the State Government in Education Department from amongst the members of the Bihar Legislative

Assembly.(5)One member to be nominated by the State Government in Education Department from among the members of the Bihar Legislative Council.(6-9) Four members to be nominated by the Vice-Chancellor of the Kameshwar Singh Darbhanga Sanskrit University from among the members of the Senate of the University of whom one will be a teacher of Government Sanskrit High School and one of recognised Sanskrit High School of the State.(10)One representative of the Secondary School Examination Board, Bihar to be nominated by the Chairman of the Bihar Secondary School Examination Board.(11)One representative of the Board of Secondary Education, Bihar to be nominated by the Director of Public Instruction, Bihar.(12-13) One representative of the recognised Government Sanskrit Colleges and one representative of the recognised non-Government Sanskrit Colleges to be nominated by the State Government in Education Department.(14)One representative of recognised Sanskrit Institutions imparting instruction up to Madhyama standard only.(15)One person reputed for Sanskrit learning or deeply interested in Sanskrit Education to be nominated by the State Government.

777. Term of office.

- The members of the Board other than ex-officio members shall hold office for a term of three years with effect from the date of their nomination. Any casual vacancy occurring during the term shall be filled up in the same manner for the remaining period of the term only. Any casual vacancy in the Board shall not nullify the proceedings of the Board on that account.

778. Meetings.

- The Board shall ordinarily meet quarterly as a rule. For ordinary meetings 15 (fifteen) days' clear notice shall be given to the members of the date, time, place and agenda for the meeting. Emergent meetings may be called, if necessary, by wire with at least five days' notice with prior approval of the President. Five members including the President and the Secretary shall form a quorum.

779. Travelling allowance to non-official members.

- The non-official members of the Board shall be paid travelling allowance for attending the meetings of the Board at rates admissible in case of first class officers of the State Government. The Secretary of the Board shall be the drawing and disbursing officer for this purpose and the President shall be countersigning authority.

780. Powers and functions of the Board.

- In addition to the powers conferred upon the Board in Government notification no. 323, dated the 24th January, 1961 (see Chapter VI) it shall have such other powers as may be determined by the State Government from time to time.(Government Resolution no. 322, dated the 24th January, 1961.)Section XThe Board of Cultural Education (Sanskrit Shiksha Parishad), Bihar

781. Board of Cultural Education.

- The State Government have constituted a State Board of Cultural Education (Bihar Sanskritik Siksha Parishad) for the organisation, development and promotion of Dance, Drama, Music, Fine Arts and all other cultural activities in the State.(Resolution no. 421, dated the 17th February, 1961.)

782. Aims and objects.

- The Board of Cultural Education shall be an Advisory Body and if the Government so desire, may execute any scheme of Cultural Education formulated by it and approved by the State Government. The Board shall advise the Government on its own initiative or on a reference from the Government on the following matters :-(i)Co-ordination, expansion and development of the activities of the various institutions in the State devoted to Dance, Drama, Music, Stage arts, fine arts, films and museomology and giving them such advice and guidance as may be necessary.(ii)Maintenance of liaison with the aforesaid institutions on the one hand and the Government on the other.(iii)Recognition and affiliation of institutions and organisations devoted to the promotion and development of above-mentioned arts on the terms and conditions to be determined by the Board.(iv)Recommendation to the Government for giving financial assistance to the institutions or a deserving individual artist.(v)Preservation, revival and development of Folk Drama, Folk Music, Puppet Theatre, Chow Dance, etc., and the literature connected therewith.(vi)Establishment and maintenance of a State Theatre along with a library and a museum relating to Dance, Drama, Music, Stage Arts, etc.(vii)Establishment and maintenance of State institutions of Dance, Drama, Music and Stage-craft.(viii)Organisation of such competitions as will foster interest in Dance, Drama, Music, Stage arts and fine arts and award of prizes therefor.(ix)Development of Cultural Education in the schools and colleges by providing for training in the above-mentioned arts.(x)Planning and organisation of the mod-mandalis and yatra parties functioning under the Social Education Scheme.(xi)Organisation and arrangement of State Cultural Festivals on the occasion of Republic Day celebrations, State Regional festivals and State participation in national festivals.(xii)Conducting surveys and promotion of traditional and folk forms of dance, drama, music and fine arts in the State and publication of literature thereon.(xiii)Organisation and arrangement of seminars, symposia, lectures, demonstrations, conferences and training camps for training in and promotion of dance, drama, music, stage-craft, fine arts, etc.(xiv)Any other matter which the Board or the Government may consider necessary in the interest of cultural education in the State.(Resolution no. 421, dated the 17th February, 1961.)

783. Functions of the Board.

- The Board shall formulate schemes and advise the Government on any matter referred to above and may implement and execute any scheme formulated by it and approved by the Government if the latter so desire, for which necessary funds shall be placed by the Government at the disposal of the Board.(Resolution no. 421, dated the 17th February, 1961.)

784. Status of the Board.

- Like other Boards under the Education Department the Board of Cultural Education shall be a Government body and shall deal with the Government through the Director of Public Instruction, Bihar.(Resolution no. 421, dated the 17th February, 1961)

785. Headquarters and office of the Board.

- The headquarters of the Board shall be at Patna and its office shall be located in the premises of the State Theatre which is to be constructed very soon pending which it will be located in a Government building or a rented building for which a maximum monthly rental of Rs. 150 may be sanctioned by Government.(Resolution no. 421, dated the 17th February, 1961.)

786. Members and office-bearers.

- (i) The Board shall have a General council of 43 (forty-three) members and a Executive Board of 14 (fourteen) members including the office-bearers and shall have a President, Vice-President and a member-secretary. The office-bearers of the General Council shall ipso facto be the office bearers of the Executive Board, but the designations of the President and the Vice-President of the General Council shall be Chairman and Vice-Chairman in the Executive Board. The member-secretary shall be a class I officer of the Education Department posted at Patna and shall be nominated by the Government to hold charge of this office, in addition to his own duties, for which the Government will sanction him an allowance not exceeding Rs. 100 per month.(ii)The Minister of Education and the Deputy Minister of Education shall be President and Vice-President respectively of the General Council and Chairman and Vice-Chairman of the Executive Board of the Board of Cultural Education.(iii)The General Council and the Executive Board shall be nominated by the Government and shall be constituted as laid down below :-

787. Constitution of the General Council.

- Total strength - 43.

(1) President	Minister of Education.	
(2) Vice-President	Deputy Minister of Education.	
(3) Member-Secretary ..	Nominated by the Government.	
(4) 40 nominated members of different categories as indicated below:-		
(i)	Ex-officiomembers	12
(ii)	Representative of Chow Dance (Special Art)	1
(iii)	Representatives of Tribal Arts	3
(iv)	Representatives of Cultural institutions to be nominated by rotation, one from each division of the	4

	State.	
(v)	Representatives of Parliament and State Legislatures.	4
(vi)	Representatives of public men interested in Art and culture.	16
Total	40	

788. Constitution of the Executive Board.

- Total strength - 14.

(i)	Chairman	Minister of .. Education.
(ii)	Vice-Chairman	Deputy Minister for .. Education
(iii)	Secretary	Member-Secretary .. of the General Council.

- 11 members of the General Council covering different categories of the member to be nominated by the Government, of which one shall be the representative of the Chow Dance and one shall be from among the representatives of the tribal arts.

(Government Resolution no. 421, dated the 17th February, 1961.)

789. Term of the office of the members and office-bearers.

- The term of the office of all categories of members and office-bearers shall be of three years from the date of notification. (Government Resolution no. 421, dated the 17th February, 1961.)

790. Travelling allowances to members.

- Non-official member coming from side Patna for attending the meetings of the Board (General Council and Executive Board) shall draw travelling allowance and halage as permissible to class I officers and halting allowance at the rate of Rs.7 per night halt. Members of the Legislatures and Parliament shall draw travelling allowance and halage as admissible to them. Members of the Legislatures shall not however, draw any*travelling allowance and halage for attending any meetings of the Board when the Legislature is in session at the place where the meeting is held. (Government Resolution no. 421, dated the 17th February, 1961.)

791. Meetings of the Board.

- The General Council of the Board shall meet not more than twice a year. The Executive Board shall meet as often as required. (Government Resolution no. 421, dated the 17th February, 1961.)

792. Administrative Control.

- The Board of Cultural Education shall be under the administrative control of the Education Department and all its advice and recommendations shall be submitted to the Government through the Director of Public Instruction. (Government Resolution no. 421, dated the 17th February, 1961.)

793. Powers of the Board.

- Apart from the powers delegated to it by the Government, the Board shall have the following powers :-(i) To frame rules for conducting its meetings. (ii) To frame rules and regulations for recognition and affiliation of Cultural institutions. (iii) To accord and withdraw recognition and affiliation to institutions. (iv) To recommend and disburse grants to institutions. (v) To frame rules for the exercise of the powers and functions of the General Council and Executive Board. (vi) Any other matter that may be given to it by the Government. (Government, Resolution no. 421, dated the 17th February, 1981.)

Chapter XI

Departmental Organisation and Procedure.

Section I Rules Relating to Educational Officers (a) Appointment

794. Different services.

- The department comprises officers of the Bihar Subordinate and Lower Subordinate Services. It also contains a number of officers in posts outside the graded services on fixed or incremental pay.

795. Appointment to Bihar Education Service.

- Appointments to the Bihar Educational Service (Class I) and the Bihar Educational Service (Class II) shall be made-(a) by direct recruitment on the advice of the Bihar Public Service Commission in accordance with the rules framed from time to time by the State Government. The final selection of candidates shall be made by the Governor from amongst those nominated by the Commission; (b) by the promotion or transfer of officers already in the service of Government in accordance with the rules in force. A reference is, however, made to the Public Service Commission to advise on such selection. The final selection of the officers to be promoted is made by the Governor after considering the recommendation of the Commission. (G. O. no. 6234-E, dated the 15th November, 1930, no. 968, dated the 14th May, 1944 and no. 338, dated the 8th August, 1950.)

796. Power of appointment to the department.

- With the exceptions as laid down in the preceding article the Director is competent to make appointment to all duly sanctioned posts under him within or outside the graded service. Similar

powers are by delegation exercised by the Governing Bodies of Government Professional Colleges, District Education Officer and the Regional Deputy Director of Education in respect of posts the initial salary of which is Rs. 190 or less; by the Sub-divisional Education Officer in the case of posts in inferior service, or outside the grades, or in the Lower Subordinate Service; and by the District Inspectress, Principals of Government Higher Secondary schools and the Deputy Inspector and the Deputy Inspectress of Schools in respect of posts outside the grades services whose pay does not exceed Rs. 30 a month. Note. - The Principal of Government Training Colleges exercise powers of appointment similar to those exercised by the District Education Officer in respect of posts in the institutions under their control. (G. O. no. 6-T., dated the 4th November 1912 and no. 141- E.R., dated the 18th May, 1927.)

797. Age-limits.

- The age-limit for appointment to the Subordinate Educational service is 26 years in the case of candidates who have successfully completed a one-year course at a Training College, and 27 years in the case of candidates who have successfully completed a two-year course at a Training College. For all other posts in the department in superior pensionable service the age-limit is 25. In the case of candidates belonging to the Scheduled Castes and Backward Tribes, the age-limit is increased by three years. The sanction of the Director is necessary for the appointment of a person whose age exceeds the limit prescribed. (G. O. no. 3685-E., dated the 19th October 1935, rule of the Bihar Service Code and G. O. no. 2492-A., dated the 24th May, 1946.) Notes. - (1) When, in the opinion of the appointing authority, a person appointed in the first instance in an officiating or temporary capacity to be made permanent at a later date, the question of exemption from age-limit, if necessary, should be considered at the time of the first appointment, though formal sanction to the exemption may be accorded at the time the person is confirmed in Government service. (Note to rule 54 of the Bihar Service Code.) (2) No person, whose age exceeds the limit prescribed will be appointed to the department unless he is found to be in point of efficiency manifestly superior to other candidates. A certificate to this effect should be furnished with every appointment for sanction. The order of sanction which will contain a similar certificate, should be attached to the first bill in which the officer's pay is drawn. (D.P.I.'s letter no. 1167, dated the 1st February 1915.)

798. Method of filling vacancies.

- Except as specified in Article 800 of this Code all vacancies in the department whether permanent or temporary, which are not filled by promotion within the same office, or by the appointment of a probationer already admitted to the office in accordance with this and the succeeding rule, must be duly advertised in the prescribed form in the Bihar Gazette. The Press will supply spare copies of the advertisement for circulation to the principal newspapers in the State. (G. O. no. III-A., dated the 12th February 1923.) Note. - This rule does not apply to posts in the Lower Subordinate Service or posts for inferior service. (G. O. no. 1823-E., dated the 28th October 1918.) Candidates for employment should apply to the person specified in the advertisement.

799. Appointment of District Superintendent of Education and Sub-divisional Education Officers.

- Appointments to the post of the Sub-divisional Education Officers and District Superintendents of Education are made as follows:-

50 per cent	By promotion of officers of the Upper Division of the Subordinate Educational Service.
25 per cent	On the result of Public Service Commission.
25 per cent	By open advertisement.

800. Appointment to the Subordinate Educational Service.

- All vacancies occurring in the Subordinate Educational Service shall ordinarily be advertised and filled by selection from among the candidates who reply to the advertisement or are nominated by the Principals of the Training Colleges. The District Education Officer shall furnish to the Director, by the 15th April each year, the particulars of qualifications, categories, etc., of all vacancies that are likely to occur in the following year. These vacancies shall then be advertised by the Director before the 1st May and a division-wise list of applicants suitable for appointment shall be drawn up by the Central Selection Board by the 31st May. The District Education Officers shall make appointments out of this list. The list shall ordinarily remain valid for one year but its validity may be extended, if necessary, by the State Government. In the event of urgent and unforeseen vacancy, District Educational Officer may make temporary appointment without reference to the Director for a period not exceeding three months, but when the need is so urgent as to make it difficult for an appointment to be made out of the list, the District Education Officers may permit the managing committee of the school to make an appointment for a period not exceeding one month after advertising the post locally. (G. O. no. 790-E., dated the 12th June 1919, G. O. no. 1627-E., dated the 30th January 1954, and G. O. no. 18362-E., dated the 29th October 1954.)

801. Preliminary enquiries.

- Before any officer is appointed permanently or temporarily to the Subordinate Educational Service enquiries must be made as to his character in such form as the State Government may from time to time prescribe, and no candidate should be appointed by a District Education Officer unless he has been found to be eligible for appointment as the result of these enquiries. A statement, in the prescribed form, of the appointments made in each calendar year by each authority empowered to make appointments to the Subordinate Educational Service should be submitted to the Director in the second week of the following year.

802. Initial qualifications for appointment to the Subordinate Educational Service.

- None but trained graduates may be appointed to the Subordinate Educational Service except in

posts reserved for classical teachers or other posts requiring special qualifications of a technical nature and in purely temporary vacancies when it would be impossible to obtain a trained graduate without undue delay. This rule may be relaxed only with the previous sanction of the Director.(G. O. no. 3685-E., dated the 19th October 1935.)

803. Different scales of pay.

- In Articles 804 to 811 which follow three separate scales of pay are shown for each of the different services in the Department:- (a) The new scales of pay do not apply to those Government servants, who on the 31st August 1932 (i) held a post under Government in substantive capacity or held a lien on such a post, (ii) held a post under Government in a temporary or officiating capacity and had held that post or a post in the same service or cadre for not less than one year without a break of service, or (iii) were probationers within the meaning of rule 41 of the Bihar Service Code.(G. O. no. 5090-A., dated the 16th November 1938.) (b) If, on or after the 1st September 1932, a Government servant is promoted either substantively or as an officiating measure to a service other than that to which he has hitherto belonged or, being a member of the General State Service, or of the General Subordinate Service, is promoted either substantively or as an officiating measure, to another post included in the same service, he shall, notwithstanding, the provision in clause (e), draw pay in the new scale in respect of duty rendered on or after the 1st June 1936, in the service, or post to which he is promoted. Exception. - The rule in this clause does not apply to a Government servant who is confirmed without break in a service which he has officiated continuously from the 31st August 1931.(G. O. no. 3810-A., dated the 31st March 1936.) (c) The prescribed scales of pay apply to-(i) pre-1932 entrants who may within the prescribed time, elect these rates of pay; (ii) all posts-1932 entrants, provided that a post-1932 entrant other than the holder of a war-time or a temporary post may, within the prescribed time, elect to continue in his existing scale until he vacates the post or ceases to draw pay on that scale. Note. - For the purposes of the provision to rule (6) above, a Government servant shall not be deemed to have vacated the post or ceased to draw pay in the scale attached thereto if his tenure of the post is interrupted by leave, officiating promotion to another post or transfer to another post of the same class.

804. Pay of the Bihar Educational Service.

- The pay of the Bihar Educational Service is as follows:-

Item. { |

*Existing scale | Old New

| *Prescribed scale. | "Replacement scale. | - | Class I. | - | For men |

Rs.360-40/2/600-E.B.-50/1-1-1,250 Rs.300-35/2-440-40-640-E.B.-40-1,000

| Rs. 350-25-650-E.B.-35-1,000. | Rs 450-35-660-E.B.-35- 870-40-1,070-E.B.-45-1,250 | - | For women |

Rs.325-15-475-E.B.-25-800 Rs.280-12-400-E.B.-20-600-25-700.

| Rs. 350-25-650-E.B.-35-1,000 | Rs. 450-35-660-E.B.-35-870-40-1,070-E.B.-45-1,250 | - | Class II | - | For men |

Rs.250-40/20-450-50/2-550-E.B.-50/1-600-40/1-800.Rs.200-40/2-400-E.B.-30-700

| Rs. 200-20-220-25-320-E.B.-25-670-E.B.-20-750| Rs. 325-30-505-E.B.-30-805-E.B.-30-985
(Maximum Rs. 925).|-| For women|

Rs.200-15-350-E.B.-15-500Rs.170-13-300-E.B.-13-430

| Rs. 200-20-220-25-320-E.B.-25-670-E.B.-20-750| Rs. 325-30-505-E.B.-30-805-E. B.-30-985
(Maximum Rs. 925).|>(*Now see new scale of pay)Note. - Report on the following points should be
furnished by the recommending authority when submitting recommendation for crossing the
efficiency bar:-(i)Conspicuous ability as a teacher or administrator,(ii)Success in "position of trust
and responsibility.(ii)Individuality, originality and initiative.(iii)Published work of recognised
merit.(iv)Physical fitness.

805. Grant of advance increments in the Bihar Educational Service to Scholars with Ph.D., D.Sc. and D. Lit. degree.

- Advance increments to those Government servants in Bihar Educational Service who have obtained high academic distinction of Indian or Foreign Universities have been sanctioned as follows:-

Degree.	Number of increments.
Ph. D. (Foreign)	... Four.
Ph. D. (Indian)	... Two.
D. Sc. or D. Litt (Indian)	... Three.

The increments detailed above should be allowed from the date of scholars join their posts on completion of their training abroad. In cases in which information regarding their having obtained the degrees is received on their resuming duties the increments are to be allowed from the date of information is received. In the case of recipients of Indian research degrees the increments are to be sanctioned from the date on which the degrees are conferred on them at a convocation.Note. - Cases of such officers as have first entered the Bihar Educational Service with research degrees may be decided individually on their own merits.(Government Circular no. 1513. dated the 24th February, 1950.)

806. Pay of the Subordinate Education Service.

- The Subordinate Educational Service has two divisions, an upper division and a lower division. It has also six branches (a) college teachers, (b) Reformatory School teachers, (c) Women, (d) the inspecting staff and (e) the teaching staff of Boys' Schools. In the case of the first three branches the number of posts in the upper division is fixed with reference to the importance of the different posts; in the case of the last two branches it is 30 per cent of the total. The pay of the division is as follows :-

Item.	{
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*Existing scale| OldNew

| *Prescribed scale. | "Replacement scale. | - | Upper Division. | - | All posts | Rs.
 150-15/2-240-----Rs.128-12/2-200 | Rs. 150-10-230-E.B.-16-350 | Rs.
 230-13-308-E.B.-13-360-15-450 | - | For men holding a degree of the diploma in education. | Rs.
 75-5/2-125-----Rs. 65-4/2-105 | Rs. 100-5-130-E.B.-6-190. | Rs.
 160-7-202-E.B.-7-244-9-280 (Minimum 188/-) | - | Lower Division. | - | All with other qualifications. |
 Rs. 60-6/2-120-----Rs. 50-5/2-100 | Rs. 75-4-95-E.B.-5-120-3-150 | Rs.
 160-7-202-E.B.-7-244-9-280 | - | For women | Rs. 100-5/2-140-----Rs. 85-4/2-125 |
 Rs. 100-5-130-E.B.-6-190. | Rs. 160-7-202-E.B.-7-244-9-280 | }

807. Pay of the Lower Subordinate Service.

- The pay of the Lower Subordinate Service is as follows :-

Item. { |

*Existing scale | OldNew

| *Prescribed scale. | "Replacement scale. | - | For I.A., I. Sc. C. T. | ... | Rs. 70-3-85-E.B.-4-105-2-125. |
 Rs. 160-7-202-E.B.-7-244-9-280 (Max. 253/-) | - | For trained Matriculate or Secondary School
 examination passed(Men;) | Rs. 35-1-50 with selection grade on Rs.

54.

-2-60-----Rs. 31-1-50 with a selection grade on Rs. 55. | Rs.
 50-2-70-E.B.-2-90 with a selection grade on Rs.

60.

-2-80-E.B.-2-100. | Rs. 105-3-123-E.B.-3-129-2-145-2-155, with selection grade on Rs.
 115-3-133-E.B.-3-139-2-155-E.B.-2-165. | - | For trained Matriculate or Secondary School
 Examination passed(Women). | Rs. 60-3/2-90-----Rs. 50-2 1/2/2-75 | Rs.
 50-2-70-E.B.-2-90 | Rs. 105-3-123-E.B.-3-129-2-145-E.B.-2-155. | - | For trained non-Matriculate
 (Men). | Rs. 30-1-50-----Rs. 30-1-50 | Rs. 45-2-55-E.B.-2-75 with selection grade on
 Rs.

50.

-2-70-E.B.-2-90. | Rs. 100-2-112-E.B.-2-130 (with selection grade on Rs.

105.

-3-123-E.B.-3-129-2-145-E.B.-2-155. | - | For trained non-Matriculate (Women). | Rs.
 30-1-50-----Rs. 30-1-50 | Rs. 45-2-55-E.B.-2-75 with a selection grade on Rs.

60.

-2-80-EB-2-100.| Rs. 100-2-112-E.B.-2-130 with selection grade in Rs.

160.

-7-202-E.B.-7-244-9-280|>(*Now see new scale of pay.)Note. - The total number of posts in all the selection grades together must not exceed 15 per cent of the total cadre.

808. Pay of teachers in Basic institutions.

- The pay of teachers working in different types of basic schools is as follows:-

Item.	*New scales.	*Prescribed scales.
Principal of the		
1. Teacher's Training Schools.	Rs. 250-10-350	Rs. 300-10-350.
Assistant Principal of		
2. Teachers' Training School.	Rs. 170-10-250	Rs. 250-10-300.
Senior Instructor in		
3. Teachers' Training School.	Rs. 125-5-175	Rs. 125-8-205-E.B.-9-250.
Instructor in		
4. Teachers' Training School.	Rs. 100-5-150	Rs. 100-5-130-E.B.-6-190.
Teachers		
5. in	Rs. 40-2-80	Rs. 60-2-80-E.B.-2-100
Teachers'		
6. Teachers	Rs. 30-1	Rs.
in	-35-3/2-50-----Rs.25-1/2-30-1-35	45-2-55-E.B.-2-75(Non-Matric).-----
Teachers'		(Matriculates).

Training School. Music Teacher in Teachers	Rs. 25-1-35	Rs. 40-2-50-E.B.-1-60.
7. Training School, Patna		

(*Now see new scale of pay.)

809. Pay of the staff employed in the Reformatory School, Hazaribagh.

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Item. { |

*Existing scale| OldNew

| *Prescribed scale.| *Replacement scale.| -| 1. Superintendent| Rs.

500-25-750-----Rs. 425-20-625| Rs. 350-15-380-25-480-E.B.-30-750.| Rs.

450-35-660-E.B.-35-870-40-1,070 E.B.-45-1250 (Maximum Rs.

1205.

)| -| 2. Deputy Superintendent| Rs. 150-15/2-240-----Rs.

128.

-12/2-200| Rs. 150-10-230-E.B.-15-350.| Rs. 325-30-505-E.B.- 30-805-E.B.-30-985 (Minimum Rs.

445 andMaximum Rs. 925.)|-| 3. Workshop Supervisor| Rs. 150-5-200-----Rs.

120-5-170| Rs. 125-8-205-E.B.-9-250| Rs. 160-10-220-E.B.-10-320-E.B.-10-400 (Minimum Rs. 200

andMaximum Rs. 350)| -| 4. Assistant Supervisor| Rs.60-6/2-120-----Rs.

50-5/2-100| Rs. 75-4-95-E.B.-5-120-3-150.| Rs. 115-5-145-E.B.-5-195-E.B.-5-225|-| 5. Weaving

master| ...-----Rs 35-3-50| Rs. 45-2-55-E.B.-2-75.| Rs.

105-3-123-E.B.-3-129-2-145-E.B.-2-155|-| 6. Warden| Rs. 75-5-100-----Rs. 65-4-85|

Rs. 70-3-85-E.B.-4-105-2-125.| Rs. 115-5-145-E.B.-5- 195-E.B.-5-225 (Minimum Rs. 620)| -| 7.

Housemaster| ...-----Rs. 25-1-35| Rs. 40-2-50-E.B.-60.| Rs. 100-2-112 E.B.-2-130|-|

8. Escorting| ...-----Rs. 20-1-25| Rs. 28-1-(bi)-40.| Rs. 75-1/2-25.|-| 9.

Compounder| ...-----Rs. 25-1-45| Rs.

35-2-45-E.B.-1-55(unpassed).-----Rs.

45.

-2-55-E.B.-2-75 (passed).| Rs.

85.

-1-91-E.B.-1-100-2-102-E.B.-2-110.-----Rs.

100.

-2-112-E.B.-2-130|-| 10.| Male nurse| ...-----Rs. 20-1-25| Rs. 21-1-(bi)-40.| Rs. 75-1/2-85.*|-| 11.| Teachers for Engineering for Diploma classes.| ...-----Rs. 120-5-145-5/2-170| Rs. 125-8-205-E.B.-9-250.| Rs. 160-10-220-E.B.-10-320-E.B.-10-400 (Minimum Rs. 200 and Maximum Rs. 350.)|-| 12.| Diploma Instructor| Rs. 40-1-45-1/2-50| Rs. 50-2-70-E.B.-2-90.| Rs. 115-3-133-E.B.-3-139 -2-155-E.B.-2-165.|-| 13.| Typist| ...-----Rs. 40-2-60| Rs. 50-2-70-E.B.-2-90.| Rs. 105-3-123-E.B.-3-129 -2-145-E.B.-2-155.}|>(*Now see new scale of pay.)

