

The Mizoram Aided Schools (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990

MIZORAM

India

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Rule

THE-MIZORAM-AIDED-SCHOOLS-RECURRING-AND-NON-RECURRING of 1990

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The Mizoram Aided Schools (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990Published vide Notification No. B 13016/6/88-EDN, dated 18th January, 1990, published in the Mizoram Gazette, Extraordinary No. 19, No. 5(1), dated 18-1-1990Last Updated 19th February, 2020Notification No. B 13016/6/88-EDN, dated 18th January, 1990. - Whereas the Government deems it expedient to make a new set of rules for the maintenance of Recognised Government Aided Schools in Mizoram, the Governor of Mizoram is pleased to make the following Rules for Recurring Grants-in-aid for general maintenance of Recognised Aided Schools in Mizoram, and Non-Recurring Grant-in-aid to Recognised Aided Schools in Mizoram, namely:

1. Short title, extent and commencement.

(1)These Rules may be called the Mizoram Aided School (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990.(2)It shall extend to the whole of Mizoram.(3)It shall come into force on such date as the State Government may by notification in the Official Gazette appoint.

2. Definitions.

- In these Rules, unless the context otherwise requires-(a)"Board" means the Board of School Education to which an institution is affiliated for the purpose of any public, examination conducted by the affiliating Board.(b)"Chairman" means the Chairman of the Managing Committee;(c)"Committee" means the managing committee of the Institution duly constituted and approved by the Government;(d)"Department" means the Department of Education and Human

Resources Department;(e)"Director" means the Director of School Education, and the "Directorate" means the Directorate of School Education;(f)"Government" means the Government of Mizoram;(g)"Grant" means recurring and non-recurring grants-in-aid for general maintenance of the institution and includes all financial assistance given on this account to a college in cash or in kind;(h)"Institution" means any educational institution in Mizoram recognised by the Government;(i)"Non-Recurring Grants-in-Aid" means Grants-in-aid for buildings and qualitative improvements, etc.;(j)"Recurring Grants-in-Aid" means Grants-in-aid for payment of pay and allowances of both teaching and non-teaching staff;(k)"Secretary" means Secretary of the Committee.(l)"Treasurer" means any one member of the Committee declared to hold the office by a voted resolution of the Committee.

3. Categories of recurring grants-in-aid for general maintenance.

- There shall be deficit recurring grants-in-aid for general maintenance, namely:(a)Deficit grants-in-aid(b)Ad hoc grants-in-aid

4. Conditions for grants-in-aid.

(1)The institutions in Mizoram already receiving recurring deficit grants immediately preceding the introduction of these rules shall continue to receive the same; provided that the Managing Committee of these institutions re-adjust themselves to conform to the rules formulated herewith from the date of their introduction and are not deemed, at any time, to be grossly neglecting or infringing these rules or are found to be lacking in their ability to maintain a desirable standard of academic efficiency in their institutions, in which case the grants may be reduced to the level of ad hoc grants or withdrawn completely or suspended at the discretion of the Government.(2)The Government shall have power to add to the number of institutions to be brought under deficit grant keeping due regard to their eligibility and availability of funds.(3)Besides conforming to the general conditions hereafter provided, any institution brought under deficit grants shall conform to the following other conditions;(a)In the event of genuine complaints received by Government through the S.D.E.O/D.E.O/Director of Education concerned or directly, about the bad character, poor and inefficient performance, negligence of duty and other undesirable activities of teachers and headmasters of Middle and High Schools which are of such nature as are harmful and detrimental to the progress and general interest of the school and as are violative of these rules, the Government, shall have power to take up the matter directly and make final decision in consultation with the Managing Committee of the School.(b)It shall not keep under its employment any staff member beyond the age of 60 (sixty) except with the specific approval of the Government.(c)The conditions pertaining to the minimum enrolment as laid down under this sub-rule may be relaxed by the Government in exceptional and deserving cases.(d)It must have been in existence for a minimum period of three (3) years running effectively on its own resources and/or on and ad hoc grant if received from the Government.(e)It shall ensure that no teacher under its employment takes more than two private tuitions in case of institutions up to the High School level with the prior approval of the District Education Officer.(f)It shall also ensure that no staff under its employment accepts an office not connected with the institution or indulges in active politics.(g)The staff under its employment shall give written undertakings agreeing to be governed by the Education Department

Conduct Rules and orders and to perform all Curricular and Co-Curricular duties entrusted to them by the Head of the Institution.(h)It shall not add or terminate any section of a class without prior approval of the Director, nor shall it enrol more than the number of forty students permitted in a section of any class in case of institutions up to Class X level without prior approval of the District Education Officer.(i)It shall not appoint any of its staff on a scale of pay and allowances higher than what may be applicable in case of his counterpart in the Government service nor shall it allow any higher start of grant or any premature increment to any of its staff member except with the prior approval of the Government subject to the relaxation that in case of the appointment of a qualified serving person from another recognised institution. The Director will have power to allow the managing committee to appoint him on the pay he was actually drawing in the other recognised institution that was previously approved by the Director.(j)Before any institution is brought under deficit grant, the teaching staff already in position in the institution shall be subject to a screening process by a committee duly constituted for the purpose within the relevant provisions of these rules and the managing committee of the institution shall undertake to dispense with the services of such members of the teaching and ministerial staff as may be considered unsuitable for continuance in the institution after such circumstances in which case the Government's specific approval shall have to be obtained.(k)It shall not make appointment of any new teaching staff except from the panels prepared on the recommendation of selection committees duly constituted under these rules for making approved panels which shall remain in force for one year from the date of their formation or till the same gets exhausted, whichever is earlier.(4)The Government reserves the right to decide which of the institutions shall be considered for the purpose of grants-in-aid and subject to this overriding power of the Government an institution shall conform to the following conditions before considered eligible for any kind of recurring grants-in-aid for general maintenance:(a)It shall have managing committee duly constituted and approved by the Government.(b)It shall normally have its own building and lands, the ownership of which should be legally vested in its duly constituted managing committee, such land and buildings being considered adequate by the Department for effective education at the various levels for which it runs the institution ; provided that the Government may, in any deserving case, relax this condition and consider the desirability of making recurring grants to otherwise well-run institutions accommodated in suitable rented building, pending construction of their own buildings.(c)Within two years from the date of publication of these Rules, the managing committee of the institution shall get itself registered under the Societies Registration (Extension to Mizoram) Act, 1977 (Mizoram Act 3 of 1977) or public trust constituted under any law for the time being in force, unless of course it is already registered under any of these.(d)It shall be considered by the Department to serve a real need of the locality/areas wherein it is situated.(e)It shall not start functioning without prior approval of the Department.(f)It shall not adversely affect the enrolment of any institution of the same type within three kilometres of its location.(g)it shall follow courses, curricula, syllabi and text books for the various stages of education as prescribed by the authority competent to do so. i.e., Director for Classes I to VII, Officiating Board for Classes VIII to X.(h)It shall not be run for profit to any individual or group of individuals.(i)It shall not make any discrimination in admitting students on ground of religion, caste or creed.(j)It shall make adequate arrangement for class room accommodation, playfield and sanitation.(k)It shall take effective steps to promote discipline and orderly behaviour on the part of the students and the staff as also to maintain a high morale in the institution. Failure in this respect may result in suspension or withdrawal of the grant.(l)It shall be open to inspection by any Officer

authorised to do so by the Department.(m)It shall maintain such record and registers as directed by the Director;(n)It shall promptly and accurately furnish such statistics, reports and information as may be called for by the Department or any other authorised officer.(o)It shall maintain full accounts of all its income and expenditure, the latter being supported by duly maintained acquittance rolls/vouchers. This must be annually audited by the competent persons/officers approved by the Director. The annual audit report shall be considered by the managing committee of the institution in a regular meeting soon after the submission of the report and the attested copies of the audit report and managing committee adopting the same shall be submitted to the Director with a copy to the District Education Officer.(p)It shall not employ any teaching and/or other allied staff having qualification less than what may be approved by the Government or Board.(q)It shall not normally levy tuition and other approved fees from the students at rates higher than those charged from their counterparts in a Government institution at equivalent levels; provided that such fees may be allowed to be raised by the Government in exceptional circumstances to limited higher extent on grounds considered valid by the Government; provided further that in addition to these approved fees the managing committee of an institution may levy a development/building construction fee from the parents/guardians of each student once a year up to the extent of two times the monthly tuition fee of his/her ward. A separate account shall be maintained for such collections and no amount from such collections shall be spent for repair/construction/reconstruction of the institution building without prior approval of the Director.(r)The managing committee shall have a constitution for running it smoothly and effectively and also rules for the transaction of its business duly approved by the Government and shall not make any amendment thereto without prior approval of the Government.