810. Pay of Officers outside the grades.

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Item. { |

*Existing scale| OldNew

| *Prescribed scale.| *Replacement scale.|-| 1.| Assistant Manual Training Instructor in Patna Collegiate Multi-purpose School| Rs. 35-----...| Rs. 40-2-50-E.B.-1- 60.| Rs. 100-2-112-E.B.-2-130.|-| 2.| Librarian Government Urdu Library, Patna| ...-----Rs. 100-5-150| Rs. 100-5-125-E.B.-6-190| Rs. 160-7-202- E.B.-7-244-9-280.|-| 3.| Assistant Maulvis| Rs. 70-4-110-----Rs. 40-3/2-61| Rs. 100-5-130-E.B.-5-150| Rs. 160-7-202-E.B.-7-244-9-280 (Maximum/253/-)|-| 4.| Assistant Maulvis| Rs. 40-2-70-----Rs. 40-3/2-61| Rs. 100-5-125 E.B.-5-150| Rs. 160-7-202-E.B.-7-244-9-280 (Maximum/253/-)|-| 5.| Physical Training Instructor attached to Teachers' Training Schools.| Rs. 75-5/2-150-----Rs.

65.

-4/2-125| Rs. 75-4-95-E.B.-120-3-150.| Rs. 115-5-145-E.B.-195- .B.-5-195-E.B.-5-225.|-| 6.| Weaving Master in practising school attached to Teachers' Training School.|| Rs. 50-2-70-E.B.-2-90(Matriculate).-----Rs.

45.

-2-55-E.B.-75 (Non-Matriculate).| Rs.

105.

811. Pay of the Ministerial Service.

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*Existing scale| OldNew

332

812. Pay of graduates.

- No graduate should be appointed to pay post in the department the maximum pay of which is less than Rs. 60 a month.(D. P. I.' orders, dated the 4th January, 1937.)(b)Probationary rules.

813. Probationary rules.

- Every person appointed, on direct recruitment to classes I and II of the Bihar Educational Service shall be on probation for a period of two years from the date on which he joins his appointment. In case of an officer who is appointed on promotion to classes I and II of the Bihar Educational Service, State Government may prescribe a shorter period of probation which shall not be less than one year. No member of the service shall be allowed to draw any increment in the time-scale of pay during the probation period. In the case of other posts the officer appointing will at the time of the appointment fix the period of probation which should be three to twelve months.(G. O. no. 3149, dated the 18th December, 1906 and no. 6234-K, dated the 15th November, 1930.)

814. Confirmation of officers.

- The member of the service appointed on probation shall be confirmed in his appointment until (a) he has completed the period of probation prescribed in his case and (b) the State Government or the appointing authority is satisfied that he is fit for confirmation. The confirmation of an officer will ordinarily have retrospective effect from the date of first appointment in that class. If, however, the probationary period of an officer has been extended on account of his unsatisfactory service, or on account of late passing of the examination prescribed by the Department, the appointing authority has the discretion to determine the date from which his confirmation should take effect. If an officer has delayed passing of the examination and has not passed the same within prescribed period, his confirmation may take effect from a date later than his substantive appointment in that class which will be determined by Government on the merit of the case. It is the duty of the Controlling Officers to submit a report on every officer appointed on probation by the Director at least one month before the expiry of his probationary period, with a recommendation for his reversion, confirmation, further probation or removal. The period of probation should not be extended beyond two years.(G. O. no. 3213, dated the 24th July, 1957, no. 790-E., dated the 12th June 1919 and D. P. I.'s circular no. 5. dated the 16th January, 1919.)

815. Confirmation of Temporary Officers in Bihar Education Service.

(a)A temporary officer appointed against a permanent post may be absorbed substantively with effect from the date on which he was first appointed to it without any period of probation in spite of provisions contained in Articles 813 and 814 of the Bihar Education Code provided the Administrative Department is satisfied about the work of the officer.(b)A temporary officer who has been appointed against a permanent post in the Bihar Education Service cannot be appointed substantively from a date earlier than the date from which he was but on probation. This temporary service may count towards but the substantive appointment shall commence from the date on which

he was put on probation.(c)A temporary officer, who has been appointed against a permanent post can be placed on probation or observed permanently in the Bihar Educational Service with effect from the date of his first appointment even after the lapse of several years if the Administrative Department so decides after the expiry of the period of probation.(d)A temporary officer in terms of Appointment Department letter no. A960-E., dated the 15th October 1951, can count a maximum period of two years towards probation by reducing the period of probation length of temporary service up to a maximum of 2 years.(e)If an officer is appointed temporarily to a permanent post pending consultation with the Public Service Commission and subsequently the Commission concurs in his substantive appointment to the post, he may be appointed substantively to the post from a date earlier than the date of receipt of Commission's concurrence.(Government no. 5156, dated the 15th November 1955.)(c)Promotion.

816. General rules.

- The Director is empowered to make promotions to and within the upper division of the Subordinate Education Service. Promotions in the lower division of the Subordinate Educational Service and in the Lower Subordinate Service are made, as far as passible, at conferences of inspecting officers which are summoned by the Director.(G. O. no. 2472-E., dated the 30th October 1913.)

817. Promotion to the upper division of the Subordinate Educational Service.

- The promotion of officers to the upper division of the Subordinate Educational Service is made by selection and not by seniority, only those officers being promoted who are considered fit for eventual promotion to the higher posts of the service. In making promotions, the criterion is the efficiency and capability of the officer in whatever branch of work it is displayed, and the possession of a university degree is not regarded as a qualification which merits any special consideration.(G. O. no. 2353-E., dated the 8th November, 1919 and G. O, no. 1463-E., dated the 14th April, 1921.)(d)The Departmental Examination.

818. Officers liable to pass the Departmental Examination.

- An examination is held annually on the same day at each divisional headquarters, the same papers being used in each case, for all officers of the Women's School teachers and inspectors-branches of the Subordinate Educational Service (excluding Pandits, inaulvis and drawing masters) who have during the preceding-year been appointed to the upper division of the Subordinate Educational Service, and for such officers appointed to posts of Headmistress, Headmaster, Principal, District Inspectress or Sub-divisional Education Officer in the Bihar Education Service as have not passed the test previously, and also for officers promoted to class I of the ministerial service. Until they have passed the examination such officers are deemed to be on probation in the upper division of the Subordinate Educational Service or in the Bihar Education Service, or in class I of the ministerial service, as the case may be, A second failure in the examination renders an officer liable (a) if promoted to the upper division of the Subordinate Education Service to be reverted to the lower division at the discretion of the Director, (b) if appointed direct to the Bihar Educational

Service, to discharge at the discretion of Government, (c) if promoted to the Bihar ^ Educational Service, to be reverted to the Subordinate Educational Service at the discretion of Government and (d) if promoted to class I of the ministerial service, to be reverted to class II at the discretion of the officer who promoted him. Other I officers already in the Subordinate Educational Service in the branches in question and other clerks, except those in class III of the ministerial service who have not reached a pay of Rs. 70 of that class are eligible to sit for the examination at any time, if they wish. (G O. no. 1430-E., dated the 30th March, 1926; D. P. I.'s letter no. 3998, dated the 16th April 1927; G. O. no. 857-E. R., dated the 14th September, 1929; G. O. no. 3809-E., dated the 10th December 1936; G. O. no. 1829-E., dated the 4th August, 1945.)

819. Nature of the Examination.

- The examination is conducted by a board of three persons nominated by the Director, viz., one Regional Deputy Director of Education, one Headmaster or Principal and one District Education Officer. They arrange among themselves to set, moderate and mark the papers and moderate the results. They are entitled to a fee of Rs. 50 each for this work. There are two papers, one on the relevant sections of the Education Code and/on educational statistics and the other on the relevant sections of such other rules and manuals as an inspecting officer or head teacher or head cleric is likely to require. All candidates are permitted to consult the relevant manuals (including the Education Code) and the questions will be so devised as to test their power of applying the rules intelligently rather than their faculty for memorizing. Pass marks are half of the maximum in each case. A candidate who has appeared at the examination but has failed in one paper is required, when next he sits for the examination, to take only that paper in which he has failed and not both papers. If he passes in that paper he is held to have passed the examination. Candidates are entitled to travelling allowance for their journey to the examination under rule 110 of the Bihar Travelling Allowance Rules. (G. O. no., 3484-E., dated the 14th May, 1930.) Note. - Rules regarding Departmental Examination of Headmasters of non-Government High/Higher Secondary Schools have been laid down in Section VI of Chapter IV of this Code.

820. Exemptions.

- Government have power to exempt from the examination any officer appointed direct, or promoted, to the Bihar Educational Service. Similar power is exercised by the Director in the case of officers promoted to the upper division of the Subordinate Educational Service and by the promoting authority in the case of officers promoted to class I of the ministerial service.

821. Date of the Examination and other rules.

- The examination is held in or about September, in each year. Officers directly subordinate to the Director should submit a statement not later than May 31st of each year showing the names of the officers required to appear at the examination and those of any other officers who wish to appear at it voluntarily. The fact that an officer has or has not passed the examination, when he should have done so, will be considered when promotions are made. (D. P. I.'s letter no. 5176, dated the 7th June 1934.) Note. - The object of the examiner should be to set questions which will show whether the

examinees are familiar with the rules to which they are likely to refer, e.g., the rules regarding appointment, leave, pensions, joining time, travelling allowance and counter signature of bills, and in the case of headmasters regarding admissions, punishment etc., and in the case of inspecting officers regarding grants-in-aid, relations with local bodies and so on. Questions may be set on those parts of the Education Code, the Civil Service Regulations, the Bihar Treasury Code, the Bihar Service Code, the Bihar Pension Rules, the Bihar Travelling Allowance Rules, the Treasury Manual and the Budget Manual which are relevant to work of the examinee.(D. P. I,'s letter no. 5462. dated the 9th June 1926 and no. 1499, dated the 10th May 1927.)

822. Passing examination in Tribal language.

- (i) A non-aboriginal Sub-Inspector appointed or posted in the district of the Santhal Parganas must pass an examination either in the Santhali or Pahariya and if posted or appointed in the Chotanagpur Division must pass an examination in Ho, Mundari or Oraon, which is conducted under the control of the Commissioners of the Bhagalpur and Chota Nagpur Divisions by the lower standard, within two years of the appointment or posting.(ii)On passing the examination the officer will be entitled to the rewards admissible under the rules laid down in Part B of the Departmental Examination Rules and those who fail to pass the examination will not be confirmed or permitted to draw their next increment, as the case may be, until they pass the required examination.(Government order no. 4939-E., dated the 22nd June 1949.)(e)Miscellaneous rules.

823. The acceptance or gifts or rewards by educational officers.

- Educational Officers in common with other officers in Government service are bound by the following rules:-(1)No officer may, without the previous sanction of the State Government directly or indirectly accept, either on his own behalf or on behalf of any other person any gift, gratuity or reward or any promise of a gift, gratuity or reward, from any one. In practice, however, this rule is to be interpreted with reasonable latitude and common-sense so as to avoid inconvenience and unnecessary interference. The rule primarily relates to the actions of a Government officer, as such, and not to his actions as a private individual in the observation of customary social, religious and caste obligations. If a gift is offered in accordance with such observances and is not induced by the recipient's official position it will generally be unobjectionable.(2)No officer may, without the sanction of Government previously obtained, receive any trowel, key or other similar article offered to him at ceremonial function such as the laying of a foundation stone, or opening of a school building.(3)No officer may accept a dali. This order, however, is not intended to prevent the giving of presents on occasions when they would be required by the customs of ordinary social intercourse and where it is clear that the present would have been given had the recipient not been a Government officer.(G. O. no. 3775-3876-A., dated the 16th June 1913, D.O. circular no. 12A., dated the 9th October 1914 and Resolution no. 1802-A., dated the 16th July 1919.)

824. The acceptance of private tuition by educational Officers.

- Educational officers of Government are not permitted to undertake private tuition,Note. - This rule also applies equally to teachers of non-Government High Schools.(G. O. no. 1913-E., dated the 16th

March 1950.)

825. Grant of Testimonials by teachers.

- In no Government institutions, whether college or school, may, any member of the staff other than the head of the institution, grant a testimonial to any other member of the staff or to any ex-member of the staff with regard to his or her professional qualifications nor will the head of the institution grant such a testimonial to any such person who remains in the service of Government.(D. P. I.'s circular no. 38-E., dated the 1st June 1915.)

826. Grant of Testimonials by Inspecting Officers.

- No member of the educational inspecting staff other than a Regional Deputy Director of Education may grant a testimonial to any other member of the inspecting or scholastic staff or to any ex-member of the staff with regard to his or her professional qualifications; nor will the Regional Deputy Director of Education grant such a testimonial to any such person who remains in the service of Government.(D. P. I.'s circular no. 38-E., dated the 1st June 1915.)

827. Procedure for dealing with anonymous and pseudonymous petitions.

- In order to avoid needless harassment to honest officers, Government have now decided that as a general rule anonymous or pseudonymous petitions should be destroyed on receipt, and that exceptions to this rule should be very few. In a few cases it may be desirable to let the officer concerned know about the specific allegations made in a petition, in order that he may, if he wishes to do so, clarify the facts or correct some genuine mistakes, or that he may be of help in tracking a malicious persecutor hiding in anonymity. In such cases the petition, or the contents of it should be sent to the officer complained against, but without demanding any explanation from him. The decision to send such a petition or its contents to the officer complained against should be made with the approval of Government in the Department concerned. Sometimes the reading of a petition may suggest that the allegations are genuine and that anonymity has been taken because of fear and no other reason. In such cases, enquiries may be made with the approval of Government in the Department concerned if the allegations are of grave nature and are sufficiently specific. Whether the enquiry should proceed after first obtaining the officer's explanation, or whether secret enquiries should be started without his knowledge, would depend on the nature of the allegations.[G. O. (Apptt.) no. III/1-2021/58A-10251, dated the 26th August 1958.](f)Departmental punishments.

828. Departmental punishment.

(1) No order of dismissal, removal or reduction shall be passed on a member of the subordinate services unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each

charge is based and of any other circumstances which it is proposed to take into consideration, in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he wish, provided that the officer conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness.(2)(a)After the enquiry against the person charged has been completed and after the authority conducting the enquiry has arrived at a provisional conclusion in regard to the penalty to be imposed, the accused officer should, if the penalty proposed is dismissal, removal or reduction in rank, be supplied with a copy of the report of the enquiring authority and be called upon to show cause against the particular penalty proposed to be inflicted. He will be allowed a maximum period of one month in which to do so.(b)In cases in which the officer who will pass orders himself conducts the enquiry, he should after completion of the evidence, if he considers that the penalty, which is prima facie suitable is dismissal, removal or reduction, clearly indicate to the accused his findings on each charge and call upon him to show cause within one month against such punishment.(Board Miscellaneous Rules, 1947, Article 166.)(3)When formal enquiries are conducted after the framing of charges, a gazetted officer will have the option to defend himself by engaging a lawyer at his own cost while a non-gazetted officer may be allowed to do so at the discretion of the officer conducting the enquiry.(G. O. no. A-9593, dated 16th November 1954.)

829. Proceedings.

(a)The proceedings shall be drawn up in the prescribed form (vide Appendix K to the Board's Rules) and shall contain a sufficient record of evidence, a statement of the findings on each of the charges framed and the grounds thereof, a recital of the previous character of the person charged as recorded in his Service Book or in the office records, and a clear and definite finding as to the punishment to be inflicted.(Board's Rules, Article 167 (a).)(b)The State Government attach very great importance to the speedy disposal of departmental proceedings and besides directing that these should be dealt with promptly at all stages have prescribed a period of two weeks or the upper limit within which the enquiring officer, after cause has been shown by the person proceeded against, must dispose of the proceedings and submit his report.(Board's Rules, Article 167 (b).)(c)All or any of the provisions of sub-clause (a) of this article and of the preceding article may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing their requirements and those requirements can be waived without injustice to the person charged.(Board's Rules, Article, 167 (c).)

830. Preparation of the record.

- The record is to be prepared as the case is gone into; it is not to be written by a clerk after the case has been decided.(Board's Rules, Article 167 (c).)

831. Free copy of orders.

- When any orders of punishment have been passed, the officer punished shall be entitled to receive a copy of the order of punishment free of cost, and shall also be allowed to take a copy of the rest of the record, paying for the copy at the usual copy rates, or providing his own paper and copyist.(Board's Rules, Article 167 (c).)

832. Orders to be based on the facts in the record.

- In order that copies of whole of proceedings may without objection be supplied to officers punished the authority conducting such proceedings must base his findings and orders upon facts and inferences appearing in or deduced from the record, and should not refer to confidential papers which cannot be embodied in the record.(Board's Rules, Article 167 (d).)

833. Cases in which proceedings are not necessary.

- The above rules do not apply :-(a)where the person concerned has been judicially convicted of a criminal offence and is dismissed or otherwise punished solely with regard to the finding of the court; or(b)where on account of the fact that he has absconded or for other reasons it is impracticable to communicate with him; or(c)where from facts elicited in a criminal case brought against him, in which he has not been convicted, or in a civil suit instituted against him, it is apparent that his retention in the public service is prima facie no longer desirable. These facts may be used as the basis of an order calling on him to show cause why he should not be punished by dismissal or otherwise. In such case the officer concerned should have an opportunity of submitting his defence and he should not be precluded from tendering such further evidence in support of his case, as he may see fit to produce.(Board's Rules, Article 170.)

834. Difference between dismissal and removal or discharge.

- There is a broad distinction between "removal" or "discharge" and "dismissal". "Removal or re-employment, but the effect of an order for dismissed officer from being employed again in public service of Government. "Removal" should be the penalty in such cases as unfitness for the duties of an office where it is not thought necessary to bar future re-employment under Government. The sanction of the State Government is required for the re-employment of a person who has been dismissed. Precaution should be taken that will prevent the inadvertent re-employment of such a person.(Board's Rules, Article 168.)

835. Notification of dismissal.

- The dismissal of public servants should be notified in the Bihar Gazette only in the following cases, viz., (1) when it is necessary to notify the public of the removal from service of an officer, whether because his appointment was previously gazetted, or from any other cause, and (2) when it is specially desired to exclude from re-employment in the service of Government and public servant

who has been dismissed for a heinous offence such as fraud or falsification of accounts.(Board's Rules, Appendix I.)

836. Reason for dismissal only to be notified in certain cases.

- The reason for the dismissal of a public officer should not be stated in the notification regarding his dismissal, even in cases in which a conviction has been obtained in a criminal court. It will be sufficient to announce in the case of any person whose dismissal is notified in accordance with the principal laid down in the preceding article that Government have dispensed with his services, except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the law regulating the tenure of a particular appointment, and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.(Board's Rules, Appendix I.)

837. Rules regarding the presentation of appeals by members of Subordinate Services.

- The following rules have been made by Government to regulate the discipline and right of appeal of members of Subordinate Services in Bihar with effect from 1st July 1935 :-(1)The subordinate services in the Education Department are as follows :-(a)The Subordinate Educational Service.(b)The Lower Subordinate Service.(c)The ministerial service in the office of the Director.(d)The ministerial service of all the other offices subordinate to the Director.In addition to the above there is a General Subordinate Service which, so far as the Education Department is concerned, consists of all posts the maximum pay of which does not exceed Rs. 400 a month and which :-(i)are not included in the above list, or classed as posts in a State service; or(ii)are wholly excluded from the operation of the Civil Service (Classification, Control and Appeal) Rules, by rule 3 or under rule 4 thereof.(2)The following penalties may, for good and sufficient reasons, be imposed upon any member of a Subordinate Service, viz. :-(i)Censure.(ii)Withholding of increments or promotion, including stoppage at an efficiency bar.(iii)Reduction to a lower post or time-scale or to a lower stage in a time-scale.(iv)Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of order.(v)Fine.(vi)Suspension.(vii)Removal from the Civil service of the State which does not disqualify from future employment.(viii)Dismissal from the Civil service of the State which ordinarily disqualifies from future employment:Provided that the penalty of fine shall be imposed only on inferior servants.Explanation. - The discharge :-(a)of a person appointed on probation, during the period of probation;(b)of a person appointed, otherwise than under contract, to hold a temporary appointment, on the expiration of the period of the appointment; or(c)of a person engaged under contract, in accordance with the terms of his contract,does not amount to removal or dismissal within the meaning of this rule.Note. - For the procedure to be followed before order of dismissal, removal or reduction can be passed, see rule 55 of the Civil Service (Classification, Control and Appeal) Rules. In drawing up proceedings and conducting departmental enquiries, the instruction contained in rules 166 to 171 of the Board's Rules are to be followed, except where more detailed instructions have been framed by the Department concerned.(3)Any of the penalties mentioned in rule 2 may be imposed on a member of a subordinate service. -(a)by the authority empowered to impose such penalties by any rule or order

in force at the time when these rules come into operation or by any rule or order made after the time when these rules come into operation; (b) if no authority has been so empowered, by the Head of the Department, or the Head of the office having the power to appoint the member of the Subordinate Service on whom the penalty is to be imposed. (4) Every member of a Subordinate Service (including temporary Government servant and officers on probation) shall be entitled to appeal to the authority immediately superior to the authority which passed an order—(a) imposing upon him any of the penalties specified in rule; and (b) terminating his appointment otherwise than at the expiry of the period of his appointment, or on his reaching the age of superannuation. (5) No appeal as of right shall lie against an order declining to give an appointment or promotion except as a measure of punishment to a particular individual, or affecting a transfer or an extension of service. (6) In the case of an appeal against an order imposing any penalty specified in rule 2 of the appellate authority shall consider:—(a) whether the facts on which the order was based have been established; (b) whether the facts established afford sufficient ground for taking action; and (c) whether the penalty is excessive, adequate or inadequate; and after such consideration shall pass such orders as it thinks proper. (7) The authority from whose order an appeal is preferred under those rules shall give effect to any order made by the appellate authority. (8) Every Government servant preferring an appeal shall do so separately and in his own name. (9) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the Head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred and shall be accompanied by a copy of the orders appealed against. (10) An appeal may be withheld by the authority against whose order it is preferred if—(i) it is an appeal in a case in which no appeal lies under these rules; or (ii) it does not comply with the provisions of rule 9; or (iii) it is not preferred within six months after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; or (iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a re-consideration of the case:—Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reason for it:—Provided also that an appeal withheld on account only of a failure to comply with the provisions of rule 9 may be re-submitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and such appeal shall not be withheld if it is resubmitted in a form which complies with these provisions. (11) No appeal shall lie against the withholding of an appeal by a competent authority. The authority withholding the appeal, however, shall report the fact to the superior authority together with the reasons for withholding the same. (12) The State Government and Heads of Departments may, in cases in which no appeal lies or has been preferred, call for departmental proceedings against their subordinates and reverse or alter the order passed by a subordinate authority imposing any of the penalties specified in rule 2. Nothing in these rules shall, however, be construed to interfere with the powers conferred by section 4 of Regulation I of 1929. (13) Nothing in these rules shall operate to deprive any member of a Subordinate Service of any right of appeal which he would otherwise have had if these rules had not been made in respect of any order passed before they came into force. An appeal pending at the time when or preferred after, these rules come into force shall be deemed to be an appeal under these rules, and rules 6 and 7 shall apply as if the appeal were one against an order appealable under these rules. (Government notification nos.

1978-A.R., dated the 13th June, 1935 and 1995-A.R., dated the 14th June, 1935.)

838. Points to be dealt with in disposing of an Appeal.

- An appellate authority should ordinarily deal with those points only that are raised or pressed in the appeal.(Board's Rules, Article 173.)

839. Reasons for not instituting Criminal Prosecution should be recorded.

- Cases occasionally occur in which it is considered inexpedient to undertake the prosecution of Government servants who are dismissed on account of offences for which they are liable to be criminally prosecuted. In such cases, the reasons which render it inexpedient to undertake a criminal prosecution should be recorded at the time the order of dismissal is passed. When there is no objection to such a course, the reasons should be included in the order of dismissal of which the dismissed servant receives a copy; but in every case a copy of the recorded reasons for not instituting a prosecution, when the offender was liable to one, should be forwarded with any report that may afterwards be made on the case to Government.(Board's Rules, Article 175.)

840. Submission of memorials, representation, etc., to higher Authority.

- A Government servant should, in the first instance, address his immediate superior for redress of grievances. If the immediate superior unduly delays passing orders on the petition, the Government servant may address a petition to the next higher authority, but this petition should be submitted through the proper channel, i.e., through the immediate superior officer. In such a case, the Government servant may submit an advance copy of his petition to the higher authority, but the higher authority will take no action on the advance copy (except if he deems fit) to call for the papers from the lower authority. A decision will be taken by the higher authority only after receiving the papers through the proper channel.(Government (Apptt.) no. II/R1-2017/57-A-A-3213, dated the 21st March, 1957.)

841. Entry of "Warning" or a "Reprimand" in character roll.

- Entry in the character roll a "Warning" or a "reprimand" without going through the procedure for recording a "censure" is to act unfairly towards the officer because the effect of such a "Warning" entered in the character-roll is hardly different from the effect of "censure". No entry of a "Warning" should be made in the character-roll of a Government servant and that a warning may only be communicated orally or in writing as deemed necessary.(G. O. (Apptt.) no. 15566, dated the 3rd December, 1959)(g)Confidential Reports.

842. Confidential reports on officers drawing Rs. 142 or more.

- All officer immediately subordinate to the Director are requested to submit to him, as soon as possible after the 1st of April each year, confidential reports in the prescribed form on those of their

subordinates who draw a pay of Rs. 142 or more. District Education Officers who are not immediately subordinate to the Director should submit reports in triplicate to the Regional Deputy Director of Education, who will retain two copies and pass on the other with his remarks.(D.P.I.'s circular no. 128, dated the 31st August, 1905, and letter no. 14768 dated the 15th November, 1929, and D. P. I.'s letter no. 11613, dated 27th April, 1953.)Note. - As soon as an officer in the lower division of the subordinate educational service reaches the pay of Rs. 142, copies of all his confidential reports since he entered Government service should be sent to the Director. Thereafter, annual confidential report should be regularly sent.(D.P.I's letter no. 14768, dated the 15th November, 1929 and D.P.I's letter no. 11613, dated 27th April, 1953.)

843. Confidential reports on officers drawing less than Rs. 142.

- Reports on officers drawing less than Rs. 142 should also be submitted by the Sub-divisional Education Officer and Headmaster/Principals to the District Education Officer in duplicate for transmission, to the Regional Deputy Director of Education. The confidential report on sub-inspectors should be submitted to the Regional Deputy Director of Education in the manner indicated in section 1(C) of Chapter II of this Code.(D. P. I.'s letter no. 11613, dated 27th April, 1953.)(D. P. I.'s letter no. 8670, dated the 24th August, 1942.)

844. Procedure for maintenance of character-rolls of Social Education Organisers.

- The character-roll of Social Education Organisers should be initiated by the Block Development Officer who sends up his remarks to the Sub-divisional Officer for perusal and remarks, if any. The Sub-divisional Officer will send the character-rolls to the District Social Education Organiser who will after recording his own remarks, send the same to the District Education Officer. The original character-rolls should be maintained by the District Education Officer.(G. O. no. 1799, dated the 30th April, 1959.)

845. Nature of confidential reports.

- In making confidential reports officers should avoid vague language, and the favourable or unfavourable characteristic note should be specified. Mention should be made of any form of activity outside his ordinary duties in which an officer has made himself useful. In the case of a seriously adverse report it is desirable to illustrate briefly the traits unfavourably reported on. Capability for the higher work of the Department, combined with diligence, thoroughness and honesty are the guiding principles on which alone an officer should be recommended for special promotion.(D. P. I.'s circular no. 59, dated the 2nd May, 1905; and letter no. 52-G, dated the 23rd May, 1935; R. and O. page 575-79.)

846. Communication of adverse reports.

- A subordinate officer is not entitled to see the confidential report on his work made by his superior but if the report is unfavourable, it must be communicated to the officer concerned, except in those cases in which the defect cannot be cured and comment on it would only cause him distress. An officer making a representation against adverse remarks must do so within six months of the communication of the remarks to him. Ordinarily, representations submitted to the immediate superior authority after a lapse of six months should be summarily rejected by the authority competent to pass final orders on such representations. In really exceptional cases, however, the time-limit may be relaxed at the discretion of the said competent authority. At the time of communicating adverse remarks to the officer concerned, the communicating authority should carefully enter in his record acknowledgement from the officer concerned. (R. and O. page 579; G. O. no. 3969-E., dated the 20th November, 1925 and G. O. no. 5064, dated the 14th April, 1959.)

847. Entries in Service Books.

- The making of entries consisting of personal certificates of character in Service Books is irregular unless the Director orders those to be made.

848. Recording of annual confidential report on Gazetted Officers.

(a) Annual confidential reports are recorded for the period 1st April to the 31st March of every year. Ordinarily, no report is required on a Government servant who has served under the reporting officer for less than four months. Certain special reports for short periods as for instance training in Training School, or College, or in the Secretariat, have to be entered in character rolls. A reporting officer who goes on long leave or transfer after holding charge of a post for more than six months in the course of a reporting year, should record remarks which will be incorporated in the annual confidential reports on the subordinate officers. If the period is shorter than six months, notes on individual officers should be left for the successor. (b) Reports should be recorded in the prescribed forms. The gradation number of the officer given in the latest edition of the Civil list, the post held by him, and in case he held more than one post during the reporting year, the exact period (with dates) during which he held particular post must be mentioned clearly and accurately. The report should invariably give the name and designation of the reporting officer also. Reports should be based on the personal knowledge. The report for a particular year should not take into account the work and conduct of the officer reported on a previous year, or at a different station. Where a report is not based on direct personal knowledge but on some other officers estimate, such as note left by the predecessor, or on matters which come to light during inspection of an officer's work after his transfer, the fact should be mentioned. Note. - If any Department of Government come to know of any instance of any particularly good or particularly bad work on the part of an officer of the above service employed under such departments, they may, as in the past, send a special report to the Education Department for incorporating it in the officer's character roll. (c) The essential point to be kept in view in reporting on an officer is that reports should be so full as to bring out clearly his qualities, merits as well as defects, and provide adequate material for forming a correct and definite judgement as to how the services of the officer may best be utilised. As an officer's record is built up

over the years, it should be possible to assess from the character report his personality, character and integrity, his abilities as well as shortcomings. The record should faithfully mirror him as a public servant. Vague remarks like "promising" "satisfactory" "not up to the mark" are not useful. Point requiring special notice are industry, intelligence, soundness of judgement, integrity, physical health, power of control and supervision, tact manners, relations with fellow officers and the public. To avoid overloading of the report, particular instances of good or bad work need not ordinarily be given. The annual confidential report must be fair and objective. It must be a properly balanced report. The reporting officer must exercise deliberate care in writing the remarks. Personal prejudices for or against a subordinate officer should be scrupulously kept out. Adulation or praise in superlative terms where it is not due, as also derogatory, abusive terms giving vent to one officer's dislike of another should find no place in these reports. Impartiality and candour are expected of a reporting officer; but restraint and caution are also necessary, particularly if an officer's integrity and good reputation are to be called in question. (d) Reporting officers should try to know personally the work of those officers on whom they have to write reports. The reporting officer's lack of knowledge about his subordinates work which is a sign of inadequate supervision, is the biggest single factor responsible for such a large percentage of annual confidential reports being of so little use. Before writing a report, say, on an Inspecting Officer, the Reporting Officer should consult the returns which show whether he has carried out the prescribed inspections of the institutions under his charge, whether the school buildings have received attention, whether his touring has been adequate, whether the progress of education in his area as a whole has been satisfactory. Government would appreciate a clear picture, rather than a vague and general impression which these reports tend to convey. He should also keep a note-book in which during his tours, he should make brief notes on the individual officers whose work he sees; they will be of help at the time of the writing of character rolls in recording a just and comprehensive report based on personal knowledge. While mentioning an officer's defects in the annual report, the reporting officer should state explicitly whether, during the year, the attention of the subordinate officer was drawn to the defects. Superior officers are expected to supervise the work of their subordinates and correct them when they go wrong. This is as much their personal responsibility as any other duties. Minor failings corrected at the time should not encumber these reports. If the subordinate officer has made genuine attempts to remedy the defects, that should also be noted. Government would then have an up-to-date appreciation of the officer's work and the officer would know that his efforts to improve has not passed unnoticed. If pending enquiries are mentioned in the annual report, the final result of the enquiries should be intimated to Government in due course for appropriate entry in the character roll.

849. Communication of Adverse remarks.

(a) Adverse remarks recorded in the annual report on an officer should be communicated to him so that he may know his defects and try to cure them. But the name or designation of the reporting officers must never be communicated. The communication should be made promptly within three months of receipt of the report by the authority who orders communication. All adverse remarks whether about remediable or about irremediable defects, should be communicated because it is difficult in practice to differentiate between the two. Remarks which have no finality, but in which judgement is suspended should not be communicated, remarks which indicate that the officer has

tried to remedy defects which were pointed out to him in a previous year should also be communicated.(b)The form of communication should be suited to the temperament of the officer reported against, the idea being not to hurt him but to help him. When an adverse remark has to be communicated, the substance of the whole report, including favourable and unfavourable remarks, should be communicated. For this purpose, it is sometimes necessary to edit the remarks, before communication. Minor faults which find mention in the reports may be pointed out orally by the superior officer. But grave defects should be brought to the officer's notice in writing by the Head of the Department personally.(c)An officer may make a representation against an adverse remark. Where an adverse remark is found to be really unjustified, it may be suitably modified or expunged. Proposals to modify or expunge adverse remarks on officers of the Bihar Education Service must be submitted to the Chief Minister, under rule 28 (a) (viii) of the rules of Executive Business. Unless there are exceptional reasons for doing so. Government do not generally expunge or modify adverse remarks. A confidential report is not a charge-sheet which the reporting officer must substantiate with facts and figures. If after examination of a representation against adverse remarks, it is found that the remarks were justified and the representation was frivolous, a note will be made in the character roll of the representations that he did not take correction in good spirit.

850. Maintenance of Character Rolls.

(a)A report of the annual confidential remarks on each Government servant is kept in his permanent character roll. The parent department maintains the copy of the character roll of an officer on deputation outside the department or transferred to the Universities. Where only one copy of the character roll is maintained, the remarks of all the reporting officers are entered in original. Where several copies of the character rolls are maintained, the original remarks are preserved separately. To safeguard against loss, it is desirable to maintain more than one copy of the character roll. A reporting officer should not keep copies of annual reports recorded by him, unless it is required for verification every now and then by him and he is also the authority which keeps custody of the permanent character rolls and there is no possibility of it being lost' anywhere.(b)Character rolls should be kept up-to-date and departments of Government should ensure that, wherever pending enquiries are mentioned in character rolls the final results of the enquiries are also duly entered. Whenever any penalty under the appropriate disciplinary rules is inflicted on an officer, a record of it should be made in the character roll, and any modification made subsequently should also be entered. When parts of an annual report are expunged or modified, the words which are to be deleted should be pasted over or scored through so that they cannot be read, and a reference to the number and date of the order modifying or expunging the remarks should be given on the margin.

851. General Instruction.

(a)The basis for an annual report which impinges the honesty of a gazetted officer should be carefully verified, by a reference to the reporting officer himself, before the report is entered in the character roll. When there is suspicion, but not any proof, enquiries should be initiated but no entry should be made in the character roll.(b)To make officers realise the importance of prompt disposal of corruption cases a note should be made in the annual report on every Head of Department, stating whether he took keen interest in eradicating corruption and handled corruption cases with

promptness and efficiency, or whether he was particularly remiss in these matters. When a report is built up on the individual opinions of different departmental superiors in gradation, the opinion expressed by the highest of these authorities shall prevail. When there is a difference of opinion between two or more reporting officers of equal rank, and the contradiction is not resolved by a superior officer, Government in the Education Department will decide whose opinion should be accepted. Thereafter the remarks of all the reporting officers in full, alongwith Government's decision, will be recorded in the character roll.(c)As Secretary to Government is required to furnish a certificate to the Chief Secretary by the 31st July each year that entries for the preceding year have been made in the character rolls of all the officers serving under his Department, the Head of the Department., i.e., Director of Public Instruction, should, therefore furnish similar certificate to the Secretary to Government by the 30th June, and Heads of offices should furnish such certificates to Director of Public Instruction by the 31st May.Note. - These confidential reports should not be referred to by tribunals or other bodies dealing with disciplinary cases till after they have arrived at their findings on the charges framed, when a reference to the character roll may be useful to asses the penalty.(G. O. no. 4649, dated 23rd September, 1959.)

852. Procedure for recording confidential remarks on officers of the Education Department.

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Designation of officers reported upon.	Reporting authorities.	Remarks
Regional Deputy Director of Education; Director of K. P. J. Research Institute, Patna.	Director of Public Instruction, Bihar,	Education Department will submit forms for annual remarks to the Director of Public Instruction to record his remarks by the 1st April, each year.
Director of Mithila Institute, Darbhanga. Director of R. B. Parishad, Patna.		
Director of the Institute of Post-Graduate Studies and Arabic & Persian, Patna.		
Director of Rural Institute, Birauli.		
Director, Nava Nalanda Manavihar, Nalanda.		
Director of A. N. Sinha Institute, Patna.	Director of Public Instruction, Bihar.	Education Department will submit forms for annual remarks to Director of Public Instruction to record his remarks by the
Director of Vaishali Institute, Muzaffarpur.		

1st April each year. Director of Public Instruction will record his remarks and forward the report in duplicate to Government for examination by the 1st July, of each year.

Superintendent, Hazaribagh
Reformatory School, Principals
of all Government Colleges
under the control of Director of
Public Instruction and that of
the Madrasa Islamia Shamshul
Huda, Patna

Principal of the Patna School
of Arts.

Superintendent of Libraries,
Bihar, Secretary,
Basic Education Board, Patna.

Educational Literature Officer,
Bihar.

Principal, Residential School,
Netarhat.

District Education officer. Regional Deputy
Director concerned.
Director of
Public Instruction.

District Inspectress of Schools
and Lady Principals
of Government High Schools,
Lady Superintendent,
Headmistress of Women's
Training Class. Inspectress of Schools,
Deputy Director of
Education
(Girls), Director of
Public Instruction.

Subdivisional Education
Officer, Principal of Sarvodaya
High Schools, Principal of
Senior Training Schools, District Education
Officer, Regional
Deputy Director
of Education, Director of each year. After recording his remarks, the

The Regional Deputy Director of
Education concerned duplicate to the
Director of Public Instruction not later
than the 15th May each year. After
recording his remarks, if any, the
Director of Public Instruction should
forward the report to Government for
examination by the 1st July of each year.
The Inspectress of Schools should send
her remarks in duplicate to the Deputy
Director of Education (Girls) not later
than the 15th May each year. After
recording her remarks, if any, the Deputy
Director (Girls) should forward the
report to the Director of Public Instruction,
the D.P.I, after entering his remarks should
forward the report to Government
for examination by 1st July of each year.

Headmaster of Zila Schools and Public Instruction.
Principals of Multipurpose
Higher Secondary Schools.

Regional Deputy Director of Education should forward the report to the Director of Public Instruction not later than the 15th May each year. The Director of Public Instruction after entering his remarks should forward the report to Government for examination by the 1st July of each year.

All gazetted teachers, Assistant professors and teachers working in Government colleges, schools and institutions.

Head of the School/
College/ Institution,
Director
Public Instruction.

Head of the Schools, College and Institute should send their remarks to Public Director of Instruction not later than 15th May of each year. After recording his remarks the Director of Public Instruction should forward the report to Government for examination by the 1st July of each year.

(G. O. no. 4649, dated 23rd September, 1959.) (h) Transfers.

853. Transfer.

- Proposals for the transfer of teachers should be made so as to reach the controlling officer before the end of September, and all transfers, except such as are urgent or are rendered necessary by the exigencies of the Service, should be made during the Christmas holidays before the commencement of the new school session. (R. and O. page 154.)

854. Transfers during vacations.

- The following rules regarding joining time apply to officers transferred during vacations :-(1) An officer, who is detained on duty during a vacation or during the latter part of a vacation and is transferred to another post at the end of the vacation, is entitled to the ordinary joining time admissible, from the date on which he is actually relieved of his duties at his former headquarters. (2) In the case of an officer who is allowed to avail himself of a vacation the general rule is that the joining time must run concurrently with the vacation. This rule should be applied as follows to the four classes of cases mentioned below;-(a) An officer who receives notices of transfer before the vacation commences must join his new post on the forenoon of the date immediately following the end of the vacation. (b) In the case of an officer who receives notice of transfer at his headquarters during a vacation the question arises whether the period of notice is adequate. Adequate notice should be taken to mean the number of days to which the officer would have been entitled as joining time in ordinary circumstances. For instance, if he would ordinarily have been entitled to 9 days' joining time and received notice of this transfer 6 days before the end of the vacation, he will be entitled to 3 days' joining time after the close of the vacation. (c) In the case of an officer who receives notice of transfer during a vacation while he is away from his headquarters, the period of notice, in order to be adequate, should be extended to include the days necessary for his

return to headquarters. Note. - In either of the two cases (b) and (c), the period between handing over charge at the old station and taking over charge at the new station should under no circumstances exceed the joining time admissible under rule 261 of the Bihar Service Code, the vacation being regarded as leave for the purposes of that rule. (d) In the case of an officer who is on leave plus vacation no extra joining time will in any case be admissible. (3) An officer on leave, transferred during a vacation will be held not to have availed himself of the vacation for purpose of the leave rules, during a portion of the vacation which corresponds to the time actually spent in travelling from one station to another and not to the full joining time ordinarily admissible under the rules. (G. O. no. 65-E. R., dated the 19th May, 1924. Supplement to C.S.R. 541.)

855. Time allowed for relief of non-gazetted officers.

- In the absence of any definite instructions to the contrary, a non-gazetted officer under orders of transfer should be relieved of his duties by the immediate superior within fourteen days ' of the date of intimation, which will be conveyed by notification in the Bihar Gazette, in the case of officers in the upper division of the Subordinate Educational Service and by letter in other cases. If in any case it is necessary to exceed the above limit, intimation of the fact should be given to the Controlling Officer and the probable date on which the officer under orders of transfer will be relieved should be stated. Note. - If an officer is found wilfully evading to carry out the orders, he would be suspended if necessary or otherwise suitably dealt with. (R. and O. page 154, G. O, no. 4995-E, dated the 24th June, 1949.)

856. Time allowed for relief of Gazetted Officers.

- Whenever a gazetted officer is transferred without having to wait to be relieved he is expected to start within fourteen days of the date of intimation, whether by letter or by notification in the Bihar Gazette, including the days of preparation allowed under rule 225 of the Bihar Service Code. When he has to be relieved before he can move, he should be able to leave his station within a week of the date of relief, since he will usually have had ample time to wind up his work while awaiting the arrival of his successor. If in any case it is necessary that these limits should be exceeded, immediate intimation of the fact should be given to the Director through the usual channel, and the probable date of departure should be stated. If no such intimation is received, it will be assumed that the above orders have been carried out. Note. - If an officer is found wilfully evading to carry out the orders, he would be suspended if necessary or otherwise suitably dealt with. (G. O. no. 4995-E., dated the 24th June, 1949).

857. Treatment of period of handing over and taking over charge as duty in cases in which several scattered works of stores and cash have to be inspected before completing transfer of charge.

- The question as to how (i) the period of taking over charge of a new post by a relieving officer is to be treated and (ii) the pay and allowances for such period should be regulated in cases where the charge transferred consists of several stores and/or scattered works and cash which the relieving

and the relieved Government servants are required to inspect together before the transfer of charge is completed. It has been decided that the relieving Government servant should be treated as on 'duty' if the period sent in carrying out these inspections, is not considered excessive by the Head of the Department. While so taking over relieving officer will draw:-(a)(i)if he is transferred from a post which he held substantively his presumptive pay in that post; or(ii)if he is transferred from a post which he held in an officiating capacity the officiating pay admissible in that post, or the pay he would draw after the transfer is complete, whichever is less;(iii)if he went on leave while working in the post held by him substantively, the presumptive pay of that post; and(iv)if he went on leave while working in a post in an officiating capacity the officiating pay of that post, or the pay which will be admissible in the new post, after taking over charge, whichever is less.(b)house-rent allowance admissible at the new station on the basis of the pay drawn as at (i) or (ii) or (iii) or (iv) above, as the case may be.(G. O. (Finance) no. 22446-F., dated the 26th November, 1959.)

858. Rules for Inspecting Officers.

- All inspecting officers of the Department specially, Regional Deputy Director of Education, Inspectress of Schools District Education Officers, Sub-divisional Education Officer, District Superintendents of Education and the District Inspectresses of Schools while making over charge of their offices to their successors on the eve of their transfer from one station to another or at the time of their superannuation should make it a point to prepare a complete list of all important and complicated administrative matters relating to schools or offices under their control and fully discuss these with the relieving officers furnishing detailed background in respect of every important item. They should also submit a copy of the same to the Director for information.(D. P. I.'s letter no. 27129, dated the 29th August, 1953.)

859. Application for posts in another Government Office or Department.

- The following is the text of (i) the Bihar Government Servants' Application for Posts Rules 1956 and (ii) The Bihar Government Servants, (Application for Private Employment) Rules, 1956. The Bihar Government Servants' Applications for Posts Rules, 1956. - (1) These Rules may be called the Bihar Government Servants, Applications for Posts Rules, 1956.(2)An applicant for appointment to a post or service under the administrative control of the Government of Bihar, shall not be eligible for appointment if he is in the service of the Union or of a State and has applied without the consent of the head of the office or department of the Government of Bihar or the consent of the State Government, or the Government of India, as the case may be, under whom he is employed, or the consent of any authority empowered in this behalf by any such Government.(3)Permission to a Government servant employed in a service or post under the administrative control of the Government of Bihar shall-(a)if he is a temporary Government servant, ordinarily be granted to submit an application for a post, to appear for an examination for a post or for transfer of service to a post, in another office or department of the Government of Bihar, or under another State Government or the Government of India, as the case may be, if the post applied for is permanent, or is in a higher grade, or is a temporary one of longer duration.(b)If he is a permanent Government servant:-(i)ordinarily be granted for appointment to or for appearing at an examination or selection for appointment to an All-India Service or to a post in a Central Service.(ii)ordinarily be not granted,

save for exceptional reasons to be recorded in writing, for appointment to a post or service under another State Government, or for appointment to any post under the Government of India, other than those specified in clause (i) of this sub-rule. (iii) ordinarily be not granted to submit an application for a post, or for transfer of service to a post in another office or Department of the Government of Bihar, unless the Head of the Office or the Department, or the authority empowered under rule 2, is of the opinion that the grant of permission would be in the interests of the public service: Provided that in the case of a Government servant, who holds a lien on a post under another State Government or under the administrative control of the Government of Bihar, the concurrence of the State Government Concerned or of the Government of India, as the case may be, shall be obtained before permission is granted, (c) Notwithstanding anything contained in clauses (a) and (b) of this rule, where the Government servant concerned, whether holding a temporary or permanent appointment, cannot be spared without serious detriment to the public service, the authority empowered to forward his application may withhold the application even though, otherwise his application would normally have been forwarded under these rules. (4) The authority forwarding an application under these Rules, will decide in each case the period likely to be taken for relief of the applicant, after intimation of his appointment has been received. Where an application has been forwarded under the selection for appointment, he shall be released by the authority who forwarded the application, unless circumstances of a very exceptional nature have arisen in the meantime which justify a refusal to his being relieved. (Government notification no. 9085, dated the 4th October, 1956.)

860. The Bihar Government Servants' (Applications for Private Employment) Rules, 1956.

(1) These rules may be called the Bihar Government Servants' (Applications for Private Employment) Rules, 1956. (2) No Government servant under the rule-making control of the Government of Bihar shall apply for private employment or shall signify his willingness to accept such employment without having previously obtained the permission in writing of the appointing authority of his post or service. (3) (a) Permission to apply for or accept private employment shall normally be granted to a person who is on leave preparatory to retirement unless the employment is in a commercial employment. Permission to apply for or accept private employment in a commercial employment will be granted only in very exceptional cases and may be subject to the condition of immediate retirement. (b) Permission to apply for or accept private employment shall not be granted to any other Government servant unless the competent authority is satisfied that his premature resignation may be accepted without detriment to the public service. (4) (a) Where a Government servant who is not on leave preparatory to retirement is permitted to apply for or accept private employment, he shall resign his appointment under Government immediately on accepting such employment and after such acceptance, he shall not be allowed any leave, and he shall not be permitted to retain a lien on his appointment under Government; nor will he be entitled to any pension or gratuity. (b) Where a Government servant who is on leave preparatory to retirement is permitted to apply for or to accept private employment, he shall be required to retire from his permanent post under Government before accepting such private employment. (Government notification no. 9026, dated the 4th October, 1956.)

861. Conditions upon which a Government Officer may transfer his services to another Government Office or Department.

- The following conditions regulate the transfer of an officer in the Department to a different Government office or Department :- (1) The person who wishes to transfer his services must obtain the consent of the authority which appoints to his existing post. If he takes up the new employment without such consent he commits a breach of discipline and is liable to be punished, in the last recourse, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty. (G. of I. Resolution no. 3205-P., dated the 27th June, 1910.) (2) When an application for permission to apply for a post in another department is received, the question whether the applicant can be allowed to take up the appointment, if offered to him, must be settled before his application can be forwarded, regard being had, if the appointment is temporary one or on probation, to possible inconvenience from the officer's return as well as to possible inconvenience from sparing him initially. If the officer cannot be spared, the head of his office or department must refuse definitely to forward his application. If, however, permission be given to apply, that permission carries with it permission to accept the appointment, if offered, and the officer or head of the department giving such permission is debarred from objecting to the officer taking up the appointment, though of course his convenience must be consulted within reason as regards the date of taking it. (3) The head of an office or Department shall not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the head of the office or Department in which he is employed. In rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity. (Government Circular no. 312-77-A., dated the 12th of January, 1929.) Note. - The foregoing rules apply equally to officers on leave whether with or without allowances. All leave allowances must ipso facto cease on the taking up of new employment other than work of a purely casual nature.

862. Cases in which travelling allowance is not admissible.

- An officer may not draw travelling allowance on transfer unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request or in consequence of misconduct should not be treated as transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded otherwise directed. (Bihar Travelling Allowance Rules.) (i) Leave.

863. Applications for leave.

- Officers are required to submit their applications for leave, other than casual leave, leave on urgent private affairs or leave on account of sudden illness; in the prescribed form to their controlling officer at least three months before the date on which the leave is required. If the sanction of the Director or of Government is necessary, the controlling officer must transmit the application to the

Director with his recommendation without any avoidable delay. Unless specially otherwise, ordered leave must begin within 35 days of the date on which it is granted.(D. P. I.'s Circular no. 98, dated the 1st August 1911; S. R. 199.)Note. - If an officer under orders of transfer requires leave (other than casual leave) he must apply to the authority ordering the transfer.

864. Combination of holidays with leave.

- The grant of concessions under rule 159 of the Bihar Service Code, will not be notified in the Bihar Gazette, but intimation of the concession having been granted or refused will be given to the Accountant-General.

865. Special holidays.

- In addition to the ordinary gazetted holidays on which Government offices are closed, certain days are annually notified by Government as days on which Muhammedan officers may be allowed to absent themselves from Government offices. These additional holidays may also be observed as school holidays, provided that the total permissible number of school holidays is not exceeded. When possible, Brahmo officers should be allowed to absent themselves from their duties on the eleventh day of Magh in each year.(D.P.I.'s letter no 2669, dated the 9th March, 1915, Board's Rules, Article 253.)

866. Cancellation of unexpired leave.

- The following are the rules regarding the cancellation of the unexpired portion of the leave of a non-gazetted officer who has been granted leave by the Director and who returns to duty before the expiry of his leave :-(1)With the permission of the Director, an officer on long leave may be allowed to return to duty more than 14 days before the end of such leave.(2)In the case of an officer on short leave, or of an officer on long leave, who desires to return to duty not more than 14 days before the expiry of his leave the permission of the Director will not be required in order to permit his returning to duty before the expiry of his leave. It will be sufficient if he obtains the permission of his immediate superior to do so.(3)It will not, in any case, be necessary to issue amended orders or to send a separate report to the Accountant-General, as a matter of course, be noted in the absentee statement attached to the establishment bill in which the pay or allowance of the officer is drawn.(D. P. I.'s Circular no. 116, dated the 19th November, 1910.)

867. Casual leave and leave during gazetted holidays.

- The following rules regarding casual leave or leave of absence during gazetted holidays and vacations are applicable to all officers of the Department:-(1)The Director is the authority competent to grant casual leave, or leave of absence during gazetted holidays or vacations, to all officers immediately subordinate to him, i.e., Additional Director of Public Instruction, Joint Director of Education (Training), Deputy Directors of Education, Assistant Directors of Education, Budget Officer, Regional Deputy Directors of Education, Deputy Directress of Education (Girls), Inspectress

of Schools, Bihar, Director of Mithila Institute, Darbhanga, Director of Rashtra Bhasha Parishad, Director of the Institute of Post-Graduate Studies in Arabic and Persian, Director, Nava Nalanda Mahavihar, Nalanda, Director of A.N. Sinha Institute, Patna, Director of Vaishali Institute, Muzaffarpur, Director, Research Institute of Prakrit, Jainology and Ahimsa, 'Director, Text Book Research Bureau, Superintendent of Libraries, Bihar, Superintendent, Hazaribagh Reformatory School, Principal of Professional Colleges and that of the Madrasa Islamia Shamsul Huda, Principal, Patna School of Arts, Principal, Rural Institute, Birauli, Secretaries, Basic Education Board, Educational Literature Officer, Text-Book and Education Literature Committee, the Education Publication Officer, Principal, Netarhat Residential School, Principal, Government College of Health and Physical Education, Assistant Directors of Education (Sanskrit) and (Islamic), Registrar of Examinations, Secretary, Board of Secondary Education, Personal Assistant to the Director of Public Instruction, Lady School Medical Officer (subject to report to the Director of Health (Services), Superintendent, State After-Care Home.(2)The officers mentioned in rule (1) are competent to grant casual leave or leave of absence during gazetted or duly authorised holidays or vacations to all officers subordinate to them. This power, however, is exercised by the President of the Managing Committee of Government High/Higher Secondary and Multipurpose Schools (including Sarvodaya High Schools) in the case of the Principal/Headmasters of these schools, by the District Education Officer in respect of Sub-divisional Education Officers, by the Sub-divisional Educational Officers in case of the Deputy Inspectors of Schools and the Sub-Inspectors of Schools (in areas other than C. D. Blocks in which case power to grant casual leave to Sub-Inspector rests with the Block Development Officers), by the Inspectress of Schools in case of her establishment and the District Inspectress of Schools, by the District Inspectress of Schools and the Deputy Inspectress of Schools in case of clerks under her control.(G. O. no. 4335, dated the 24th November, 1958, no. 4319, dated the 21st November 1958, no. 3780, dated the 29th September. 1959 and no. 5310, dated the 28th December, 1959.)(3)Applications for casual leave, or for leave of absence during gazetted or duly authorised holidays or vacations must in all cases be made in advance, and must state clearly the date on which the officer wished to leave his station and the date on which he proposes to return, such applications should ordinarily be presented at least a fortnight in advance.(D. P. I.'s Circular no. 10, dated the 4th February, 1915.)(4)No officer may absent himself from his duties without having first obtained permission from Government or the officer authorised by Government in his behalf. No officer is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.(D. P. I.'s circular no. 10, dated the 4th February, 1915.)(5)Every officer, who proposes to leave his station during casual or vacation leave or leave of absence during gazetted holidays, must state in his application the address, or addresses, which will find him during such leave; and must also when he leaves the station inform his office of the address or addresses which will find him during his absence. No officer may go outside India, on such leave without the special permission of Government in the case of gazetted officers or the sanctioning authority in other cases.(G. O. no. 4207-E., dated the 26th June, 1928; and G.O. no. 478-A., dated the 15th January, 1930.)(6)(a)Rule 180 of the Bihar Service Code does not apply to casual leave for short periods. Such leave is not recognised and is not subject to any rule. Technically, therefore, a Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. Government will not replace officers absent on such leave. The officer granting the leave and the officer taking; will be held responsible if the public service suffers in any way from the absence of the officer on casual leave. Casual leave, however, must not be given so as to cause an

evasion of the rules regarding-(i)date of reckoning pay and allowances;(ii)charge of office;(iii)commencement and end of leave;(iv)return to duty;so as to extend the term of leave beyond the time admissible by rule.(b)Clause (a) is not to be read as prohibiting the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as, for instance, when it is necessitated by-(i)detention in plague camps on the way to rejoin; or(ii)orders not to attend office in consequence of the presence of infectious disease in the family or household of the person concerned.When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion vested in the authority competent to grant leave, the Government servant may be granted leave salary of any kind which may be due to him, and thereafter leave without leave salary.

Notes. - (1) These examples are not meant to be exhaustive.(2)Government may sanction a substitute for an absentee, who is prohibited from attending his duties on account of infectious disease in his family and whose duties cannot be arranged for, without prejudice to his pay, provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.(Bihar Service Code, Appendix 9)(7)Casual leave may not ordinarily extend to more than sixteen days exclusive of Sundays and gazetted holidays, in any one calendar year. If in special circumstances, the sanctioning authority grants, for urgent special reasons, more than sixteen days, the fact with the reason must be reported at once for the information of the authority immediately superior to the officer granting the leave. If casual leave is taken in extension of Sundays or gazetted holidays, such Sundays or holidays will ordinarily be counted as part of the leave for the purpose of reckoning the total amount of such leave, but in cases of hardship this rule may be relaxed by the authority granting the leave.(Appendix of Bihar Service Code.)Note. - Casual leave may ordinarily be granted up to a limit of sixteen days by the Superintendent of the Hazaribagh Reformatory School with respect to all officers subordinate to him, the nature of whose duties prevents them entirely or partially from availing themselves of Sundays and gazetted holidays.(Government Circular no. 10-A., dated the 8th April, 1916.)(8)Casual leave in continuation of a vacation is inadmissible.(Appendix of Bihar Service Code.)(9)Every officer who grants casual leave shall cause a register of such leave to be maintained in the following form :-Column - (1) Name and rank of the officer to whom casual leave has been granted.Column - (2) Date on which the leave begins and ends.Column - (3) Remarks.(Appendix 9 of Bihar Service Code.)(10)The period of absence of a subordinate directed by the head of his office to absent himself from duty in consequence of infectious disease in his home shall be reckoned as casual leave but shall not be counted against casual leave that may be due.(Appendix 9 of Bihar Service Code.)(11)Time spent in attending a Camp of Exercise is treated as time spent on duty, not as casual leave.(Government Circular no. 5-P., dated the 16th February, 1917.)(12)When an officer is granted permission to leave India, the Director should be informed in due course of the actual date of his departure from, and his return to, headquarters.(D. P. I.'s Circular no. 10, dated the 4th February, 1915.)(13)Principals of Government Professional Colleges and Headmasters are not ordinarily required to remain on duty during vacations, and the fact that a Principal or Headmaster has remained at headquarters during a vacation will not entitle him to any concession, under rule 184 (b) of the Bihar Service Code, unless the Director, or District Education Officer in the case of schools under his control, issues an order declaring him to have been specially detained on duty such orders will only be issued when it is so to the interest of the public service that the Principal or Headmaster should himself remain on duty. A

Government servant who has routine duties to discharge during a vacation, which duties do not require his presence at his headquarters but could be performed either by himself at some other place or by some other Government servant, will be considered to have availed himself of the vacation. A Government servant, who leaves his place of duty during a vacation is expected to arrange for and is responsible for, the performance of such routine duties without any cost to Government. He may be recalled to duty during the vacation at his own expense.(D. P. I.'s circular no. 10, dated the 4th February, 1915; and G. of I no 2485-Edn., dated the 22nd December, 1926.)(14)When a Principal or Headmaster leaves his headquarters during the vacation some other member of the teaching staff must be detained on duty. The Principal or Headmaster may not leave his headquarters till he receives the orders of the authority competent to permit him to leave his station as to the arrangements to be made for the charge of the college or school during his absence. He should submit proposals to this authority at least three weeks before the commencement of each vacation.(D. P. I.'s circular no. 10, dated the 4th February 1915.)Notes. - (1) Officers submitting proposals with respect to the charge of Government professional colleges and schools during vacations should bear in mind the need for economy. Officers in the Bihar Educational Service, Class I will not be detained on duty during vacations unless it is satisfactorily shown, at least three weeks before the vacation commences, that suitable arrangements cannot be made at a small cost.(2)If a Principal or Headmaster remains voluntarily at his headquarters during vacation, he is required to perform the vacation duties of his post and so long as he is there it is not permissible to detain another officer to perform those duties,(G. O. no. 6037-E., dated the 23rd December 1919.)(15)Officers attending meetings of University examiners, other than members of Boards of Examiners attending meetings of those Boards, cannot be regarded as on duty; if it is necessary for them to leave their stations they may be regarded as on casual leave, provided that the casual leave due covers the period of absence.(D. P. I.'s letter no. 5096-E., dated the 7th May, 1915 and orders, dated the 18th December 1926 in file 11-181-1926.)(j)Extension or re-employment.

868. Proposal for extension or re-employment beyond the age of 55.

- The sort of reasons which should be regarded as adequate for the grant of extension of service or re-employment of retiring officers after he has attained the age of 55 would be:-(i)that a service was so temporarily depleted that it was essential in the public interest to retain any experienced officers who were fit until the shortage was made good; or(ii)that an officer's attainments were of such an exceptional character that it was to the public interest to derive the advantage of them for so long as possible; or(iii)that particular piece of work had to be done for which an individual officer was far the best man.(G. O. no. 459-E., dated the 30th January, 1925.)Section IIFinance and Accounts(A)Budgets

869. The budgets of officers immediately subordinate to the Secretary to Government, Education Department or the Director.

- Every officer immediately subordinate to the Secretary or the Director is required to submit his budget to the Secretary or the Director not later than July the 31st of the year preceding that for which the budget is framed. These budgets should include provision for all charges which it will be necessary for Government to meet during the year for which the budget is framed. The District

Education Officers' budgets should include provision for the requirements of the district inspecting staff, and should be accompanied by the detailed estimates prepared by the Headmaster/Principals of Government High/Higher Secondary and Multipurpose Schools (including Sarvodaya High Schools), the Teachers' Training Schools and Government Senior and Junior Basic Schools. These should be submitted to the Regional Deputy Director of Education who, after due checking, will transmit the same to the Director.

870. Fixed and fluctuating charges.

- For the purpose of the budget all charges may be divided into two heads, viz., (i) those of which the amount can be determined exactly and (ii) those in connection with which it is necessary to form an approximate estimate of the sum required. The former includes such charges as salaries, fixed contingent grants and sanctioned recurring grants-in-aid and the latter includes such items as petty construction and repairs, non-recurring grants for buildings and other charges which fluctuate from year to year.

871. Nature of explanation necessary.

- In connection with charges of the first kind any variations between the new budget and that for the preceding year need be supported only by a reference to the order sanctioning the change or by a note to the effect that an officer has been promoted or become entitled to an increment or by such other brief explanations as may be required. For variation in items of fluctuating expenditure a more elaborate explanation is necessary, for in this case it will generally not be possible to refer to any orders requiring increased expenditure. If no good grounds are shown for an increase, no such increase will be passed by the Director.

872. Methods of calculating the sum required for fixed charges.

- For fixed charges, such as pay of establishment, the detailed estimate should show the full amount of the pay, including increments, which is likely to be drawn by men during the year. Provision for those who are on deputation or absent in other ways and unlikely to return to the strength within the period of the budget should be excluded. A lump deduction will be made by the Director where experience shows that a saving may be anticipated for other reasons.(Budget Manual Rule 55.)

873. Method of preparing the Departmental Budgets.

- On receipt of budget from subordinate officers the Director will cause them to be agglomerated, after each item has been checked, as far as possible in his office. He will add his estimate of the expenditure under the head Direction and enter the totals of the different fluctuating charges at the amounts which he considers necessary. No new scheme or establishment will be provided for in the budget.(Budget Manual Rules 66 and 67.)

874. How the departmental Budget is submitted.

- When the budget has been thus prepared, one copy will be submitted to Government in the Finance Department, and two to the Accountant-General not later than October the 1st. All variations from the budget of the preceding year should be explained as briefly as possible in each copy. (Rules of Budget Manual, and G. O. no. 4688-F., dated the 4th June, 1938.)

875. Details of new schemes.

- A list of all new schemes proposed for inclusion in the budget should be prepared. The list will supply the following informations :-(a)Reference to order of sanction, if any.(b)Brief but clear note as to nature of scheme.(c)Ultimate cost -(i)Recurring.(ii)Non-recurring.(iii)Total.(d)Cost during budget year [details as under (c) above],(e)Remarks.The items will be arranged in order of urgency.(Budget Manual Rule 74.)Note. - The subsequent procedure in regard to the budget is laid down in the Budget Manual, which contains also detailed instructions for the preparation of the Director's budget.(B)Expenditure.

876. Rules for the guidance of officers, receiving, handling or spending public funds.

- Detailed instructions for receiving, handling, spending and accounting of public moneys have been laid down in Rules 85, 86, 117 to 120, 144, 299 to 304, 305, 312 to 324, 474 and 475 of the Bihar Treasury Code, Volume I, which should be invariably observed by the Drawing and Disbursing Officers in order to eliminate cases of defalcations, misappropriations, embezzlements, etc. A copy of the instructions in the aforesaid rules should be handed over to each officer receiving, handling or spending public moneys, at the time-of taking over charge of any post in which such work is involved and it would be kept by him in his personal custody. The officer, receiving the memorandum should furnish a certificate in the following form :-"Certified that I, _____, on assuming charge of the office of _____ have received a copy of the printed instructions for the guidance of officers, receiving, handling or spending public funds. Signature _____ Designation _____ Note. - The certificate should be sent to the Controlling Officer who should retain it in a Guard File. (G. O. no. 2513-F., dated the 24th March, 1960.)

877. Arrangement for holding current charge of the duties of a post by another officer during the absence of the regular incumbent of the post.

- It has been decided that an order appointing an officer to hold the current charge of the duties of a post, should in the absence of any specific direction to the contrary, be deemed to clothe the officer with all the powers vested in the full-fledged incumbent of that post, even though he may not get full pay of the post. Such officer should not, however, modify or overrule the orders of the regular incumbent of the post except in an emergency, without obtaining the orders of the next higher authority. Where the appointment to hold current duties of a post involves the exercise of statutory

or such other powers conferred on the holders of the post, the appointment should also be notified in the Gazette.(G. O. no. 30485-E., dated the 21st December, 1960.)

878. Cash Book.

- A. General Cash Book register should be maintained in all offices in T. C. Form no. 6 of the Bihar Treasury Code, Volume II.(D. P. I.'s letter no. 8134, dated the 5th August, 1942.)

879. Countersignature of Bills.

- The rules relating to the countersignature of the bills of the Department will be found in Appendix of the Bihar Treasury Code, Volume II. Countersignature is not necessary in the case of bills for house-rent and municipal taxes, or for special contingent charges incurred under the specific sanction which is intimated to the Accountant-General for the purpose of audit.

880. Permanent Advances.

- In order to meet emergent expenditure certain officers of the Department are allowed to draw from the treasury permanent advances, for which they will be personally responsible, but from which they may allot at their discretion, advances to their subordinates. The amount which may be thus drawn are determined from time to time by the Secretary to Government in the Education Department in consultation with the Accountant-General.(Bihar Treasury Code, Volume I, Rule 297.)

881. Forwarding of salaries, etc., to officers in the mufassil.

- The salary and travelling allowance bills of Sub-Inspectors, and the bills of Government Middle Schools, Basic Schools and Teachers' Training Schools situated at a distance of more than six miles from the treasury are remitted by postal money order. The District Education Officer, the Sub-divisional Education Officer (or the District Inspectress in the case of Girls' Schools) presents the bills, together with the money order forms duly filled up, at the treasury, with the amount of the order and the commission thereon have been credited to the Post Office in the Treasury accounts. The Postmaster then remits the money. Notes. - (1) The District Education Officer, Sub-divisional Education Officer or District Inspectress pays the money order commission from his or her allotment for contract contingencies.(Bihar Treasury Code, Volume I, Rule 202.)(2)The orders contained in this article are not affected by the subsequent ruling of Government that the salaries, house-rents, travelling allowances, rewards and other allowances of all non-gazetted officers (including those who are permitted to draw their salaries on gazetted officers' salary bill forms), who are stationed at a distance of not less than 20 miles by rail or 7 miles by road from a treasury or sub-treasury, may be remitted to them by postal money order, the charge, being borne by Government and met from the contingent grants of the officers concerned. This general ruling will apply in the cases not quoted above.(G. O. no. 4306-F., dated 6th April 1918.)

882. Forwarding of grants to schools in the mufassil.

- Schools aided by Government, which are situated at a distance of more than six miles from a treasury, are allowed the option of receiving the payment of grant-in-aid bills by postal money order. The authority passing the bills should send it with a money order form, duly filled up, to the treasury which will pass it on to the Post Office. The money order commission is deducted from the bill and the balance only is remitted.[G. O. no. 745-E., dated the 28th May 1917; Bihar Treasury Code, Volume, I, Rule 243 (2).]

883. Forwarding of sums realised from fees, etc., in the mufassil.

- The sums realised on account of fees or other receipts in Government Middle Schools and situated at a distance of more than six miles from a treasury, may be remitted by postal money order, charges on account of money order commission being met from the contingent allotments of the schools concerned.(G. O. no. 204-D., dated the 2nd February, 1915.)

884. Purchase of books, paper, etc.

- Regional Deputy Director of Education, District Education Officers, District Inspectresses, Headmasters/Principals of High/Higher Secondary Schools and Principals of Government Professional Colleges are authorized, subject to the limits of budget provision, to sanction the purchase of books, but with the exception noted in Article 884, the Director alone can sanction the purchase of papers and periodicals.(Annexure A to Appendix 5 of the Bihar Financial Rules, Volume I.)Note. - Officers who are authorised to draw money against contract grants are also empowered to incur expenditure on such books, periodicals and newspapers as are necessary for the discharge of their official duties within the limits of their contract grants.

885. Purchase of papers for common rooms.

- Principals of Government Professional Colleges and Headmasters/Principals of Government High/Higher Secondary Schools are authorised to incur expenditure on the purchase of papers and periodicals out of the fixed allotments for the Common Rooms under their control provided that the total expenditure on this item does not exceed the allotment sanctioned for the Common Rooms. Every bill presented to a treasury on this account should contain a certificate by the Drawing Officer to the effect that the expenditure is within the sanctioned allotment.(G. O. no. 1794-E., dated the 1st May, 1925.)

886. Supply of Liveries.

- Liveries may be supplied every year at a cost not exceeding Rs. 12 each to the personal orderlies of the Principals of Government Professional Colleges; of Regional Deputy Director of Education; District Education Officer, Sub-divisional Education Officer, Inspectress of Schools, District Inspectress of Schools, and the District Superintendent of Education; of the Lady Principals of all

Government Girls' High and Higher Secondary Schools, of the Assistant Director of Education (Sanskrit) and (Islamic Education); of the Registrar of Examinations; of the Headmasters/Principals of Government High/Higher Secondary Schools. They may be supplied every year at a cost not exceeding Rs. 8 each to the peons of the Deputy Inspectors; of the Deputy Inspectress; of the Deputy Superintendent of Education; of the Assistant Superintendent of Sanskrit Studies; of the Principal of the Madrasa Islamia Shamsul Huda. The charge should be treated as an item of regular contingencies and should not be debited to the allotment for contract contingencies. The purchase of umbrellas and blankets for menials is inadmissible. Note. - Order for the supply of liveries should be placed with the Buxar Central Jail according to the instructions issued from time to time by the State Government. (G. O. no. 3528-E., dated the 23rd November 1921; A. G. circular no. T. M. 6-2-171, dated the 16th January 1922; G. O. no. 2072-F. Ft., dated the 18th September 1923; G. O. no. 875-E., dated the 27th December 1926; G. O. no. 302-F., dated the 7th January 1927; G. O. no. 3139-E., dated the 16th May 1927; G. O. no. 1891-F. Ft., dated the 7th September 1929; G. O. no. 16184-F., dated the 11th December 1929; and G. O. no. 83-F. Ft. dated the 30th April 1935 and G. O. no. 656-E., dated the 24th January, 1956.)

887. Athletic Clubs.

- The Principal or Headmaster of every Government Professional College or High/Higher Secondary School should estimate the amount likely to be raised during the current year from subscriptions among the students or from private sources for the maintenance of the athletic club attached to it, and should provide for a Government contribution of an equal amount in the budget estimates for or the succeeding year. At the beginning of the financial year, if the funds at the disposal of the Department are sufficient, each institution will receive a contribution in aid of the athletic club equal to the budget provision or the actual receipts from private sources in the preceding year, whichever is the smaller sum. (G. O. no. 2572, dated the 27th July, 1910.)

888. Money not be drawn till required.

- No money should be withdrawn from the treasury unless it is required for immediate payment, it is not permissible to draw advances from the treasury either for the prosecution of works, the completion of which is likely to take a considerable time, or to prevent the lapse of appropriations. [Budget Manual Rule 107 (3)]

889. Travelling allowance of Sub-Inspectors.

- The travelling allowance ordinarily admissible to a Sub-Inspector is a permanent travelling allowance of Rs. 31.25 a month. (G. O. no. 6288, dated the 15th April, 1948.) Notes. - (i) Sub-Inspectors of Schools in the upper division of the Subordinate Educational Service, who draw pay exceeding Rs. 150 a month, draw a permanent travelling allowance of Rs. 28.12 per month. (Government notification no. 2285-F., dated the 23rd February 1932.) (ii) Sub-Inspectors in the Santal Parganas draw 40 per cent more than the above rates. (G. O. no. 1123-E.R., dated the 2nd August, 1920 and D.P.I.'s letter no 5783, dated the 15th August, 1922.) (iii) Sub-Inspectors of Schools whose duties lie within municipal areas draw a conveyance allowance of Rs. 20 a month, if they

maintain a tumtum or of Rs. 7.50 a month if they keep a cycle.(G. O. no. 1130-E., dated the 27th February 1958.)

890. Arrear Bills.

- Charges on account of travelling allowance should be billed for during the month in which they are incurred or during the following month. Arrear travelling allowance bills should be sternly discouraged and before they are admitted the bill for the month concerned should be examined to see whether the claim has been noted as outstanding. If the claim is admitted, the number of the bill in which the arrear charge is being drawn should be noted thereon and it should be certified on the office copy of the arrear bill that the charge was (or was not) shown as outstanding in the bill for the month concerned and has not since been drawn.(Government letter no. 4558-E.R., dated the 20th October, 1924; letter no. 297-F.R., dated the 18th April, 1934 and letter no. 228-F.R., dated the 3rd June, 1941.)(c)Accounts in Government Professional Colleges and Schools.

891. Responsibility for money.

- The Principal or Headmaster, as the case may be, is responsible for all Government or other money which may pass through his hand.(B. G. memo. no. 4597-F., dated the 10th August, 1899; R and O. page 501; G O. no. 248-E. R., dated the 14th June, 1929.)

892. Checking of accounts.

- All accounts, etc., in High/Higher Secondary and Multi-purpose Schools (including Sarvodaya High Schools) and Training Schools should be checked by Inspecting Officers during their visits. Every Inspecting Officer should check, either personally or through the agency of his Bill Clerk acting under his instructions, the receipts of all Government instructions under his control once a year, and should satisfy himself that all sums which should have been paid into the treasury have been so paid.(R. & O. page 499, paragraph 1; D. P. I.'s circular no. 131, dated the 22nd July, 1908; and letter no. 4220, dated the 22nd April, 1927.)

893. Disbursing of Salaries.

- As a rule all sums drawn on establishment bills for the payment of salaries should be disbursed on the same day and the payee's receipt should be taken on an acquittance roll, if, however, the payee does not present himself on that day, the disbursing officer should be guided by rule 289 of the Bihar Treasury Code, Volume I.

894. Contingent charges.

- A separate register will be maintained for contingent charges as prescribed in rule 293 of the Bihar Treasury Code, Volume I. The expenditure noted therein will be met from the permanent advance, vide article 880 of this Code. This permanent advance should be recouped from time to time in the

manner laid down in rule 297 of the Bihar Treasury Code, Volume I.(R. & O. page 502, paragraph 5.)

895. Drawing of scholarships, where the bills are not countersigned.

- All Junior and Special Scholarships, the bills for which are not countersigned by 1 Regional Deputy Director of Education, District Education Officer and the Inspectress of Schools should be drawn on establishment bill forms, which should be supported by the following certificates :-(i)Certified that the student/students for whom claim is/are made has/have been borne and is/are expected to be borne on the rolls during the period to which the claim relates and that necessary recovery of over-drawl of amounts due to the absence of the student/students during the preceding quarter has been made in this bill where necessary.(ii)Certified that the scholarships drawn in previous months or quarters have been disbursed.The names of the scholars need not necessarily be shown in the bill which should show only the number of scholarship and the rates at which they are drawn, with details as to the description and the tenure of each scholarship drawn, and the date when it will cease, as shown below :-

3 on Rs. 20 each ... Rs. 60 {for two years from 1 st June 1959 to 31stMay 1960}.

2 on Rs. 15 each ... Rs. 30 (for one year from 1st July 1959 to 30th June1960).

(A. G.'s circular no. 99, dated the 18th September 1914.)Note. - The first of the two certificates prescribed above does not apply in cases where students are entitled to draw their scholarships from a fixed date even though they did not actually join the school or college on that date, e.g., junior scholarships are tenable from June 1st though the holders do not join their colleges till the session begins in July. In such cases a manuscript certificate should be annexed to the bills stating that the students for whom scholarships are drawn were admitted within the period prescribed.(D.P I.'s letter no. 13593-612, dated the 18th November, 1914.)

896. Drawing of scholarships, when the bills are countersigned.

- The bills for Middle, Upper Primary, Lower Primary and other scholarships and stipends which are countersigned by District Education Officer, Inspectress of Schools, District Inspectress of Schools and the Sub-divisional Education Officer should be drawn in nominal detail.(Bihar Treasury Code, Volume I, Rules 202 and 243; A. G. 's circular no. 99 dated the 18th September 1941.)

897. Disbursement of Scholarships.

- Amounts drawn for the payment of scholarships should be disbursed in the same way as salaries.(Bihar Treasury Code, Volume I, Rule 289.)

898. Payment of scholarships to schools in the mufassil.

- Schools which are more than six miles distant from a treasury are allowed the option of receiving the payment of scholarship bills by postal money order. The money order commission is paid from the contingent grant of the District Education Officer, the Sub-divisional Education Officer, the

Inspectress of Schools and the District Inspectress of Schools concerned.(G. O. no. 14-E. R, dated the 12th November, 1917.)

899. Private scholarships.

- The sums received at Government High/Higher Secondary Schools as the proceeds of invested funds or as subscriptions are used for scholarships. Where there is an invested fund the Headmaster or the Principal and the District Magistrate are the joint administrators. The dividends, on the trust fund or, the subscriptions, as the case may be, are paid to the Headmaster or Principal and by him into the Post Office Savings Bank, from which he withdraws such sums as are from time to time required for the payment of scholarships.(G. O. no 2439-E., dated the 13th August, 1923.)

900. Fees and fines to be credited to Government.

- All fees, fines, etc., should be credited daily to Government, the challans with which such amounts are remitted to the treasury describing fully the nature of the receipts. The challan must give both in words and in figures the amount to be deposited. Both original and duplicate must be signed by the Principal or Headmaster himself and the duplicate should be shown to him after it has been received back from the treasury. In the case of institutions which are situated at considerable distances from a treasury, collections should be made only on dates to be specified beforehand, and all money collected on such dates should be remitted on the same day to the treasury.(R. & O. page 502, para. 8; and A.G.'s letter no. T. M. 426-4337, dated the 1st April, 1926.)

901. Exceptions in the case of certain fines.

- The following are exceptions to the rule contained in article 899 :-(i)In Government Professional Colleges where drill and games are compulsory, fines for absence from them should be credited to the Athletic Club Fund.(ii)In Government Professional Colleges fines for damage to hostel furniture and offences within the hostel precincts should be credited to the Hostel Fund, which is maintained by contributions from the boarders. All other fines should be deposited in the treasury.(G. O. no. 50-E. R., dated the 2nd May, 1928.)

902. Fee-receipts to be made out in duplicate.

- At a Government High/Higher Secondary/Multipurpose Schools including (Sarvodaya High School the fee receipts must be made out by the office and pen-carbon copies must be kept.(G. O. no. 248-E. R., dated the 14th June, 1929.)

903. Verification of deposits.

- The head of every educational institutions which deposits money into the treasury should send to the treasury officer at the end of each month a statement showing the sums deposited into the treasury during that month. The treasury officer will check and return the statement.(A. G.'s letter

no. T. M. 426-4337, dated the 1st April, 1926.)

904. Realisation of fees for extra-curricular activities in Government Educational Institutions and accounting thereof.

- All fees realised from students in Government Educational Institutions for extra-curricular activities, e.g., riding, boating, clothing, etc., should come into the public accounts of Government. The accounting procedure, as applicable to personal ledger accounts, may be followed in respect of such deposits of the educational institutions and the head of the institutions may be allowed to withdraw from treasury by means of cheque. The treasury will, however, maintain a separate deposit account for each institution comprising deposits of all kinds of fees realised in that institution and submit plus and minus memo, of such deposits to the Central Audit. The audit office will agree the balance with the Administrator of the Deposit Account. The Deposit Account will be of the nature of a banking account as obtaining for Deposits of Local Funds. Detailed accounts will be maintained by the head of the institution which will be subject to local audit by the Accountant-General. A new minor head "Deposits of Educational Institutions" should be opened under "Receipts" and "Outgoing" subordinate to the major head "Civil Deposits" in section "S-Deposit and Advances-Part II-Deposits not bearing interest-Other Deposit Accounts-Departmental and Judicial Deposits" in the accounts of the State Government for carrying out the transactions mentioned above.(G. O. no. 769, dated the 26th March, 1958.)

905. Personal ledger accounts in the name of the head of the institutions.

- The heads of the institution where fees are realised for extra-curricular activities are required to furnish the following information through the Director of Public Instruction to the Accountant-General, Bihar, who will issue necessary instructions to the Treasury/Sub-Treasury Officers concerned for opening of Personal Ledger Accounts in their names.(i)Name of the Educational Institution.(ii)Designation of the Head of the Institution who will operate upon the Deposit Account.(iii)Name of the treasury/sub-treasury where Personal Ledger Account should be opened.(iv)Remarks.(G. O. no. 1771, dated the 9th July, 1959, Finance Department.)

906. Library, laboratory and workshop deposits, etc.

- All deposits received from students, such as library, laboratory and workshop deposits, should be held in a deposit account at the treasury, personal ledger accounts being opened for the purpose by the heads of institutions as indicated in the preceding article. If any part of such money is forfeited to Government, it should immediately be withdrawn from such deposit account and credited to Government. In such a case no cash transaction needs take place, but the bill or cheque on which the amount is withdrawn from the deposit account should be paid by transfer to the credit of Government at the treasury. A note of these forfeitures should be kept in the fine register in red ink with the remarks that the amount has been paid by transfer to the credit of Government, but such amounts should not be included in the total to be entered in the cash book.(Ft. & O. page 502, para. 9.)

907. Hostel caution money.

- The caution money realized at Government hostels should be deposited in personal ledger account of the head of the institution in the manner laid down in the preceding article.(D. P. I.'s letter no. 5236, dated the 23rd May, 1935.)

908. Hostel receipts.

- Subject to the preceding article, in all cases where hostels are managed as Government institutions, the receipts should be credited to Government and the charges should be drawn from treasury like other educational charges.(R. & O. page 503, para. 10.)

909. Subscriptions to students' club.

- Subscriptions to an athletic or other students' club should be deposited in the personal ledger account.(R. & O. page 503, para 11; and G. O. no. 164-E. R., dated the 3rd June, 1929.)

910. Registers.

- The following registers are necessary for the proper keeping of accounts :-General Cash Book.This book should have as many columns As there are heads of collections, for which separate subsidiary registers are maintained. The daily totals from the subsidiary registers should be entered in the cash book. The totals of several columns should be remitted to the treasury for credit to Government, or to the deposit account, as the case may be. There should be no balance in the hands of the Principal or Headmaster, except the permanent advance and any undisbursed pay or scholarship money. Such amounts must in no case be included in the cash book and remitted to the treasury.(R. & O. page 503, para. 12.)Receipt Registers Subsidiary To The Cash Book.(1)At Government Professional Colleges.A demand and collection register.An advance fee register.A daily collection book.A cash book showing transactions with the treasury in Form no. 193 of Schedule XIX.(G. O. no. 209-E.R., dated the 7th June, 1929; G. O. no. 1888-F. R., dated the 7th September, 1929; G. O. no. 4721-E., dated the 1st October, 1910 and G. O. no. 979-F. R., dated the 3rd July, 1933.)(2)At Schools.A daily collection book (this is part of the attendance register).An abstract collection register.A register of hostel fee collections.A register of students' deposits, if any such deposits are made, different classes of deposits to be shown in different columns.(G. O. no. 164-E. R., dated the 3rd June, 1929; and no. 3848 F. R, dated the 24th October, 1929.)(3)Disbursement Registers subsidiary to the Cash Book.Acquittance rolls for the disbursement of (a) salaries and (b) scholarships.A contingent register.A bill book of establishment containing office copies of the monthly establishment bills and of any supplementary bills.A scholarship bill book.At Government Professional Colleges a stock and store register in Form no. 115, Schedule LIII should be kept also.(G. O. no. 979-F. R., dated the 3rd July, 1933.)

911. Records to be maintained in Government Educational Offices.

- The following registers must be maintained in educational offices besides the other relevant records prescribed from time to time :-

- | | | |
|---------|--|---|
| (i) | Attendance register of ministerial officers and peons. | |
| (ii) | Cash book | [Balance to be verified at the end of each month and certificate to that effect recorded over the signature of the head of the office, vide rule 86(iv) of Bihar Treasury Code, Voll.)] |
| (iii) | Contingent register | (To be maintained in Form no. 45, vide rule 309 of Bihar Treasury Code.) |
| (iv) | Bill Book | (To be maintained in Form 223 of Schedule LIII.) |
| (v) | Register of sub-vouchers | (To be maintained in T. C. Form no. 35-A, vide rule 316 of Treasury Code, Vol. I.) |
| (vi) | Register in the prescribed form showing contingent bills for which sub-vouchers have not been furnished to A.G., Bihar Government no. 1097-E., dated the 2nd February, 1952. | (To be maintained in Form no. 209 of Schedule LIII.) |
| (vii) | Stock register | (Separate stock register of furniture for District Superintendent of Education only.)
Physical verification to be done, vide rule 147 of Financial Rule, Vol I. |
| (viii) | Log book. | |
| (ix) | Allotment register (General). | |
| (x) | Allotment register (Plan). | |
| (xi) | Bill Issue register. | |
| (xii) | Acquittance Roll register. | |
| (xiii) | Travelling Allowance Bill register. | |
| (xiv) | Order book. | |
| (xv) | Register of Service books. | |
| (xvi) | Register of forms. | |
| (xvii) | Catalogue of Library books and also Issue Book. | |
| (xviii) | Register showing pending cases of pension. | |
| (xix) | Register showing pending cases of audit reports. | |

- (xx) Register showing the disposal of Council and Assembly questions.
 - (xxi) Register showing the disposal of proceeding cases against Government servants.
 - (xxii) Register showing important pending papers (received from higher offices).
 - (xxiii) Register showing important pending papers (received from sub-ordinate offices).
 - (xxiv) Register of security bonds for Government servants.
 - (xxv) Register showing the repair of cycles.
 - (xxvi) Register showing the history card of typewriters.
 - (xxvii) Guard file of important circulars.
 - (xxviii) Casual Leave register.
 - (xxix) Index register.
 - (xxx) Register of letters received.
 - (xxxi) Register of letters issued.
 - (xxxii) Register showing the appointments given to candidates belonging to Scheduled Castes and Backward tribes in different categories of service.
 - (xxxiii) List of Sub-Inspectors of Schools (Subdivision-wise and Anchal-wise showing old and new posts).
 - (xxxiv) List of registers maintained in the office.
 - (xxxv) Chart showing the periodical returns and reports due to higher offices.
- (D. P. I.'s letter no 5770, dated the 1st December, 1959.) Securities Bonds and Securities.

912. Securities.

- Every officer through whose hands public money passes is required to furnish security, which should be as a rule be 10 per cent in excess of the maximum amount likely to be in his custody at one time. He must also furnish two sureties. The security of officers of 20 years' pensionable service or upwards may, however, be diminished by a sum calculated on their monthly pay, multiplied by 25, with the proviso that the security will in no case be diminished by more than one-half. (Board's Rules 208 and 211.)

913. Head clerks and librarians and accountants.

- Head clerks, librarians and account are ordinarily required only to execute a security bond for good and honest conduct for a sum of Rs. 250, actual money deposit being required, The forms of bond to be used under this rule are given in Appendices O, P, and Q. of the Board's Miscellaneous Rules. Note. - Head Clerk-cum-Accountant appointed in the office of the District Superintendent of Education is required to execute a security bond for a sum of Rs. 500 only. (G. O. no. 1436, dated the 22nd March, 1955.)

914. Statement of securities.

- A statement of all securities taken should be maintained in the office of each controlling officer and should be kept up-to-date. (D. P. I.'s circular no. 131, dated the 22nd July, 1908.)

915. Exemption from stamp duty etc.

- Security bonds executed by non-gazetted officers are exempted from the payment of stamp duty and registration fees. (Board's rule 230.) Section III Correspondence, Gazette Notifications, Indents and Reports and Returns (A) Correspondence

916. Letters to departmental superiors.

- All official communications from a subordinate officer of the department to his controlling officer or to the Director must be addressed through his immediate superior.

917. When endorsements are permissible.

- No letter to a departmental superior should take the form of an endorsement, except when a particular paper has been called for and is being forwarded. (D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.) Note. - As a corollary to this rule all reports should be self-contained, i.e., a report should not consist merely of an enclosure and comments thereon but should give in itself a complete account of the matter on which a report has been called for.

918. Cases requiring action.

- Every case requiring action, which is reported to a superior officer, should be accompanied by a definite recommendation from the forwarding officer. Proposals arising out of discussions at conferences and meetings should be carefully scrutinised with regard to the rules of the department before submission, to the Director for orders, in all such cases, the forwarding officer should record his own opinion and should submit a statement of the grounds on which the proposal is made. (D. P. I.'s memo no. 3292-3104, dated the 17th March, 1913; and circular no. 47, dated the 20th March, 1919.)

919. Reminders.

- Any reminder sent by a subordinate officer should be in the form of an enquiry whether any orders have been passed on the previous letter. Except in case of urgency, such reminders should not be sent until ample time has been given for a reply.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

920. Demi-official correspondence.

- No reference to demi-official correspondence should be made in official letters. All demi-official correspondence should be treated as urgent.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

921. Requests for sanction to proposals.

- When sanction is sought to any proposal or expenditure, the rule or special order requiring such should be quoted.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

922. Proposals contrary to existing rules.

- When a proposal which is contrary to the existing rules or orders is made, this fact should be specially mentioned in the letter, together with the reasons for deviating from existing rules.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

923. Bills and returns.

- It is unnecessary to send any covering letter with bills and returns.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

924. Reference to previous correspondence.

- Reference to previous correspondence should always be given when an old proposal is renewed.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

925. File and issue numbers.

- The file number of a letter issued should always be given below the issue number, and in reply to any letter so numbered the file number should be quoted as well as the issue number.(D. P. I.'s memo. no. 3092-3104, dated the 17th March, 1913.)

926. Reference to different subjects in one letter.

- Reference to different subjects should not be included in one communication.

927. Communication from students and pupils.

- Any communication received from any student or pupil of an educational institution in the State which has not been sent through the head of that institution should at once be returned through the Principal or Headmaster, who will treat the case as a breach of discipline. Communications received from parents or guardians must invariably receive consideration. (D. P. I.'s memo. no. 3092-3104. dated the 17th March, 1913.) (B) Gazette Notifications

928. Gazette notices.

- The following is a list of the educational officers authorised to publish notices in the Bihar Gazette without reference to higher authority :-

Designation of officers.	Kinds of notice.
1. The Director	All kinds.
2. Regional Deputy Director of Education.	
3. District Education Officer	(i) Lists of the recognised Middleschools in his jurisdiction. (ii) Notices regarding the award of upper primary and middlescholarships.
4. Principals of Government Professional Colleges.	Notices regarding (i) Opening of sessions and (ii) Vacancies for students.
5. Secretary, Board of Sanskrit Education	Notices with reference to recognised examination held under the control of the Board.
6. Secretary to the Madrasa Examination Board.	Notices with reference to recognised examinations held under the control of the Board.
7. Secretary to the Bihar Basic Education Board.	Notices with reference to recognised examinations held under the control of the Board.
8. All Appointing Officers.	Notices regarding vacancies which under the orders of Government have to be advertised in the Gazette.

Notes. - (i) Officers other than those mentioned in the list should send notices to the Government Press for publication through the Director. (ii) Educational officers supplied with the Gazette should reserve Parts I, IB, II and X and the Supplements permanently. The remaining Parts may be destroyed. (D. P. I.'s order, dated the 22nd January 1934, in file 5M-18-1934.)

929. Submission of indents.

- Indents for all standard educational forms required for the ensuing calendar year must be forwarded to the Deputy Superintendent of Government Printing at Gaya, on the prescribed dates [vide Appendix II (A) of the "Rules for the supply and custody of printed forms"] by officers empowered to indent. An explanation should invariably be given for any delay in submitting indents. Indents shall be prepared in duplicate, one copy being retained in indenting office and the other being submitted to the Deputy Superintendent for compliance. (G. O. no, 1341-F., dated the 28th January, 1915.)

930. Kinds of indents.

- Indents are of three kinds-(i)Annual indents.(ii)Supplementary indents.(iii)Emergent indents.Only one annual indent shall be submitted in respect of each schedule by each indenting officer, and the articles indented for, shall be sufficient to meet the full requirement of one year. Supplementary and emergent indents are indents for forms, not indented for at the time of submitting the annual indent. Emergent indents differ from the supplementary indents in being of a more urgent character. Such indents may be due to under estimate in the annual indents, to the accidental loss of forms, or the revision of existing, or the introduction of new forms, or to an unforeseen demand. Their submission causes considerable inconvenience to the Forms Department and Press and every care should be taken, by the exercise of forethought at the time of submission of the annual indent, to prevent the necessity for their arising. When supplementary and emergent indents, however, are unavoidable, the supply of forms indented for should be sufficient, taken with the stock in hand, to last up to the end of period fixed for the annual indent. A full and clear explanation of the necessity for a supplementary or emergent indent should invariably be given, either in the space provided for the purpose in the form of indent or, if necessary on a separate sheet accompanying the indent. In forwarding such indents to the Press the countersigning officer should not do so as a matter of routine but should satisfy himself that the need for the indent is not questionable or occasioned by the carelessness of indenting officer or his subordinate and he should not hesitate to pass the indent or to take disciplinary action against the person or persons at fault. (Rules for the Supply and Custody of Printed Forms.)

931. Custody and stock-taking of forms.

- Space would be specially set apart for the storage of forms and on receipt they should be arranged under lock and key. Indenting officers should, by standing orders, prescribe under which forms shall be issued for consumption in their offices. No forms shall be issued without immediate entry in the Register, that no form shall be issued except under proper authority and that no supply of forms of any kind in excess of the anticipated requirements of one month or much shorter period as may be fixed shall be issued at one time. An account shall be kept of all forms received and issued. As all forms come into or leave the store, their receipt and issue shall be promptly recorded in the Register. (Rules for the Supply and Custody of Printed Forms.)

932. Officers empowered to indent.

- All officers immediately subordinate to the Director, the Regional Deputy Director of Education; the Headmasters and Principals of Government High/Higher Secondary and Multipurpose Schools; the District Education Officer; District Superintendent of Education; the Sub-divisional Educational Officer; Inspectress of Schools; the District Inspectress of Schools and Principals of Government Professional Colleges, etc., are empowered to submit indents for forms direct to the Deputy Superintendent of Government Printing, Gaya. Other officers should submit their indents through the officers to whom they are immediately subordinate. (Rules for the Supply and Custody of Forms. Appendix II (A); D. P. I.'s circular no. 47, dated the 20th November 1914; G. O. no. 6923-F., dated the 20th May 1927; G. O. no. 301, dated the 17th March, 1959 and G. O. no. 4355, dated the 24th November, 1958.)

933. Non-standard forms.

- All applications for the printing of non-standard form must be submitted to the Director in the prescribed form and in accordance with the prescribed rules. If the Director decides to support the applications, he will refer them to the Government in the Finance Department. (G. O. no. 8873-F., dated the 22nd June 1917; no. 15708-F., dated the 17th November 1917; no. 4672-F., dated the 8th June, 1923 and item no. 31 of Appendix 5 of the Bihar Financial Rule, Volume II.) Note. - Other detailed instructions regarding the submission of indents will be found in the "Rules for the Supply and Custody of Printed Forms". (C) Indents for Stationery

934. Purchase of articles of stationery.

- All stationery stores required for use in Government offices and institutions should be obtained by indent from the Superintendent, Government Printing. Local purchases are strictly forbidden. The Director; Deputy Directress; Regional Deputy Director of Education; Inspectress of Schools, Bihar and Principals of Government Colleges are authorities to sanction petty purchase of articles of stationery to which they are entitled up to a limit of ten per cent of their allotment or Rs. 50 during a year whichever is less, provided that the want of such articles could not have been foreseen and included in their annual indents or that they are so urgently required that public interest will suffer by the delay involved in indenting for and waiting for a supply from the stationery office. (The Bihar, Stationery Manual.)

935. Form of annual indent.

- Annual indent for stationery shall be prepared in stationery form no. 3 given in the Bihar Stationery Manual. Indents for stationery need not be sent in duplicate but an office copy shall be kept by the indenting officer. Indents must be filled in clearly and be complete in all details. Indents in which there are material defects are returned by the Superintendent. Such material defects include the following :-(i) Indents received from unauthorised officers. (ii) Indents not countersigned whose countersignature is necessary. (iii) Indents in which all the columns have not been properly

filled in.(The Bihar Stationery Manual.)

936. Supplementary indents.

- Supplementary indents should, as a rule, be avoided. In rare instances, where such indents are found absolutely necessary on account of unforeseen demands arising subsequent to the submission of the annual indents, the submission of one supplementary indent is allowed. The officer making such an indent shall furnish full explanation of the necessity for it and of his failure to make proper provision in his annual indent. Supplementary indents should be made in stationery form no. 4 given in the Bihar Stationery Manual which is a standard form.(The Bihar Stationery Manual.)

937. Custody and issue of stationery articles.

- Stores received from the Stationery Office shall be properly arranged and placed in the custody of a responsible officer. Supplies from stock should be made only on indents signed by the heads of the sections who should see that there is no misuse of Government stationery.(The Bihar Stationery Manual.)

938. Stock book of stationery.

- Two stock books shall be maintained in every office, one for articles issued very frequently and the other for articles which are only periodically or occasionally issued. This book should be kept in form no. 7 given in Appendix VII in the Bihar Stationery Manual and new books shall be opened only when the old ones have been completely used up.(The Bihar Stationery Manual.)

939. Verification of stock in offices.

- Every supply of stationery shall immediately on receipt, be entered into the proper stock and issues therefrom regularly posted, i.e., each time a requisition is complied with or a fresh supply is received and entry of the issue of receipt shall immediately be made in the stock-book concerned. The balance in hand should be struck off at the end of each month and the stock-book shall be examined and initialled by the head of the office or other gazetted subordinates at the beginning of every following month.(The Bihar Stationery Manual.)

940. Book credit for stationery.

- Book credit is placed by Government at the disposal of the Director each year. This lump credit is distributed by him among subordinate indenting officers, who will be supplied with stationery up to the limit of their book-credit.(B. C. circular no 8-T. Mis., dated the 26th May, 1911; The Bihar Stationery Manual.)

941. Dates for the submission of indents.

- All indents for stationery must be submitted by indenting officer to the Director before the 1st July in each year. After having been checked these are forwarded to the Superintendent of Government Printing before the 31st August; the Stationery Office will supply the articles of stationery by the 31st October, and these shall be brought into use from the 15th November to the 31st October.(The Bihar Stationery Manual.)

942. Method of submitting indent.

- Each indenting officer must show the value of the stationery ordered according to the annual priced catalogue issued by the Superintendent of Government Printing.(D. P. I.'s circular no. 2, dated the 28th January, 1927 and the Bihar Stationery Manual.)

943. Cost of all indents to be shown.

- Each indent must show the value of the stationery ordered according to the annual priced catalogue issued by the Superintendent of Government Printing.(D. P. I.'s circular no. 2, dated the 28th January 1927; and the Bihar Stationery Manual.)

944. Typewriters and duplicators.

- Sanction to the purchase of typewriters and duplicators should be applied for separately, and such items should be excluded from the annual indent.(D. P. I.'s circular no. 2, dated the 28th January, 1927 and the Bihar Stationery Manual.)

945. Rubber-stamps.

- Rubber-stamps and ink for use with them should be obtained on indent from the Superintendent of Government Printing in the same way as other articles of stationery.(D. P. I.'s circular no. 2, dated the 28th January, 1927 and the Bihar Stationery Manual.)

946. Indenting officers.

- The following officers are empowered to indent for stationery :- the Director; Deputy Director of Education; Assistant Directors (Sanskrit Education) and (Islamic Education); Registrar of Examinations; Superintendents of Reformatory Schools, Hazaribagh and of Libraries; Secretaries of the Madrasa Examination Board and of Government Urdu Library and Rashtra Bhasha Parishad; Regional Deputy Director of Education; District Education Officers; Sub-divisional Education Officers; Deputy Inspectors; Inspectress of Schools, Bihar; District Inspectress of Schools; District Superintendent of Education; Principals of Government Professional Colleges; Madrasa Islamia Shamsul Huda; Teachers' Training Schools and of Patna School of Arts; Lady Principals of Government Girls' High/ Higher Secondary Schools; Curator, Patna Museum and the Directors of

the Institute of Post-Graduate Studies in Arabic and Persian Learning; and Nava Nalanda Mahavihar, Nalanda; Mithila Institute of Post-Graduate Studies and Research in Sanskrit Learning, Darbhanga and K. P. Jayaswal Research Institute, Patna; Text-Book Research Institute, Patna and Rural Institute, Birauli.(D. P. I.'s circular no. 2, dated the 28th January 1927; the Bihar Stationery Manual; G. O. no. 9339-F., dated the 1st December 1924; G. O. no. 2257-F. R., dated the 18th August 1924; G. O. no. 988-F. R., dated the 23rd July, 1923 and G. O. no. 2769-F., dated the 12th February, 1929.)

947. Alterations may be made in indents by the Director.

- The Director of Public Instruction may make any alterations and reductions in the indents of the officers subordinate to him which appear to him to be not justified. Note. - Other detailed rules regarding the submission of indents for stationery will be found in the Bihar Stationery Manual.(D)Reports and returns

948. The Annual Report on Public Instruction.

- The Director of Public Instruction's annual report on public instruction contains (a) the annual statistics of educational institutions in the State in the form of the educational statistical tables prescribed on an All-India basis by the Government of India in the Ministry of Education and supplemented by a number of appendices giving additional statistical information which the Director considers useful and likely to prove of interest, and (b) the Director's report, the structure and topics of which are from time to time fixed on an All-India basis by the Government of India in the Ministry of Education. The report should be comprehensive and should contain a critical review of developments and other suitable topics in addition to those covered by the scheme of the report outlined by the Government of India, may also be dealt with by the Director at his discretion at suitable places within the framework of the scheme prescribed by the Government of India.(G. I. letter no. FI-2/53 S-8, dated 16th March, 1955.)

949. Date of submission to Government.

- The annual statistics of educational institutions and the annual report on public instruction are collected and compiled by financial year. The Government of India allow the Director seven months from the close of the financial year to collect and compile the annual statistics of educational institutions which the Director is required to furnish direct to the General Ministry of Education by the 31st October, every year. The annual report is drafted immediately after the submission of the annual statistics of educational institutions by the Director to the Government of India. A copy of the report after its approval by the State Government is furnished by the Director direct to the Government of India in the Ministry of Education. The entire report (containing the statistical tables, the appendices and the Director's report), is printed and published by the Direction under the authority of Government.(i)Government of India's letter no. F1-4/50-E. (State) the 6th April, 1950.(ii)Government of India's letter no. F5-18/49-E. (State), dated the 6th June, 1952.(iii)(Rule 6.26 of Secretariat Instructions, 1952 edition.)

950. Length of reports.

- No limit is placed on the length of the report which should be comprehensive, each item being dealt with in detail giving specific reasons in every case of increase or decrease over previous years' figures. The progress achieved and the developments and tendencies noticed in different spheres of education should be critically reviewed. The reports of the Regional Deputy Directors of Education, District Education Officers, and Sub-divisional Education Officers should be divided into chapters similar to those into which the Director's report is divided. The reports of the District Inspectress need not be divided into chapters but should follow the lines of the section relating to the education of girls and women in the Director's report. (G. O. no. F-1-2/53-S. 8, dated the 16th March, 1955.)

951. General rules to be followed in preparing reports.

- The following general rules have been laid down for guidance in preparing annual returns and reports:-(1)The expenditure incurred by the Public Works Department on educational buildings is ascertained from the Accountant-General by the Director and should not be included in the returns submitted by subordinate officers. (D. P. I.'s circular no. 54, dated the 18th December, 1914.) (2)The cost of educating a pupil should be obtained by dividing the total direct expenditure on any institution or class of institutions by the average number of pupils on the rolls during the year, and not by the number of scholars, on the 31st March. (D. P. I.'s circular no. 54, dated the 18th December, 1914.) (3)Of the total expenditure on a Teacher's Training School of which the Practising School is managed by Government, three-fourths should be taken against the Training School and one-fourth against the Practising School. (4)The statistics which are to be given in the Educational Statistical Tables (E.S. Tables) should include all recognised institutions (except as otherwise provided in certain tables for unrecognised institutions) located in the State, irrespective of the fact that the institution may be affiliated to and/or controlled by a body located outside the State. Institutions, if any, located outside the State and administered by, affiliated to, or connected with a Board, University or any other agency working within the State should, however, be excluded. (Government of India's letter no. F-I-8/55-S. 8, dated the 4th January, 1955 Instructions for filling in statistical tables in Form A.) (5)Statistics of all centrally-administered educational or research institutions located in the State are required to be included in the E. S. tables. District Education Officers are, however, concerned with the statistics of schools only. Colleges and research institutions are dealt with in the office of the Director of Public Instruction. (G. I. letter no. F-I-8/55-S.8, dated the 4th January 1955-Instructions for filling in the statistical in the E. S. Tables.) (6)An institution will be classified according to the instructions actually provided for during the year and not according to the affiliations received. For example an "Intermediate" College which has received affiliation for "Degree" classes or primary school which has obtained departmental sanction to open middle school but has not actually started such classes will be returned as an "Intermediate College" or "Primary School" as the case may be. (G.I. letter no. FI-8/55-S.8, dated the 4th January 1955-Instructions for filling in statistical tables in Form A.) (7)No school should be shown in E.S. Table III, as a High or Higher Secondary School or Middle School, etc., unless it has actually been recognised as such by the prescribed authority. School which teaches less than the full primary course, e.g., schools with class I only should be shown as primary schools, Mixed schools should be shown as boys' schools or girls' schools according to the number of boys or girls in

question. Recognised Primary Urdu Schools and Recognised Primary Sanskrit Schools should be shown as primary schools but details as to the number of such schools, their pupils and the expenditure incurred on them should be given in the report.(8)Classes attached to certain institutions may not be shown in the E.S. Tables as a separate institution, e.g., if there are school classes attached to an intermediate College, it should be shown as one institution against "Intermediate College" and if there are primary and/or middle classes attached to a high school, it should be shown as only one institution against High/Higher Secondary Schools. Model Practising Schools attached to Training Colleges or Teachers' Training Schools will, however, be shown as separate institutions.(9)Enrolment in E.S. Table IV and Table A of college and school return form A should be given, by type of institution and not by type of education. Thus for example, if there are law classes attached to an Arts and Science College, the figures for law classes may be included in the enrolment figure of the college and in a foot-note, Stating that the figure included so many students studying law.(10)In the case of institutions where there are more than one session or course held in a year, the figure for enrolment, expenditure on teachers and examination results should include the figure by all the sessions and courses held in the year under report.(11)Expenditure in E.S. Table V and in college and school return form A-(i)Expenditure in all types of institutions including Universities, Board of Higher Secondary/Intermediate Examinations should be classified under "Direct" and "Indirect" expenditure with reference to the list of "Direct" and "Indirect" charges as printed in the body of the school and college return forms, E.S. Table V or in the circular instructions annually issued by the Director for the preparation of the annual reports and returns and shown according to sources under appropriate columns against appropriate side-head against "Direct" and "Indirect" charges.(ii)In calculating the expenditure from Government funds or any other public sources, e.g., District Board, Municipal Board, etc., In institutions under public management, all payments or contributions from fees or other sources credited to Government or the local body concerned should be deducted. Such payments should be shown as expenditure under the sub-heads 'fees' 'endowments' etc., or 'other sources' as the case may be against the appropriate side-heads under "Direct" or "Indirect" charges.(iii)If the income of any institution maintained by Government or by a District Board or Municipal Board or a Public Body exceeds the expenditure, the figures for the Government, District Board, Municipal Board expenditure should be reduced accordingly so that the income and expenditure may be equalised. If in such institutions the income from fees or other private sources alone exceeds the expenditure, the excess income and sources from which it is derived should be noted in the column for remarks.(iv)If the income of any "aided" institution exceeds the expenditure, the excess should be deducted in the first instance from the head "other sources". If the income from those sources is shown as nil, and there is still an excess, the figures for fees should be reduced so as to make the income and expenditure balanced. The actual receipts from Government, District Board, or Municipal Board's funds should be shown in full.(v)A few examples showing how entries should be made are given below:(a)Government-managed institutions.If for example the total direct expenditure on a Government-managed institution was Rs. 80,000 and the fee and other income credited to Government account in Government treasuries amounted to Rs. 50,000 (as detailed below) the entries would be:-

Income credited to Government account:- Entries

Rs.

Rs.

Tuition fee	...	30,000	From Government funds	...	30,000
Endowments, etc.	...	10,000	From fees	...	30,000
Other sources	...	10,000	From Endowments, etc.	...	10,000
			From other sources	...	10,000
Total	...	50,000	Total and expenditure	...	80,000

(b) Aided Institutions. If, for example, the following were the data in respect of a "Surplus" aided institutions-

			Rs.	Rs.
Total receipts.	Total Direct Expenditure	20,000
Recurring grant from Government	...	10,000		
Recurring grant from Municipal Board	...	5,000		
Income from fees, fines, etc.	...	2,500	20,500	
Income from endowments, etc.	...	1,000		
Income from other sources	...	2,000		
	Total	...	20,500	
	The entries would be-		Rs.	
	From Government funds	...	10,000	
	From Municipal Board	...	5,000	
	From fees and fines	...	2,500	
	From endowments, etc.	...	1,000	
	From other sources	...	1,500	
	Total	...	20,000	

If on the other hand the total direct expenditure was Rs. 21,000 and it was a "deficit" institution, the deficit should be shown as expenditure either from "Endowments, etc.", if it was met from subscriptions or donations, etc., or from "Other sources" if it was met from the reserve fund of the institution or from any other sources. Thus the entries may be shown as:-

	Rs.
From Government Fund	... 10,000
From Municipal Board	... 5,000
From fees	... 2,500
From Endowments, etc.	... 1,500
From other sources	... 2,000
Total	... 21,000

(vi) In the case of institution following the basic system of education the expenditure met from the sale-proceeds of productive activities should be shown as expenditure from "other sources" and the actual amount so included, indicated in a foot-note to Table V or in Table 'B' of college or school returns form A. (G. I. letter no. F-1-13/51-Br, dated the 25th November, 1953.) (vii) Fractions of a rupee should be omitted if it is less than 50 Paise, if 50 Paise or more they should be counted as a rupee. (viii) The expenditure on "inspection" should include all charge for the subordinate inspecting

staff. The figures for the District Inspectress should be included in the District Tables by the District Education Officer.(ix)Such expenditure on stipends assigned to Teachers' Training Schools or Colleges or other institutions as form part of the sanctioned charges of such schools, colleges or institutions should be included under "direct" expenditure on such institutions and not under "scholarship", stipends and other financial concessions under "indirect" expenditure.(x)All recurring and non-recurring expenditure on Hostels including (Hostel buildings) except the messing charges should be shown as indirect expenditure on hostels. Where several hostels share a medical officer, the salary, etc., should be divided among them in proportion to the average number of boarders during the year in each.(G.I. letter no. F-1-8/55-S. 8, dated the 4th January 1955-Instructions for filling in the statistical Table in Form A.)(xi)Recognised institutions which do not receive grants-in-aid either from Government, local bodies or University (which is an aided body) will be returned as "unaided" institutions in all relevant E.S. Tables. Sometimes some of these recognised "unaided" institutions receive Government subsidy towards dearness allowance to teacher or for some other specific purpose. This amount will be returned as from "other sources" in column (36) of E.S. Tables VA and VB with a suitable foot-note. While working out the "total direct expenditure" the amount will, however, be included in column (38) or column (39) as the case may be, and not in column (44). Similar procedure should be adopted in case the aid is from the funds of local body.(12)In E.S. Table VIB figures are required subject-wise and not institution wise as in E.S. Table IV. Details of students in professional classes attached to institutions for general education should be shown in this table and not in Table VIA.(13)In E.S. Table VIIA and in school returns form also "certificated" teachers are those who have obtained any form of teachers' certificate other than one granted on the basis of a Public examination of a training college or a training school. Teachers who have passed only the half-yearly examination in the Art of Teaching should not be shown as trained.(14)In E.S. Table VIIB and in school returns form also 'possessing degree' means possessing University Degree in any subject whatever.(Foot-note to Table VII published by Government of India).(15)Examination results in E.S. Table VIII and in college and school returns -(i)The examination result in respect of regular students refers to the examination results of those who were studying in the class or stage of any course of instructions during the year under review, i.e., in respect of the scholars shown in E.S. Table IV or in Table A of college and school return form A, irrespective of the fact whether the examination is held or result announced before or after the 31st March of the financial year for which the returns are furnished. This clarification applies to private candidates also.(G.I. letter no. F-1-8/55-S.8. dated the 4th January 1955-Instructions for filling in the statistical table in form A)(ii)The words "From Recognised Institution" mean "regular" scholars i.e., scholars actually on rolls in the final class, year or stage of instruction in recognised institutions during the year under report. Thus not only those scholars who have had no regular schooling but also those plucked students of recognised institutions who have had no subsequent regular schooling will be treated as "private" candidates having "appeared privately". In short, a candidate will be said to have appeared "from recognised institutions" if, and only if, he was actually borne on the roll of any recognised institution during the year under report or at the time of taking the examination.(G.I. letter no. F-1-13/51-B4. dated the 9th March, 1953.)(16)In E.S. Table X statistics of only those training schools should be given which are actually located in rural areas.[Paragraph II(f) of the statement of discrepancies in State Statistics of 1949- 59 and Government of India's letter no. F-1-8(3)/50-E (State), dated the 23rd August 1951.](17)In E.S. Table XI, Table D of college return form A and Table III of school return form B the statistics should relate to all the scholars

who are receiving education in the State, college or school as the case may be and who have been shown in E.S. Table IV A/B or in table A of college or school return form A irrespective of the fact that they are receiving their scholarships, stipends, etc., from other States in the country. The actual amount spent by other State Governments on these items should be excluded from the expenditure shown against "scholarships and other financial concessions" under indirect expenditure in Table VA/B, or Table B of college and school returns form A and a suitable foot-note indicating the amount so excluded should be given. As regards the expenditure on scholarships, etc., awarded by the State (Bihar) Government or some other agency in this State through the State (Bihar) Government to students studying in other States or abroad it should be included in "Scholarships and other financial concessions" under "indirect expenditure" in Table VA/B and suitable foot-note given.(18)Scheduled Castes and other Backward Communities - In the phrases Scheduled Castes and other Backward Communities "in E.S. Tables XIVA, XIVB, XIVC and the college and school returns forms, other Backward Communities" means (a) Aborigines and Hill Tribes commonly known as Scheduled Tribes and (b) Backward classes or communities both among Hindus and Muhammadans. The following should be shown as the Scheduled Castes and other Backward Communities:- (i) Scheduled Castes. - No Indian Christian shall be deemed to be a member of Scheduled Caste. The list of Scheduled Castes was notified under the Constitution (Scheduled Castes) Order, 1950 and includes the following (page 313 of Census of India, Volume V, Bihar Part 11A Tables):-

Name of casts or group	Area of recognition
1. Bauri	Throughout the State
2. Bantar	do
3. Bhogta	do
4. Chamar	do
5. Chaupal	do
6. Dhobi	do
7. Dom	do
8. Dusadh (including Dhari or Dharhi)	do
9. Ghasi	do
10. Halalkhor	do
11. Hari (including Mehtar)	do
12. Kanjar	do
13. Kurariar	do
14. Lalbegi	do
15. Mochi	do
16. Musahar	do
17. Nat	do
18. Pan	do
19. Pasi	do

- | | |
|------------|--|
| 20. Rajwar | do |
| 21. Turi | do |
| 22. Bhumij | Patna and Tirhut Divisions, and the districts of Monghyr, Bhagalpur, Purnea and Palamau. |
| 23. Bhuiya | Patna, Gaya, Shaha-bad and Palamau Districts. |
| 24. Dabgar | Shahabad District. |

(ii) Scheduled Tribes. - This list of Scheduled Tribes in Bihar was notified under the Constitution (Scheduled Tribes) Order, 1950, and is as follows (Page 313 of Census of India, Volume V, Bihar, Part IIA Tables):-

Name of casts or group	Area of recognition Throughout the State
1. Asur	
2. Baiga	do
3. Bathundi	do
4. Bedia	do
5. Binjhia	do
6. Birhor	do
7. Birjia	do
8. Chero	do
9. Chik Baraik	do
10. Gond	do
11. Sorait	do
12. Ho	do
13. Karmali	do
14. Kharia	do
15. Kharwar	do
16. Khond	do
17. Kisan	Throughout the State
18. Kora	do
19. Korwa	do
20. Lohara	do
21. Mahli	do
22. Mai Paharia	do
23. Munda	do
24. Oraon	do
25. Parhaiya	do

26. Santal do
27. Sauria Paharia do
28. Savar do
29. Shumiji Santal Parganas, Hazaribagh, Ranchi, Purulia, Dhanbad and Singhbhum Districts.

(iii) Backward Classes. - The following castes and groups have been classified as Backward Classes. All others are included in the Non-Backward Category (Pages 314-15 of Census of India, Volume V, Bihar, Part IIA Tables):-

Name of castes or group	Area of recognition	Name of castes or group	Area of recognition
1. Bari	Throughout the State	2. Banpar	do
3. Beldar	do	4. Bhathiara (Muslim)	do
5. Bherihar	do	6. Bhuiya	do
7. Bind	do	8. Chik (Muslim)	do
9. Dafali (Muslim)	do	10. Dhanuk	do
11. Dhunia (Muslim)	do	12. Gorhi (including Chhabi)	do
		13. Hajjam	do
14. Kahar	do	15. Kasab (Kasai-Muslim)	do
16. Kewat (Keut)	do	16A. Khalik	do
17. Mali (Malakar)	do	18. Mallah (including Surahiya)	do
19. Madari (Muslim)	do	20. Miriasin (Muslim)	do
21. Nat (Muslim)	do	22. Noniya	do
23. Pamaria (Muslim)	do	24. Sheikhra	do
25. Tentis (Tatwas)	do	26. Turha	do
27. Aghori	Patna District.	28. Chain	do
29. Aghori	Gaya District.	30. Chain	do
31. Kalandar (in Nawada)	do	32. Muriari	do
33. Aghori	Sahabad District.	34. Chain	do
35. Korku (in Bhabua)	do	36. Aghori	Saran District.
37. Chain	do	38. Dhamin	do
39. Gandharb	do	40. Kalendar (in Siwan)	do
41. Khatwe	do	42. Aghori	Champaran District.
43. Chain	do	44. Dhamin	do
45. Gandharb	do	46. Khatwe	do
47. Mangar (Magar)	do	48. Tharu	do

49. Aghori	Muzaffarpur District.	50. Chain	do
51. Dhamin	do	52. Gandharb	do
53. Khatwe	do	54. Aghori	Darbhangha District.
55. Chain	do	56. Dhamin	Darbhangha District.
57. Dhimar	do	58. Gandharb	do
59. Khatwe	do	60. Medara	do
61. Bediya	Bhagalpur District.	62. Chain	do
63. Gandharb	do	64. Gangauta (Gangola)	do
65. Kadar	do	66. Naiya	do
67. Tiar	do	68. Bediya	Monghyr District.
69. Chain	do	70. Gangauta (Gangola)	do
71. Naiya	do	72. Tiar	do
73. Abdal	Purnea District.	74. Bediya	do
75. Chain	do	76. Gagai (in Kishanganj)	do
77. Gangauta (Gangola)	do	78. Kaibartta(in Kishanganj)	do
79. Kochh	do	80. Namassundra (Chandal)	do
81. Naiya	do	82. Tiar	do
83. Banjara	Santal Parganas District.	84. Bediya	do
85. Chain	do	86. Chapota	do
87. Dhekaru (in Dumka)	do	88. Gangauta (Gangola)	do
89. Jadupatia	do	90. Kadar	do
91. Khelta	do	92. Konai	do
93. Kumarbhag	do	94. Paharia (in Rajmahal and Pakur)	do
95. Markande	do	96. Muriari	do
97. Naiya	do	98. Tiar	do
99. Bhar	Ranchi District.	100. Bhuinbar	do
101. Dhanwar	do	102. Gorait	do
103. Gulguia	do	104. Kavar	Ranchi District.
105. Khetauri	do	106. Majhwar	do
107. Malar (Malhor)	do	108. Pradhan	do
109. Pahira	do	110. Pando	do
111. Pangania	do	112. Saunta (Sauta)	do
113. Tamaria	do	114. Bhar	Hazaribagh District.

115. Bhuinhar	do	116. Dhanwar	do
117. Gulguia	do	118. Kavar	do
119. Khetauri	do	120. Majhwar	do
121. Malar (Malhor)	do	122. Pradhan	do
123. Tarnaria	do	124. Bagdi	Manbhum (now Dhanbad) District.
125. Bhar	do	126. Bhuinhar	do
127. Dhanwar	do	128. Gulguia	do
129. Kaibartta	do	130. Kavar	do
131. Khetauri	do	132. Majhwar	do
133. Malar (Malhor)	do	134. Maulik	do
135. Pradhan	do	136. Pahira.	do
137. Tamaria	do	138. Agaria	Palamau District.
139. Bhar	do	140. Bhaskar	do
141. Bhunhar	do	142. Dhanwar	do
143. Gulguia	do	144. Kavar	do
145. Khetauri	do	146. Majhwar	do
147. Malar (Malhor)	do	148. Pradba	do
149. Tamaria	do	150. Bhar	Singhbhum District.
151. Bhuinhar	do	152. Dhanwar	do
153. Gulguia	do	154. Kaora	Singhbhum District.
155. Kavar	do	156. Khetauri	do
157. Majhwar	do	158. Malar (Malhor)	Singhbhum Dist.
159. Pradhan	do	160. Saunta (Sauta)	do
161. Tamaria.	do		

(19)Table XIVB - This table caters for the staff employed by the State Government for promoting education amongst the Scheduled Castes, Scheduled Tribes and Backward Communities. For instance Inspectors, Special Officers, Teachers, etc., recruited by the Government solely for this job should be shown. It is not intended that statistics of teachers doing normal teaching work in educational institutions should be shown here.(Government of India letter no. 1-8/55-S. 8, dated the 4th January, 1955 - Instructions for filling in the statements, table in form A.)(20)Table XVII - State Educational Service -(a)This table caters for only that Government personnel which is on State Educational Service. The statistics of class I and class II or equivalent rank officers, who, though doing teaching work in educational institutions, are not on State Educational Service are not to be given here. Thus a Class I Professor in a Medical College who is not on State Educational Service but on State Health Services is not to be shown here.(b)This table includes the statistics of State Educational Service, class I and class II or their equivalent and exclude all other Subordinate Educational Services. In the remarks columns against each side-head, the number and designations of the "equivalent" posts included in columns 2 and 3 should be mentioned. Every case of increase or decrease in the number of posts should be explained in foot-note.(c)This table shows the

distribution of posts in men's and women's branches and not incumbents.(21)Table XVIII - State Educational Directorate and Regional Deputy Directorate - This table should include all gazetted and non-gazetted posts which should be shown separately. For example the statistics of the inspecting officers in the subordinate services should also be shown here. This table also shows the distribution of posts in men's and women's branches and not incumbents.

952. Detailed instructions issued annually.

- Other detailed instructions as to the filling in the different Educational Statistical Tables and College and School returns forms and other matters connected with the preparation of the report and returns are issued annually by the Director. Appendix II Inspection Form for High (including Higher Secondary and Multipurpose) and Middle Schools(See Article 135)Note. - It is not necessary for every point to be noted on at the time of each visit, but the department should be in possession of adequate information in an easily accessible form concerning every recognised school on each of the points enumerated.

The Committee

1. (a) How are the members appointed on the managing committee ?
- (b) Is the committee regularly constituted according to latest Government orders ?
- (c) Is proper provision made for the continuance of the committee?
- (d) Are the rules of business satisfactory ?
- (e) Have the departmental rules regarding the tenure of office by members of the committee of aided school been observed ?
- (f) Have all changes that have occurred in the personnel of the committee received the approval of the proper authority ?

Staff

2. (a) How many classes, including Sections of classes, are there; and is due provision made in respect of the number of teachers for carrying on all the courses of instruction in which the school is recognised ?
- (b) In the case of high or higher secondary school, is the number of graduate teachers adequate to meet the requirements of work ?
- (c)

Is the tenure of service of the teachers such as to secure continuity of work ?

If not, what are the reasons for the frequent changes ?

(d)

3. Are the teacher's service books and the confidential character-rolls kept up-to date ?
Size of classes

4. (a)

Are more than 50 pupils taught at the same time in classes XI-VI or any section thereof ?

(b)

Are more than 40 pupils taught at the same time in class V or any lower class or any section thereof ?

Registers

5. Are all the registers mentioned in article of the Code properly maintained?

6. Is the method of keeping correspondence etc., satisfactory ?

7. Are transfer certificates always required from boys joining the school and granted to those leaving it ?
Are the transfer certificates of boys joining the school properly filed?

8. Are there any records as to the ages of the pupils, and is care taken to ascertain their correct ages ?

Departmental Rules

9. Are the transfer rules observed ?

10. Are the rules regarding free-studentships observed ?

11. Are the departmental circulars observed ?

12. If the schools receives a grant-in-aid, are copies of the forms kept ?

Courses of study and apparatus

13. Is the departmental syllabus followed ? If not, in what respects is it not followed ?

14. Are science subjects taught up to the secondary school examination or higher secondary school examination standard ? If so, is the apparatus for teaching them adequate ?

15. Is the apparatus required for teaching other subjects adequate and in good condition ? Is there

a garden for the study of plantlife ? Has any provision been made for the study of general science and a laboratory equipped for the purpose ?

16. Are the furniture, black-boards and other apparatus properly placed in the classroom ?

17. (a)

Have the pupils necessary text-books, atlases, geometrical instruments, etc. ?

(b)

Are assessment records by the pupils, class teachers and the headmaster being maintained properly according to the recent departmental instructions ?

18. Is the system of accounts satisfactory ? Are they kept by the clerk, checked by the Headmaster, or principal and audited regularly by a member of the managing committee ?

19. Have the receipts and disbursements for past financial year been entered under the prescribed separate heads ?

20. Are payments made promptly ? Have the teachers and scholarship-holders been paid up-to-date ?

Is the teachers' acquittance roll correctly kept ?

21. Are receipts for sums above Rs. 20 properly stamped ?

22. Are separate accounts kept for the library and prize and athletic funds ?

23. Are the balances of the different school funds deposited in the savings bank in the joint names of the secretary and the headmaster ?

24. Are the subscription lists, if any, properly kept ?
Are the dates of receipts shown ?

25. In the case of aided schools, has the standard scale of expenditure been maintained or exceeded ?

26. How do the fee rates compare with the standard scale ?

Headmaster's or Principal's inspections

27. How many hours in the week does the headmaster or principal teach ? Has he sufficient time for supervision ?

28. Does the headmaster or principal keep notes of his periodical inspections of the work done in the

school ?

Promotions

Is the system followed in promoting pupils from

29. class to class satisfactory? Is the whole record of the pupils for the year considered ?

Building and Sanitation

30. Is the building suited to the purposes of a school ?
Is it in good repair ?

31. Are the site and the sanitary condition of the school surroundings satisfactory ?

32. Are there any open drains etc., near and if so, are they looked after ?

33. Are the school sanitary arrangements sufficient and properly kept ? Are latrines provided on the scale of 2 per cent and urinals on that of 4 per cent ?

34. Is the supply of drinking water satisfactory ?

35. Is there a separate class-room for each teacher ?

36. Is accommodation provided on the scale of 10 square feet for each student in the classrooms ?

37. Are the rooms of such a shape that suitable desks can be used?

38. Is there sufficient light and ventilation ?

Are the seats arranged so that the teacher can see

39. all the boys and approach them behind their seats to see their exercises?

40. Does the light come from the left side of the pupils ?

41. Is there a students' meeting hall ?

Has the headmaster or principal separate

42. office-room ?

Are there sufficient playgrounds for both the

43. senior and junior pupils ? Are they close to the school ?

Library

44. Is the library accessible to the students ?

45. Is the library allowance always spent ?

Is there a school reference library, a staff library ?

46. Are there class libraries ? In what subjects are these libraries weak?

Is there a proper catalogue for the library ? Are
47. there separate issue-books for teachers and students ?

48. Are the library books sufficiently used by-(a) The masters?(b) The boys ?

49. Are the library books used by outsiders ? Hostels, Messes and Students' residences.

What hostels or messes are there connected with
50. the school ? Is there a resident superintendent or assistant superintendent in each hostel ?

51. Has each boarder 60 square feet of floor space or 40 square feet in large dormitories?

52. Does any room in the hostel contain only two boarders ?

53. Is there a common room in each hostel ?

54. Are latrines and urinals provided on the scale of 8 and 3 percent respectively ?

Does the headmaster or principal exercise any
55. supervision over the hostel or mess ? Are these institutions inspected ?

Are adequate arrangements made to ascertain that
56. there recognised guardians are suitable persons to look after their wards ?

Discipline

57. Are progress reports regularly Issued ?

58. Is discipline satisfactorily maintained in the school, in the hostel ?

59. What are the usual punishments inflicted ?

60. (a) Is there a code of rules for the school, for the hostel ?

(b) Has the school made any provision for self-government in the school ?

Class work

61. Is there any system of tutorial assistance within the school ?

Have the due portions of the work to be done, or
62. of the books to be read in class, been duly and properly taught ?

63. Do the teachers keep note-books on the subjects which they teach ? Are the notes for the several

lessons clearly dated ?

64. Is sufficient attention given throughout the school to written exercises? Are the exercise books tidy, of satisfactory quality, sufficiently uniform and carefully corrected ?

65. Is the use of keys and cram-books effectively discouraged ?

66. What are the chief defects in the teaching ?

Teachers' association

67. Has a teachers' association been formed ? If so, how many meetings have been held during the year ?

Games and recreations

68. What games are played? Are they carefully organised ? Who supervises them ?

69. Are there any clubs or associations connected with the school? If so, what is their object and are they properly controlled ? In what other activities do pupils engage in their spare time?

70. Has the school an A.C.C. or N.C.C. unit ? If so, are they working efficiently ?

71. What other schools of the same standard exist in the neighbourhood ?

72. Is the existence of the school advantageous to the interest of education and discipline ?

73. Should the school continue to be recognised ?

Further notes

74. Any further remarks which the inspecting officer may deem necessary.

Appendix II Form B Name of School Date of Establishment Date of last visit of inspection and the name of the Inspecting Officer. (a) Land - (i) What are the common seasonal products in the school garden? (ii) What is the common manure used in the garden. (iii) What are the difficulties in growing vegetables and other crops in the garden? (b) Building - (i) How is the repair work of the school building done annually and is it satisfactory? (ii) Is the accommodation for class work and residence adequate? If not, what is the plan for the remodelling and extension of the school building? (c) Staff - (i) Are the members of the teaching staff adequate and competent to take up the different subjects and units of activities as per syllabus ? (ii) Do they live in the school compound ? (iii) Do they lead a community life ? (iv) Do they take interest in social education programme in the village ? (v) Are the teachers' service-books kept up-to-date. (d) Pupils - (i) Is the attendance of the boys regular and satisfactory ? If not, what are the reasons and how to remove them ? (ii) Is the assessment of the boys' work done regularly by the staff ? (iii) Is the progress of the boys in examination satisfactory

keeping in view the standard laid down in the Sarini in Subjects ?(iv)In academic standards, how do you compare with the pupils of equivalent status non-basic institutions ? In particular what is the standard of language and expression ?(v)Do the diaries of the pupils make repetition of the routine or do they contain record of first experiences ?(e)Equipments any appliances and furniture-(i)Is the school fully equipped in the method of teaching and crafts appliances furniture ? If not, what are the equipments ? Suggestions, if any.(f)Registers and Accounts -(i)Are all the registers maintained according to the instruction given in the Basic Education in Bihar ?(ii)Are the accounts checked up-to-date and initialled ?(iii)Is the method of keeping correspondence, etc., satisfactory ?(iv)Is the balance-sheet regularly prepared ?(g)Self-sufficiency -(i)Is the allotment given for organising the craft work in the school enough ? If not, what is the next alternative ?(ii)What is the percentage of self-sufficiency achieved during the last three years ?(iii)What is the average per hour earning in the different grades ?(h)Departmental rules -(i)Are the transfer rules observed ?(ii)Are the departmental circulars observed ?(i)Course of students -(i)Is the departmental syllabus followed ? If not, in what respects it is not followed and why ?(ii)Have the pupils the necessary recommended books, atlases, geometrical instruments, individual craft appliances, etc. ?(iii)Is the arrangement of teaching science satisfactory ?(j)Headmaster's inspection -(i)How many hours in the week does the headmaster teach ? Has he sufficient time for supervision and guidance ?(ii)Does the headmaster keep notes of his periodical inspections of work done in the school ?(k)Library -(i)Is the library adequate both for the teachers and pupils ?(ii)Is it accessible to the students ?(iii)Are the books sufficiently used by the teachers and the boys ?(iv)Are there class libraries ?(v)Are the library registers maintained properly ?(vi)What are the papers and periodicals subscribed ?(vii)Has the school a museum of local crafts and other interesting articles ?(l)Hostels, messes and students' residences -(i)Are suitable arrangements made for accommodation of the students ?(a)No. of students(b)Surface area(ii)Is there any Superintendent for the hostel ?(ii)Is there a common-room in the hostel.(iv)Are there trench latrines and soaking urinals in the school and hostel compound ?(v)Is the mess run by the community of pupils and teachers satisfactory ?(vi)Are they maintained and cleaned by the students and staff ?(m)Sports and games and recreations -(i)What games are played ?(ii)Are they carefully orgartwed ?(iii)Are there any clubs or associations connected with the schools ? If so what is their subject and are they properly controlled ?(iv)Who supervises them ?(v)In what other activities do pupils spend spare time ?(vi)Is the weekly cultural programme followed regularly ?(vii)Is there any emphasis on indigenous games ?(viii)Are there activities regularly assessed ?(n)Local Committees -(i)How many members are there on the committee ?(ii)Is the monthly meeting of the committee held regularly ?(iii)Are the school accounts put up before the members of the committee for their information and comments ?(iv)Do the members help in the organisation of the school activities especially in the building construction, repair work, cultural programme, craft organisation, social education and khadi work ?(o)Crafts -(i)What is the craft standard of teachers and pupils ? Can it compare well with locally available articles of handicrafts ? Is any attempt made to improve the quality of crafts ?(ii)Has any attempt been made to introduce variety of smaller handicrafts particularly those based upon some local practices and out of locally available materials ?(iii)Have artistic handicrafts been attempted ?(p)Decoration and garden -(i)Has the school any flower beds and lawn ? Are only old type flowers like bela, Chameli grown or have seeds of colourful flowers been obtained from outside, particularly the winter flowers ? Does the school library have any book for flower gardening ?(ii)Have local methods of decoration of the building, e.g., alpasia, ahipas, chatai decoration and rural patterns on walls been attempted ? What

other evidence do you find of and effort to make the school premises attractive ?(iii)What sorts of pictures have been hung on the walls ? Apart from pictures of leaders are there any artistic pictures (obtainable from Shilpa Kala Parishad or elsewhere) ?Appendix IIForm CForm of Inspection note for Teachers1 Training School

1. Brief history of the school

2. Its exact location (P. S., Subdivision, Block or Anchal).

3. When was the schools last inspected ? What were the recommendations and whether they have been implemented ?

4. Building accommodation available in the school or the hostel to be indicated.

5. Quarters for headmaster and teachers.

6. Management - Has the school a committee to manage ? If so, its Constitution to be indicated.

7. Land - The area of land in which the school building stands-whether donated by the people or purchased by Government ?

8. Enrolment - Figure for regular boys grade-wise.

9. Equipment - Government grant so far given for the purchase of equipment. Brief description of these equipments (charts, models and other teaching devices).

10. Library - (a) Total no. of books in the library indicating the total cost subject-wise.

(b)Are the books regularly used by the teachers and boys ? The number of books borrowed by them since the present session to be indicated.(c)Has the library adequate furniture and a Reading Hall ?(d)Have the books been catalogued or indexed according to modern method (Demeyan method) ?

11. Syllabus - (a) Has it been properly implemented ? Difficulties, if any, in effectively following the syllabus.

(b)The progress made in teaching the theoretical portion of the course to be briefly indicated.(c)The

progress made in the practical portion of the course to be indicated (giving no. of demonstration lessons by teachers or criticism lessons and practice lessons since the commencement of the session).

12. Method of teaching and assessment. The main feature of these to be indicated, alongwith difficulties, if any, so far experienced.

13. Staff - Is the school adequately staffed and commensurate with enrolment ? If vacancies exist, what action has been taken to fill them up ?

14. Craft - (a) The crafts (principal and subsidiary) to be indicated.

(b)Are the craft teachers adequately qualified and trained ?(c)Does the school possess necessary tools and appliances needed for the teaching of the crafts introduced ?(d)The income from the sale-proceeds of the boys in spinning and gardening indicating the deposits made into the treasury to be quoted for the last three years.

15. Co-curricular activities - The number and type of these activities and the way in which they have been organised to be indicated.

16. Social service and community uplift - The work so far done by teachers and boys to be indicated quoting facts and figures.

17. Examination - The percentage of passes at the final examination for the last three years.

18. Orientation towards Basic pattern - What specific measurement has been taken in the school to orientate teachers towards the basic pattern (difficulties, if any, to be Indicated).

19. Special problems or difficulties which have yet to be overcome.

Appendix III Inspection Form for Primary Schools(See Article 135)

1. Is the school managed or aided ?

2. In what sort of building is the school held ? Are repairs necessary ? What is the size of each room ?

- 3. Is there any compound ? Is there adequate gardening ? If so, how much ?**
- 4. Upto what date have the teachers been paid ? Has there been any undue delay in payment ? Are they paid at the prescribed rates ?**
- 5. Is the attendance register properly kept ?**
- 6. Is there an admission book and is it kept in the proper form ?**
- 7. Are the rules for the admission and withdrawal of pupils in primary schools (Articles 259-265 of the Code) observed ?**
- 8. Is there any restriction on the admission of new pupils to class I.**
- 9. (a) Is the number of teachers adequate ? What is the average number of pupils per teacher ?**

(b) Are their qualifications satisfactory ? (c) How many are trained ?
- 10. Are more than 40 boys taught by any teacher at the same time ?**
- 11. Are any of the pupils seated on high seats without backs? If so, have you explained how these can be converted into low single desks, the pupils then to sit on a piece of matting on the floors ?**
- 12. Are the pupils seated close together in the class-rooms or are they separated as far as possible, so that individual work can be expected ?**
- 13. Are there the necessary teaching appliances in the schools ? Are there any home-made devices ?**
- 14. Has each class a black-board ?**
- 15. What devices are used for the concrete teaching of arithmetic ?**
- 16. Is reading taught in class I by old fashioned alphabetic methods ? If not, what improved method is followed ?**

- 17. What kinds of hand-work craft are taught in the school? If none is taught, what suggestions have you offered to the teacher ?**
- 18. Is there a satisfactory school garden ? If so, for what purpose is it used ? If not, why is there no garden ?**
- 19. Are there time-tables for each class? If so, are they defective in any respect ? If there are no time-tables, have you given the necessary instructions ?**
- 20. Is there in the time-table any provision for play in the lowest classes and games and physical training in the upper classes ? Do the teachers arrange and supervise the play and games of the pupils ? Is there a sand-patch or a swing or a see-saw in the compound ?**
- 21. Is composition satisfactorily taught in the upper classes, i.e., is correct language insisted on and are the subjects judiciously chosen ? Are the pupils encouraged to express their own ideas ?**
- 22. Are the pupils of class I provided with slates and those of class II and the higher classes with a separate copy book for each subject ?**
- 23. Is the system followed in promoting boys from class to class satisfactory ?**
- 24. Is there a disproportionate number of boys in the lower, classes ? If so, what is the explanation of this ?**
- 25. Is the school making any contribution to literacy, i.e., does a fair proportion of pupils complete the lower primary course each year ?**
- 26. Does the head teacher supervise or take part in teaching class I ?**
- 27. Do the hours, during which school is held, suit the convenience of the parents ?**

28. Has any attempt been made by the teachers to relieve the monotony of the bare walls by pictures, charts, diagrams, etc. ?

29. Are the children happy at school ? Do they come voluntarily or merely because they are sent ?

30. Is there a community centre or sub-centre attached to the school ?

31. Is there a local committee for the school ? Does it function properly ?

Appendix III-A Primary School Periodical Statement Form (See Article 135)

4. A report of work done from.....to.....in the.....Upper Primary/Lower Primary School.

1. Name, qualification and pay of the teachers, date up to which paid (with details of total salary and dearness allowance), submission of the last report.

2. Number of pupils on the roll class by class.

3. Number of pupils on the roll class by class on the corresponding date last year.

4. Annual or six-monthly examination/assessment results.

5. Number of admissions and withdrawals since the beginning of the year class by class.

6. What devices are used for the concrete teaching of arithmetic ?

7. Are the pupils of class I provided with states and those of the other classes with separate copy-books for each subject ?

8. What teaching devices (illustrative material) have been prepared by the teacher ?

9. Does the head teacher take part in the teaching work of class I ?

10. Equipment and apparatus ...**11. Condition of school house ...****12. Details of progress made in ...**

Class	Arithmetic and Geometry	Language and Literature	Social studies	Practical work	General science	Physical training and Games	Drawing and Music
1	2	3	4	5	6	7	8
Class I							
Class II							
Class III							
Class IV							
Class V							

Date.....Signature of Head TeacherN.B. - Details of progress should be noted in the light of the matter to be taught as given in the syllabusAppendix IVHints for inspection of offices (Education Departments)(See Article 135)

1. Date of inspection**2. Name of the office inspected****3. Date of last inspection and by whom****4. Name, qualifications and date of posting of the present officer in that office.****5. Whether he has passed the Departmental Examination ?****6. Whether passed the Tribal Language Examination, if necessary ?****7. Ministerial staff - No., name and date of posting of each of the ministerial staff.**

Whether the staff in the office is adequate ? If inadequate, state requirements with grounds.

8. Accommodation - What is the area of the floor-space of the office ? Is accommo-dation sufficient ? Does the building require extension/repairs/renovation ?

9. Tour days - How many days have been spent on Tour outside the headquarters and how many nighthalts made ? Do they conform to the minimum requirements ?

10. Inspection work - Is the target of inspection work for the particular or previous year complete ? Whether compliance reports called for perusal ? (Comments on the quality and quantity of inspection done.)

11. Correspondence - Is the correspondence prompt? Number of letters pending for more than one month.

12. Maps showing schools - Is district/subdivision/circle map showing location and up-to-date posting of schools maintained in the office ?

13. Schools proposed in the Education Survey - Has the office maintained a list of schools of which he is directly incharge to be opened according to education survey ?

14. Interviews of parents, guardians and managers of schools - In how many schools did the officer arrange interviews with members of the managing committee, parents and guardians ? What steps were taken to increase enrolment and ensure regular attendance (in primary and middle schools) ?

15. Progress of Development Schemes - Has progress of various projects and schemes under the direct charge of the officer been maintained ? Is there progress clearly ?

16. Scholarship - Has the scholarship examination been conducted properly and have the awards been made in time ?

17. Selection and deputation of candidates or teachers for training - Has selection and deputation of candidates/teachers for training been made in time and judiciously ?

18. Records - Are the records maintained properly and methodically, i.e., is it possible to get at any correspondence with minimum of delay ?

19. Accounts - General impression of how accurately and methodically the accounts have been maintained should be noted. Have any irregularities been noticed in the past. If so, have they been remedied ?

20. Appointments - Have appointments, if any, been made properly ? Has the roster for permanent and temporary appointments of scheduled castes/backward tribes been maintained ? (Vide D.P.I.'s circular no. 3263, dated 27th August, 1959.)

21. Records to be produced for inspection :-

(1)Attendance register of ministerial officers and peons.(2)Cash Book-Balance to be verified at the end of each month and certificate to that effect recorded over the signature of the head of the office [vide rule 86 (iv) of Treasury Code, Vol. I).(3)Contingent Register-Whether maintained in Form no. 45, vide rule 309 of the Treasury Code, Volume I.(4)Bill Book-Whether maintained in Form 223 of Schedule LIU.(5)Register of sub-vouchers-Whether maintained in T. C. form no. 35-A, vide rule 316, Treasury Code. Cash memo, cannot be accepted as sub-voucher rule 212, Treasury Code.(6)Register in the prescribed form showing contingent bills for which sub-vouchers have not been furnished to the Accountant General, Bihar (Government no. 1097-F., dated 2nd February, 1952.)(7)Stock Register-(Separate stock register of furniture for District Superintendent of Education only.) Whether physical verification done, vide rule 142 of Financial Rules, Volume I.(8)Log Book(9)Allotment Register (General)(10)Allotment Register (Plan)(11)Bill Issue Register(12)Acquittance Roll Register(13)Travelling Allowance Bill Register(14)Order Book(15)Register of Service Books(16)Register of Articles of Stationery(17)Register of Forms(18)(a)Catalogue of library books(b)Issue Book(19)Register showing pending cases of pension.(20)Register showing pending cases of Audit Reports.(21)Register of security bonds for Government servants.(22)Register showing the repairs of cycles.(23)Register showing important pending papers (received from higher office).(24)Register showing important papers pending (received from subordinate office).(25)Guard file of important circulars to be maintained (maintenance is optional).(26)Casual Leave Register ..(27)Index Register ..(28)Register of letters issued ..(29)Register of letters received ..(30)Register showing the disposal of Assembly/Council questions.(31)List of Sub-Inspectors of Schools (sub-divisionwise and anchalwise showing old and new posts).(32)History card of typewriters(33)Register of confidential character rolls in alphabetical order (Government servants).(34)Register of confidential character rolls of teachers of non-Government High/Higher Secondary/Sarvodaya High Schools.(35)Grant-in-aid register of

High/Higher Secondary schools.(36)Inspection Book.(37)Check list in the form already prescribed.(38)Scholarship Register.(39)Bill register for social education centres.(40)Register showing the progress of expenditure (for District Superintendent of Education only).(41)Register showing the progress of expenditure on General heads.(42)Register showing the progress of expenditure on different schemes on plan heads.(43)List of N.E.S./Community Projects and visits of Blocks, etc.(44)List of High/Higher Secondary Multipurpose/Sarvodaya High schools.(45)Peon Book.(46)Trunk Call Register.

B. Additional items for the offices of the Sub-divisional Education Officers.-(1)Has the Sub-divisional Education Officer commented upon and signed the check lists submitted by the Deputy Inspectors and Sub-Inspectors of Schools ?(2)Has he checked the organisation and working of-(a)Boy Scouts, (b) N.C.C. and (c) A.C.C. in schools?How many camps have been attended by him?(3)Has he kept full information about Municipal/Notified Area schools (for S.D.E.O. who are incharge of Municipal/Notified areas) ?(4)Is the list of primary, middle, High, Higher secondary schools, Multipurpose schools, Sarvodaya high schools, Social Centres, Libraries, Akharas in the subdivision maintained up-to-date ?(5)How many primary schools have been inspected by him ?(6)How many guru gatherings have been attended by him and in what way ? Has he contributed to make them fruitful and effective ?(7)Has he supervised construction of school buildings ? Give number and dates.(8)Instances of any outstanding organisational or constructive work done by the officer.

C. Additional items for the offices of the District Superintendent of Education. -(1)Has he maintained up-to-date lists of primary and middle schools in the district ?(2)Have the postings of schools in the circle maps been kept up-to-date ?(3)Has he prepared a district map showing various categories of schools ?(4)Has he maintained a register showing the number of schools management-wise ?(5)Has he maintained charts showing progress of construction of E. I. P. buildings and expenditure thereon ? (Evaluate whether the progress is poor/fair/satisfactory/good).(6)Is the roster of payments to teachers maintained and followed strictly ?(7)Have provident fund accounts of teachers been maintained properly and up-to-date ? Are the contributions deposited before the 4th of every month to earn interest ?(8)Has there been proper allocation of work among Assistants ? What supervision has been exercised to check whether each Assistant is keeping his work up-to-date ?(9)How many schools have been shifted, abolished and amalgamated with other schools on the recommendation of the inspecting officers ?(10)Have the E. I. P. Units been utilised in time and properly ? In how many cases proposals have been received for shifting the units ?(11)Have the library books been purchased and distributed in time ? What procedure has been adopted for the selection of books ? What is the balance in hand under this head ?(12)Have equipments and furniture been supplied to each school ? What is the balance in hand under this head ?

D. Additional information on the following. -(1)Monthly progress in payment of salaries and aid to teachers and schools maintained or aided (Statement I).(2)Monthly progress in payment of arrear salaries to teachers and schools (Statement II).(3)Monthly progress in payment of arrear salaries of teachers and schools prior to 1954 (Statement III).(4)Monthly progress in the implementation of Units under the E.I.P. (Statement IV).(5)Monthly abstract showing income and expenditure of the grants sanctioned by Government under E.I.P. other than building grants (Statement V).(6)Monthly abstract showing income and expenditure out of non-recurring grants sanctioned by Government under E.I.P. for construction of school buildings (Statement VI).(7)Monthly statement showing transactions from the District Education Fund (Statement VII).(8)Monthly statement showing number of teachers transferred from one school to another (Statement VIII).(9)Monthly progress in the appointment of teachers on the recommendation of

Planning Committee (Statement IX).(10)Monthly progressive Roll no. of pupils in all primary and middle schools (Statement X).(11)Monthly progress in the number of trained and untrained teachers of different qualifications working in all primary and middle schools (Statement XI).(12)Monthly report on the Roll no. of teachers according to classes working in all the primary and middle schools (Statement XII).N.B. - All accounts registers should have their page-numbered and certificate furnished on the title of each register showing the total number of pages contained therein.E. Additional items for the District and Divisional Social Education Organisers.-(1)Flow many social Centres/Youth/Clubs/Children and Women Organisations have been inspected by the D.S.E.O.(2)Has he submitted quarterly report of progress of literacy to the I.D.E. (Social), Bihar ? What is the increase in literacy in the District/Division?(3)How many meetings have been organised by him to promote Tribal Dance/Kirfan/Exhibitions/Melas to educate people.F. Additional items for the Assistant Administrative Officer, N.C.C.-(1)In how many schools have N.C.C./A.C.C. units been organised?(2)Have teachers in those schools been provided with kits? Is proper use being made of them?(3)Are the teachers paid the allowance in time?(4)Flow many N.C.C./A.C.C. camps have been organised? (Indicate special feature of such camps).G. Additional items for Deputy Superintendents of Physical Education. -(1)Flow many sports have been organised by him in schools and at sub-divisional and district levels?(2)Has a list of Akharas and Vyamshalas in the district been maintained? Has he visited them regularly and checked the accounts?(Notes of inspection should in each case be submitted to the District Education Officer).N.B. - (1) The above hints of inspection will be applicable mutatis mutandis to the inspection of offices of the Divisional Superintendent and Deputy Superintendents of Basic Education.(2)The officer, while inspecting offices, should not mechanically record the information supplied to him but should analyse each fact to check if the office is working efficiently and give his general comments and impressions on each item of inspection.Appendix VProvident Fund Rules for Aided Schools in Bihar

1. Short Title and Definitions. - (1) These rules may be called the Provident Fund Rules for aided schools in Bihar.

2. In these rules unless there is anything repugnant in the subject or context:-

(i)"Controlling authority" means an authority empowered by rule 3 of these rules to exercise the powers of the State Government;(ii)"Family" means the wife, or wives and children of the subscriber, and the widow, or widows, and children of a deceased son of the subscriber; an adopted child shall be considered to be a child when the controlling authority is satisfied that, under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only;(iii)"Fund" means the fund maintained in accordance with these rules by the managing committee of the school concerned;(iv)"Interest" means the interest payable on deposits in the Post Office Savings Bank and on Post Office Cash Certificates;(v)"Leave" means any variety of leave granted by the Managing Committee in accordance with such rules, as the State Government may prescribe, or approve;(vi)"State Government" means the Government of Bihar;(vii)"Managing Committee" means the managing authority of the school;(viii)"Other dependent" means a parent, minor brother or unmarried sister or, where no parent of the subscriber

is alive, a paternal grand-parent;(ix)"Salary" means the monthly salary, or remuneration received for service rendered, or allowance drawn during leave of any kind, and includes deputation and hostel allowance, but not travelling, famine, or house allowance:(x)"Servant" means-(a)in the case of a high/or higher secondary and multipurpose schools (including Sarvodaya High School), a teacher, or a clerk;(b)in the case of a middle school or training school a teacher; and(c)in the case of an Anglo-Indian school, a teacher, a clerk, a nurse, a matron or a house-keeper:Provided that such teacher, clerk, matron or house-keeper holds either a permanent appointment or a temporary appointment which has lasted for three years, or, in the opinion of the managing committee, is likely to last for not less than three years.(xi)"Subscriber" means a servant on whose behalf a deposit is made under these rules.

3. Constitution and management of the fund. - (1) The fund shall be administered by the State Government and shall be maintained in rupees.

(2)The powers of the State Government shall, in the absence of specific orders to the contrary, be exercised by the District Education Officer, in the case of high schools and training schools for boys, by the Inspectress of Schools in the case of high schools and training schools for girls, by the Sub-divisional Education Officers in the case of middle schools for boys, by the District Inspectress of Schools in the case of middle schools for girls, and by the Inspector of European Schools in the case of schools for Anglo-Indians.

4.

(1)These rules shall apply to those schools of the following classes, which are aided directly by the State Government:-(a)High Schools and middle schools for boys and girls;(b)Training schools for boys, or for girls;(c)Secondary schools for Anglo-Indians.(2)Every servant to whom these rules apply, shall subscribe to the fund, provided that these rules shall apply only to servants (other than missionaries and members of religious orders) who were appointed to a school of one of the classes specified in clause (i) of this rule, on or, after the date on which teachers in that school became eligible to subscribe to the fund. Missionaries and members of religious orders may at their own request, be exempted by the controlling authority altogether from subscribing to the fund. Servants who were appointed to a school of one of the classes specified in clause (i) of this rule before the date on which the teachers in that school became eligible to subscribe to the fund, may, subscribe to the fund if they so desire.(3)A subscriber who subscribes voluntarily to the fund under the provisions of clause (2) of this rule, may, at any time discontinue his subscriptions and his account shall thereupon be closed, but the privilege of optional subscription shall lapse if he discontinues his subscription more than three times, otherwise than when he is on leave. When a voluntary subscriber discontinues his subscriptions, his right to withdraw the sum at his credit shall be regulated by rule 16.

5. No proposal for alterations or additions to these rules affecting the rights and interest of those subscribers who have accounts at the time of such proposal shall be considered by the State Government without previous

notice of such proposed alterations, additions being given to the subscribers.

6. Nothing in these rules, shall, debar a Managing Committee from making additional provision for those of its employees who have served the school for 26 years, or more.

7. Nomination. - (1) The Managing Committee shall, as soon as, may be, require every subscriber to make a nomination conferring the right to receive the amount that may stand to his credit in the fund in the event of his death before quitting the service. The form of nomination shall be signed by the subscriber in the presence of two members of the teaching staff of the school, who shall attest his signature. The form of nomination shall be retained in safe custody by the secretary to the Managing Committee, who shall give a receipt therefor.

(2)A subscriber who, at the time of joining the fund, has a family, shall send to the managing committee a nomination in the form set forth in the First Schedule in favour of one, or more members of his family, or with the previous sanction of the Managing Committee and in respect of a total sum not exceeding 12 ½ per cent, of the amount at his credit in the fund, in favour of another dependent, or other dependents, as defined in rule 2 (iii). (3)A subscriber who has no family may similarly nominate a person or persons in the form set forth in the Second Schedule: Provided that a nomination made under this clause shall be deemed to have been duly made in accordance with these rules only for so long as the subscriber has no family. (4)If a subscriber at any time acquires a family, he shall send to the managing committee a nomination as provided in clause (2) and, if he has under clause (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination. (5)A subscriber may in his nomination distribute the amount that may stand to his credit in the fund amongst his own at his discretion. (6)A nomination may be cancelled by a subscriber and may be replaced by any nomination which is permissible under this rule.

8. Conditions and Rates of subscriptions. - (1) Every subscriber shall subscribe monthly to the fund when on duty.

(2)A subscriber may, at his option, subscribe during leave with pay. A subscriber on leave without pay shall not be permitted to subscribe during the period of such leave. (3)The option of a subscriber under clause (2) shall be intimated to the controlling authority through the managing committee before the subscriber proceeds on leave and shall be final.

9. The amount of the subscription shall be-

one anna [6 paise] for each complete rupee of the subscriber's salary. Voluntary subscriptions in excess of these limits shall not be permissible. The subscription of a subscriber on leave shall be calculated on his salary and not on his leave allowance. A teacher suspended from duty shall be required to subscribe at his usual rate if he receives pay for the period of his suspension.

10. Realisation of subscriptions. - Recovery of subscriptions, on account of the salary and of advances shall be made by the managing committee from every monthly salary bill presented and the net salary only shall be paid to the subscriber.

11. Contribution by the managing committee. - (1) The managing committee shall make a contribution monthly out of the school funds to the account of each subscriber. Failure to contribute shall involve forfeiture of the Government grant.

(2) No contribution shall be made out of the school funds for any period during which a subscriber does not or is not permitted to subscribe the fund.

12. Contribution by the State Government. - The State Government shall contribute to the fund. This contribution shall be paid when the final payment to a subscriber becomes due and shall be equal to one-third of the sum standing at the subscriber's credit on the date. If any balance is outstanding of any advance paid, the balance shall be deemed for this purpose to be part of the sum standing at the subscriber's credit.

13. Investment. - (1) The amount of the subscriptions realized from each subscriber and the contributions made by the managing committee shall be paid to the local postmaster for credit to a post office savings bank account to be opened on behalf of the said subscriber, such remittances being made whenever possible between the 1st and 5th day of each month in order that interest may accrue for the month of the deposit. The money shall be sent by the head teacher and a certificate signed by him that the subscriptions and contributions due in respect of the pay for any month have been paid shall be attached to the next grant-in-aid bill submitted. The head teacher shall send with the money to the post office savings bank the different pass books concerned and a statement in the following form :-

Name of the institution.....Month of.

Account no. as in the pass book.	Name of subscriber.	Monthly pay of subscriber.	His subscription.	Managing committee's contribution.	Amount of advance refunded.	Total.
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	Rs.

Total

The money received in the post office shall be credited to the different accounts, in accordance with the entries in the statement, and the postmaster, after satisfying himself that this has been done and that the amount of the deposit has been correctly entered in each pass book, shall sign the statement, stamp it with the post office date stamp, and return it with the pass books to the head teacher. The latter shall compare the entries made in the pass books with the entries in the statement, to see that the former are correct.(2)Deposits shall be permissible at any time so that if, owing to the temporary absence of a subscriber, or for any other cause, the subscriptions of one or more subscribers cannot be deposited at the same time as the other subscriptions, they can be deposited singly or collectively at a later date; a separate list being sent along with the pass-books in the manner described.(3)In the event of any subscriber being transferred from one of the schools to which the scheme is extended to another such school the controlling authority in charge of the former may sanction the transfer of the account to the branch of the post-office savings bank nearest to the latter.(4)Subscribers to the fund, on whose behalf accounts are opened under the provisions of this scheme, shall not be deprived of their right to open ordinary private accounts in the post office savings bank.(5)The head teacher of each school concerned shall be responsible for the safe custody of the pass books and for the stamped statements received back from the post office. He shall also keep a register showing any advances made and the sums recovered on account of them.(6)To afford facilities for earning a higher rate of interest than that allowed by the savings bank, a subscriber shall have the option to invest a part or the whole of accumulated balance standing at his credit into Post Office National Savings Certificates. It is advisable to invest 50 per cent of the provident fund deposits of the teachers and other employees in the National Savings Certificates and keep the remaining 50 per cent as usual in the Post Office Savings Bank for emergent and temporary withdrawal.Procedure for the purchase of National Savings Certificate.(i)Investment should be made in the individual names of the subscriber to the Fund by the Controlling Officer. The certificate is made out in the name of the teacher concerned followed by the words "from Savings Bank Provident Fund Account no " and the following endorsement shall be made prominently in red ink on the back of the certificate:-"Payable to the officer authorised to control the Provident Fund or, on his countersignature, to the holders".(ii)Certificates bought will remain in the custody of the Officer authorised to control the fund, who will conduct all future transactions. When such a certificate is discharged, the proceeds will be credited to the teacher's or employee's Savings Bank Account for Provident Fund, unless endorsed by the controlling officer with the words, "Payment to be made to the holder" and duly signed by that officer and discharged by the holder.Note. - The certificate may be lodged in the Treasury, or Sub-Treasury as the case may be. The Treasury Officer or the Sub-Treasury Officer would give receipts for the certificates to the controlling officer concerned who should maintain regular records of such certificates containing all

necessary details.(iii)The certificate should bear a regular stamp of indelible nature indicating "Provident Fund money from Post Office Savings Bank Account no "

14. Advance from the fund. - (1) Provided that in no case shall the balance at the credit of a subscriber be reduced below Rs. 50, a temporary advance, not ordinarily exceeding three months' pay or half the sum at his credit, whichever is less, may with the sanction of the controlling authority be granted to a subscriber from the amount standing to his credit in the fund for the following and other similar purposes :-

(a)to pay expenses incurred in connection with the subscriber's illness, or that of a member of his family or other dependent as defined in rule 2(viii);(b)to pay expenses in connection with marriages, funerals, or other ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.(2)Without the special sanction of the controlling authority no subsequent advance may be granted while any portion of a previous advance remains outstanding.

15.

(1)An advance made under the preceding rule shall be recovered from the subscriber in such number of equal monthly instalments as the controlling authority may direct; but such number shall not be less than twelve unless the subscriber so elects or in any case more than twenty four. A subscriber may elect to make repayment in less than twelve instalments or to repay two or more instalments at the same time. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, admit of the fixation of such instalments.(2)Recoveries shall be made in the manner provided in rule 10, for the realization of subscription and shall commence on the first occasion after the advance is made on which the subscriber draws pay for a full month. Recoveries shall not be made while the subscriber is on leave. Recoveries made under this rule shall be made in addition to the usual subscription, and shall be credited, as they are made, to the subscriber's account in the fund. No interest shall be recovered on advances.

16. Circumstances in which accumulations are payable. - Subject to any deduction made under rule 18, the amount payable to a subscriber shall be determined by the following rules :-

(1)Should he be dismissed or, removed from service, or should he quit it without due notice or after less than five years' service, he shall be entitled to receive the sum which he has himself subscribed and the interest thereon. It shall rest with the controlling authority to decide whether or not, the Managing Committee's contribution and the interest thereon, shall be paid, and, if so, whether the Government contribution shall be paid.(2)Should he leave the school after due notice and after a completed service of not less than five years, he shall be entitled to receive the sum which he has

himself subscribed and the interest thereon. He shall also be entitled to receive the managing committee's contribution and the interest thereon and the Government contribution, unless the controlling authority, for reasons to be recorded in writing, decides that the Government contribution, or both the Government contribution and the managing committee's contribution, shall not be paid.(3)Should he quit the school for medical or other reasons accepted as satisfactory by the controlling authority or be superannuated on attaining the age of 55, or any higher age considered suitable by the managing committee, or should his services be dispensed with for no fault of his own, he shall be entitled to receive the sum which he has himself subscribed and the interest thereon, the managing committee's contribution and the interest thereon and the Government contribution. In the event of his services being dispensed with as above he shall be entitled to continue to subscribe to the fund so long as he joins within one year another school, to which the privileges of the provident fund apply.(4)A subscriber to whom for any reason a payment is made under this rule and who again joins a school to which the privileges of the provident fund apply, shall, if required to do so by the controlling authority, repay to the fund, for credit to his account, the whole or part of any amount paid to him from the fund in pursuance of this rule in cash or securities, or partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as the controlling authority may direct. The controlling authority shall satisfy himself that any sum repaid under this rule is classified correctly under the following heads :-(i)Subscriber's subscriptions and interest thereon;(ii)Managing Committee's contribution and interest thereon; and(iii)Government contribution.

17. Subject to any deduction made under rule 18, on the death of a subscriber before quitting the service :-

(i)When the subscriber leaves a family-(a)if a nomination made by the subscriber in accordance with the provisions of rule 7(2) in favour of a member or members of his family or other dependent subsists, the amount standing to his credit in the fund, or the part thereof to which the nomination relates, shall become payable to his nominee, or nominees in the proportion specified in the nomination;(b)if no such nomination in favour of a member or members of the family or other dependents of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, or other dependent, become payable to the members of his family in equal shares;Provided that no share shall be payable to-(1)sons who have attained legal majority;(2)sons of a deceased son who have attained legal majority;(3)married daughters whose husbands are alive; or(4)married daughters of a deceased son whose husbands are alive;if there is any member of the family other than those specified in clauses (1), (2), (3) and (4):Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber.Note. - Any sum payable under these rules to a member of the family or other dependent of subscriber vests in such member or other dependent under subsection (2) of Section 3 of the Provident Funds Act, 1925.(ii)When the subscriber leaves no family and a nomination made by him in accordance with the provisions of rule 7(2) or (3) in favour of any person or persons subsists, the amount standing to his credit in the fund, or the part thereof

to which the nomination relates, shall become payable to his nominee, or nominees in the proportion specified in the nomination. Note. - (1) When a nominee is a dependent of the subscriber as defined in clause (c) of Section 2 of the Provident Funds Act, 1925, the amount vests in such nominee, under sub-section (2) of Section 3 of that Act. (2) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 7 subsists, or if such nomination relates only to part of the amount standing to his credit in the fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of Section 5 of the Provident Funds Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

18. Deductions. - Subject to the condition that no deduction may be made which reduces the sum at the subscriber's credit by more than the amount of the contribution by the managing committee, with interest thereon, the controlling authority may deduct from the amount standing to the credit of a subscriber, when that amount becomes payable, any amount due under a liability incurred by him to the Managing Committee.

19. Payment. - (1) When the amount standing to the credit of a subscriber in the fund, or the balance thereof after any deduction under rule 18, becomes payable, it shall be the duty of the controlling authority, after satisfying himself. When no such deduction has been directed under that rule, that no deduction is to be made, to make payment as provided in these rules and in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these rules, any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment will be made to such manager, and not to the lunatic. (3) Any person who desires to claim payment under this rule should send a written application in that behalf to the controlling authority.

20. Procedure for payment. - The procedure to be followed for making payment shall be as follows:-

(1) If the controlling authority has decided that only the subscriber's own subscriptions with the interest thereon, shall be paid to him, or that only the subscriber's own subscriptions with the interest thereon plus the managing committee's contribution with the interest thereon shall be paid to him, the head teacher, shall apply to the controlling authority for permission to close the account. In the former case the secretary of the school shall be entitled to withdraw the managing committee's contribution with the interest thereon from the subscriber's account and the sum so withdrawn shall be credited to the school fund. (2) In other cases the controlling authority shall send to the Accountant-General a claim for the Government contribution. The claim shall be accompanied by the pass book and by a certificate from the controlling authority that the subscriber

is one of those who are eligible to join the fund, that no amounts in excess of the authorized subscriptions by the subscriber and contribution by the managing committee have been deposited, and that the subscriber quieted his service in circumstances which give him a title to the Government contribution under the rules if any balance is outstanding of any advance paid the controlling authority shall certify the amount so outstanding and the Accountant-General shall then authorize payment from State revenue of one-third of the total amount at credit in the savings bank, Including in that figure the balance of any advance outstanding.

21. The pass book of every subscriber shall be shown to him not later than the last week of February in each year. He shall, within one month of being shown the pass book, certify in writing as to the correctness thereof. If he fails to do so within the period thus allowed, he shall have no right to challenge the correctness of the account at any later date.

22. All deposits relating to the fund shall stand in the joint names of the subscriber and of the controlling authority.

First Schedule Rule 7(2) Forms of nomination when subscriber has a family I, hereby direct that the amount at my credit in the Provident Fund for aided schools in Bihar at the time of my death shall be distributed among the members of my family and other dependents mentioned below in the manner shown against their names.

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

Signature. Date.....signature of subscriber. Two witnesses to Signature. Note. - Column 4 shall be filled in so as to cover the whole amount at credit. Second Schedule Rule 7(3) Form of nomination when subscriber has no family I, hereby declare that I have no family and direct that the amount at my credit in the Provident Fund for aided schools in Bihar at the time of my death shall, in the event of my having no family be distributed among the persons mentioned below in the manner shown against their names :-

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

Station.....Date.....signature of subscriber. Two witnesses to Signature. Note. - Column 4 shall be filled in so as to cover the whole amount at credit. Delegation of Powers to District Education Officers and Sub-divisional Education Officers in respect of Provident Fund Account of the Schools "In continuation of D. O. No. 4335, dated 24.11.58, it is directed that the State Government have been pleased to declare the District Education Officers as the controlling officers of the Provident Funds Accounts of teachers of non-Government High Schools and Sub-Divisional

Educational Officers so that of teachers of non-Government Middle Schools with effect from the date of the order." [Government letter No. 1/5103, dated 11th November, 1959]. Appendix VI Form of Agreement for Grants for Land and of Money for Buildings This indenture made the.....day of.....between the Governor of Bihar (hereinafter called the Governor, which term shall include his successors in office, representatives and assigns) of the one part and the.....of the school hereinafter called the school authority, which term shall include their successors in office (representatives and assigns) of the other part. Whereas on the application of the school authority, and under the rules relating to the grant of land of money for school sites and buildings, the Governor has agreed to grant to the school authority, for the purposes of the said school and subject to the conditions set forth below, a lease of the land specified in the first schedule and delineated in the plan hereunto annexed for a period of.....years from.....and thereafter for such further period as the Governor may determine (and has also agreed to sanction a grant of the sum of Rs.....). Now therefore this indenture of lease is executed and witnesseth that the Governor hereby grant a lease to the school authority of the land aforesaid for a period of..... years with effect from.....and thereafter for such further period as the Governor may determine on the following terms and conditions, to wit:-(1) Save as the State Government shall permit the said land (and the said sum of Rs.....) shall be used solely for the purposes of the school. (2) The school shall be governed by a regular Managing Committee the constitution of which shall accord with the rules of the Education Department of Bihar for the time being in force, governing schools in receipt of grants-in-aid. (3) The school authority shall cause the buildings specified in the Director of Public Instruction's letter no....., dated.....to be erected in accordance with the plans and estimates which have and to be completed to the satisfaction of the.....Engineer of.....before the.....day of The previous approval of the Superintending Engineer shall be obtained to any contract into which it is proposed to enter in respect of the buildings. (4) The school authority shall pay Rs as annual rent on or before the in every year, and shall also pay all rates and taxes, which are or may hereafter be levied upon the school by any local authority, whether the same be payable by owner or occupier. (5) The said buildings shall be maintained in good repair. (6) Neither the school authority nor any member thereof shall derive any pecuniary return from the use of the said land or buildings save for the purposes of the school. (7) The school shall be open to inspection at all reasonable times by the officers of Government. (8) The school shall be managed as regards control, maintenance, staff, studentships, curriculum, discipline, residential arrangements, and in all other respects in accordance with the rules of the Education Department of Bihar for the time being in force, governing schools in the receipt of grants-in-aid, and to the satisfaction of the State Government. (9) The school authority shall take all necessary steps to cause the school to be recognised by the Board of Secondary Education having jurisdiction over Bihar. (10) Should the land be at any time required for a purpose declared by the State Government to be a public purpose, than on giving six months notice in writing, and if any of the foregoing conditions shall at any time from any cause whatsoever be broken or cease to be performed and observed then and in any such case without notice, the Governor shall be entitled to re-enter upon the said land and the school authority shall be bound to give him or any officer authorized in his behalf quiet and peaceable possession of the said land and of all buildings erected thereon and of all the school furniture and equipment: Provided that the school authority shall be entitled [(to a refund of the sum of Rs.....contributed by the said authority towards the acquisition of the land and)] [To be inserted in cases where the land has been

acquired party or wholly from funds contributed by the school authority.] to compensation for all buildings erected upon the land in accordance with condition (3) above, and for all the school furniture and equipment (less a deduction of the sum specified in the second schedule on account of the Government grant mentioned in the preamble), such compensation not to exceed the cost or present value of the said building, furniture and equipment, whichever shall be less: Provided also that if the Director of Public Instruction and the school authority are unable to agree as to the present value of the said buildings, furniture and equipment, two arbitrators shall be appointed, one by the Director of Public Instruction and the other by the school authority, to assess the said value. If they agree, their decision shall be final, but if they are unable to agree, they shall appoint an umpire whose decision shall be final; provided also that, if the school authority fail to appoint an arbitrator within a reasonable time, the decision of the Director of Public Instruction on the said value shall be final.(11)Should the Director of Public Instruction and the school authority be unable to agree as to whether any of the first (eight) conditions of this lease have been broken or have ceased to be performed or observed or as to whether any defect has on the demand of the Director of Public Instruction been remedied, the dispute shall be referred to the State Government whose decision shall be final.In witness whereof we, the said parties, have hereunto set their hands and seals.

Signed, sealed and delivered by..... Collector of the district of.....for
and on behalf of the Governor of Bihar, in the presence of

Collector

Witness.....

(1).....

(2).....

Signed, sealed and delivered by the above-named school authority in the
presence of

School authority.

Witness.....

(1).....

(2).....

First Schedule(Area and boundaries of the land.)Second Schedule(Amount to be deducted from the compensation payable, in case of determination of the lease, on account of the Government grant mentioned in the preamble.)Should the lease be determined within a period of one year from....., the date from which it is granted, the amount to be deducted shall be Rs., the full amount of the grant already mentioned. Should the lease be determined at any time during a period of 20 years and after the lapse of one year from the said date, the sum to be deducted shall be so much of the said sum of Rs. as remains after subtracting therefrom in respect of each completed year between the date from which the lease was granted and the date on which it was determined a sum equal to one twentieth of the said grant. Should the lease be determined after the expiry of a period of 20 years from the said date no deduction shall be made.N.B. - This agreement should be executed on a stamped paper, the duty to be paid being the same as that required for the execution of a deed of conveyance for a consideration equal to the amount of value of the average annual rent which would be paid or delivered for the first ten years if the lease continued so long, vide Stamp Act II of 1899, Schedule I, no. 35 (IV).(Government notifications nos. 2831-E., and 2832-E., dated the 7th July, 1926 and Government Order no. 1195-E, dated the 3rd July, 1937).Appendix VIIForm of Agreement for a Grant of MoneyWhereas the Governor of Bihar, hereinafter called the Governor, has under the rules relating to grants of land and of money for school sites and buildings sanctioned a grant of Rs.to the school authority of

the.....school for the use of the said school and for the express purpose of.....

2. Now, therefore, we the undersigned, being the.....the said school and hereinbefore and hereinafter called the school authority, which term shall be taken to include also our successors in office, heirs, representatives and assigns, in consideration of the said grant do hereby agree that we and our successors in office, heirs, representatives and assigns shall, for a period of twenty years from the date on which the said grant shall be paid to us, be bound by the conditions which are hereinafter set forth below.

3. And we the said school authority do hereby further agree that if at any time within a period of one year from the date on which any grant is actually paid to the school authority for the abovementioned purpose, any of the said conditions shall be broken or cease to be performed or observed or if the said school authority shall fail to remedy within the time allotted by him or any extension thereof granted by him any remediable defect on demand by the Director of Public Instruction to have such defect remedied, the school authority shall be liable on demand by the said Director of Public Instruction to repay to the Governor the whole of such grant.

4. And we the said school authority do hereby further agree that if at any time during the aforesaid period of twenty years and after the lapse of one year from the aforesaid date any of the said conditions shall be broken or cease to be performed or observed as aforesaid or if the said school authority shall fail to remedy within the time allotted by him or any extension thereof granted by him, any remediable defect on demand by the Director of Public Instruction to have such defect remedied as aforesaid, then the school authority shall be liable on demand as aforesaid to repay only so much of the said grant as remains after deducting therefrom in respect of each completed year between the date of such grant and the date on which such condition was broken or ceased to be performed or observed or a demand was made (whichever of these is the earlier) a sum equal to one-twentieth of the said grant:

Provided that after the expiration of a period of twenty years from the date on which any grant is paid to the school authority for the abovementioned purpose, this agreement shall terminate and the obligations herein imposed on the said school authority shall cease and be determined:Some provided (further) that the said school authority shall be bound even after the expiration of the said

period of twenty years to repay to the Governor on demand and the Director of Public Instruction as aforesaid such sum as became payable before the expiration of the said period under the provisions contained in paragraphs 3 and 4 of this agreement.

5. And we the said school authority further agree that in the event of a dispute as to whether there has been a breach of any of the said conditions or as to whether a defect has been remedied, the dispute shall be referred to the State Government whose decision shall be final.

Conditions(a)Save as the State Government may permit, the said building shall not be used by the school authority for any other than educational purposes.(b)The said school shall be governed by a regular Managing Committee, the Constitution of which shall be approved by the Director of Public Instruction and shall be in accordance with the grant-in-aid rules.(c)The school authority shall cause the said building to be erected in accordance with the plans and estimates which have been approved by the Director of Public Instruction, and to be completed to the satisfaction of the.....Engineer of.....before the.....day of.....the previous approval of which it is proposed to enter in respect of the buildings.(d)The said buildings shall be maintained by the school authority in good repair.(e)Neither the school authority nor any member thereof shall derive any pecuniary return from the use of the said buildings save for the purposes of the school.(f)The school shall be open to inspection by the officers of Government at all reasonable times.(g)The school shall be managed as regards control, maintenance, staff, fees, free-studentships, curriculum, discipline, residential arrangement and in all other respects in accordance with the Government grant-in-aid rules and to the satisfaction of the State Government.(h)The hostel shall be used solely by students of (in the case of Hostels) schools recognized by the Department of Public Instruction in Bihar and shall be managed as regards control, maintenance, discipline and in all other respects in accordance with the rules for the management of recognized hostels and to the satisfaction of the State Government.In witness whereof we the said parties have hereunto set our hands and seals on this the.....day of.....Signed, sealed and delivered by.....a Secretary to the Government of Bihar on behalf of the Governor of Bihar, in the presence of

Witness- (1).....

(2).....

Signed, sealed and delivered by the above named school authority in the presence of

Witness- (1).....

(2).....

[Appendix IX] [There is no text of Appendix VIII in the Official publication. However, a reference to the 'Table of Contents' shows that it is 'Form of Agreement for grant of money for hostels'.]Form of Agreement to be executed by Teachers of non-Government High/Higher Secondary Multipurpose Schools(Note. - To be executed on a paper with Rupee One and Fifty Paise stamp under Article 5, Schedule I of the Indian Stamp Act.)Agreement made this.....day of.....one thousand and nine hundred and.....between.....(hereinafter called the said teacher) of the one part of and the secretary, Managing Committee.....school, District.....(hereinafter called the school authority).Whereas the said school authority has

agreed to engage the said teacher to serve the school at in the capacity of a teacher and on the salary hereinafter mentioned. Now these present witness and the parties hereto do hereby mutually covenant contract, and agree in manner following, is to say:-(i) That the said school authority shall employ the said teacher and the said teacher shall serve the said school authority as a teacher in the school at.....from the date of his taking over charge of such appointment until such employment shall be permitted to hereinafter provided.(ii) That the said teacher shall employ himself honestly, efficiently and diligently under the orders and instructions of the said school authority or the headmaster or principal under whom he shall, from time to time, be placed as teacher in the said school in which capacity he shall discharge all such duties appertaining to the office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and shall make himself in other respects generally useful as may be required of him.(iii) That the said teacher shall not on any pretence absent himself from his duties without first having obtained the permission of his superior officers authorised in this behalf or in case of sickness or inevitable accident without forwarding such medical certificate satisfactory as to the officers aforesaid as may be required by the leave rules for such school as approved by the State Government.(iv) That the said teacher shall devote his whole time to the duties of the said employment and shall not on his own account or otherwise directly or indirectly, carry on or be concerned in any trade or business whatsoever without having first obtained the permission of his superior officers authorised in this behalf.(v) That the said teacher shall conform to all the rules and shall obey all such lawful orders and directions as he shall from time to time receive from any authorised officer of the said school.(vi) That the said teacher shall not be discharged or dismissed save and except on ground of proved inefficiency, conduct involving moral turpitude or gross negligence of duty or behaviour likely to prove subversive of discipline, or any other good or sufficient reasons which may make his retention on the school staff no longer desirable. The decision of the Managing Committee under this clause shall be immediately communicated to the said teacher in writing. The said teacher shall have the right to appeal through the proper channel in respect of order in which the said teacher has been discharged or dismissed. Appeal must be preferred to the District Education Officer within thirty days of the receipt of the punishment order. When an appeal has been preferred, the order of discharge or dismissal shall be kept in abeyance.(vii) That this agreement may be terminated at any time by the said teacher after serving on the school authority three calendar months' notice of intention to terminate the same or by paying three months salary in lieu of such notice. If the said teacher fail, to comply with the provision of this clause he shall be debarred by the District Education Officer from getting employment in any other recognised school in the State of Bihar by causing a notification to be issued to this effect.(viii) That if the said teacher shall observe and comply with all the provisions of these presents, there shall be paid to him, for such time as he shall be in the service of the said school and actually perform his duties, a salary of Rs.per mensem (for the first year of his service, which shall be increased in such subsequent years of his service according to the prescribed scale but that in the event of his temporary absence from duty by reason of sickness or leave or otherwise he shall be paid such salary only as shall be determined according to the rules in force. The salary of the teacher shall not be less than the pay-scales approved by the State Government for such schools and in force at the time.(ix) That, in all matters relating to and concerning the appointment, probation, confirmation, graduate equivalents, interviews and their approval by the Department, the association of the headmaster or the Principal in the processes of the said appointment, the function of the Sub-divisional Education Officer and

District Education Officer in this regard, difference of opinion on appeal, joining report, service book annual confidential character-rolls, retrenchment and revival of posts, punishment and its procedure, the termination of service, discharge, dismissal, etc. Both parties shall be bound and governed by the provisions made in Government notification no. II/R4-O/55-E-5172, dated the 7th September, 1955 and such other rules, regulations and instructions as may be made and issued by the State Government or the Education Department in this connection hereafter from time to time. In witness whereof.....and.....have hereon to set their hands and day and year first above written.

Signed by- School Authority

In the presence of witnesses:-

(1).....

(2).....

Signed by:- Teacher

In the presence of witnesses:-

(1)

(2)

Appendix XForm of Confidential Character Rolls of Teachers and Headmasters or Principal in non-Government High/Higher Secondary Multipurpose Schools in Bihar

1. Period of report from.....to.....

2. Name in full (in block letters).....

3. Qualifications (i) Academic.....

(ii)Professional training.....(iii)Special, if any (including the Departmental Examination).

4. Post held.....

5. Date of substantive appointment

6. Present Pay.....

7. Date of birth and age on the 31st March of the year.....

8. Total period of service.....

9. Observations:-

(a)Personality, physical form and character.(b)Aptitude for work.(c)Capacity for class-control and maintenance of discipline.(d)Interest in the conditions of students' residence, their welfare, and conduct with the community.

10. Description of the teacher's work giving details of subjects and classes taught. Has he been able to manage his work well and how has this been reflected in the examination and assessment results?

11. Is the teacher in the habit of keeping regular notes of lessons as well as self-study to prepare him for the class work and does he use the library?

(Please mention names of books read by him)

12. If he holds an office or some assignment of an administrative nature, does he maintain his records well and is posted up-to-date.

13. Is he able to get co-operation from his staff or is he able to work in co-operation with others?

14. His special aptitude for his present job or is he better qualified or better suited for inspection work or work of higher responsibility?

15. What co-curricular activities did he organise or participate in?

16. Whether recommended for promotion or not? (This should be supported by a brief note on moral character, physical fitness and devotion to work).

17. Any other remarks.