5. Approved income.

- The approved income of a school shall include-(a)the total income derived from tuition fees, fines, subscriptions, endowments and grant from local bodies or authorities; but does not include any grants paid from the State fund;(b)voluntary contributions or donations collected; and(c)voluntary contributions by the parents or guardians for construction of any buildings for the school or its hostel.Note. - No aided school shall levy or collect any donation compulsorily from any student or his/her parent or guardian.

6. Approved expenditure.

(1)The approved expenditure of a school shall comprise of the salaries of the teachers and staff appointed with the approval of the Director or any other officer authorised by him in this behalf to the extent and according to the scales of pay as prescribed by the Government from time to time.(2)The courses of studies/subjects will be confined to those duly approved by the Government or in consultation with the affiliating Board and, ordinarily the strength of the establishment shall be accorded to the following standard:Teaching and non-teaching staff.(a)The number of the teachers in each subject will be determined in accordance with the provisions of the Government Ordinance or ordinance of the affiliating Board on the affiliation of the school as approved by the Government.(b)One Craft Teacher for High School and Middle School.(c)One Lower Division Clerk for High School.(d)One Peon each for High School and Middle School;(e)One Chowkidar for High

School and Middle School; provided that if the enrolment is below the number prescribed in Rule 4(3)(c) for consecutive three years, the Government shall not be bound to provide or sanction a separate post of Chowkidar. Even for those schools which fulfil the prescribed strength of enrolment, the Government may or may not sanction both the posts of peon and Chowkidar depending on the availability of fund.(3)(a)In case any member of the staff is sent for training course extending over a period of three months or more by the institution with the approval of the Director, expenditure on account of usual pay and allowances including admissible deputation allowances along with the expenditure on account of pay and allowances admissible in respect of qualified person actually appointed to officiate in the vacancy with the approval of the Director shall be computed as approved expenditure for calculation of grants.(b)Expenditure on account of any special allowances/special pay allowed to a member of the teaching staff for performance of any duties in addition to his normal duties; provided such allowances are given to the member after obtaining specific prior approval of the Director.(c)With effect from the date of taking an institution under grant-in-aid initial pay and allowances of all the members of the staff shall be fixed for the purpose of calculation of approved expenditure by taking into account basic salary actually earned by them and actually paid to them by the institutions before such dates. Thereafter regular annual increments shall be earned by them on due dates except when such increments are withheld and/or differed on valid grounds and the same shall be included in the calculation of approved expenditure.(d)The Grants-in-aid shall normally be continued from year to year and shall be payable in advance to the institutions in four quarterly instalments subject to its submission of attested copies of acquittance rolls in respect of the authorised staff actually employed and paid during the previous period of one quarter together with the attested copies of income earned by the institution during the same period. Before releasing any quarterly grant to an institution, the authority releasing the grant shall make such adjustment in respect of the quantum of the grant admissible for the quarter under consideration, as may have become necessary due to unforeseen circumstances. All such adjustments must be completed within one year at the latest after the quarter for which such adjustment has become necessary. Any adjustment not completed within this period shall be brought to the notice of the Director and shall be made only after obtaining specific approval of the Director for such adjustment.

7. Sanctioning Authority.

(1)The Government shall be the competent authority to sanction any grant under these Rules.(2)The Government may, if it considers necessary, delegate this power to the extent deemed appropriate to any of its subordinate authorities. Notwithstanding anything contained in these Rules, the Government shall have power to relax the conditions in cases wherein it considers such action necessary to ensure faster development of areas or tribes belonging to the weaker sections.

8. Application for grant-in-aid.

- Every application for grant-in-aid by a school shall be made in Form G-I and shall be addressed to the Director;

9. Undertaking.

- No grants-in-aid shall be given unless its managing committee gives an undertaking in writing by a formal resolution passed to the effect that it shall comply with the provisions of these rules and such instructions as may be issued from time to time by the Director will regard to grants-in-aid, and that the breach of any provision of these rules or any instruction issued by the Director in this behalf shall render such school liable to forfeiture of the grants-in-aid (Form G-II shall be used for the resolution for this purpose).

10. Sanction of Grants-in-aid.

(a) Subject to the provisions of these rules, Government may sanction the grants-in-aid on such conditions as it may deem necessary. (b) The sanction for grant-in-aid shall ordinarily be reviewed by the Director every year for the purpose of modifying wherever necessary the amount thereof. (c) The grants-in-aid will be payable monthly on bills drawn in the prescribed form by the Secretary to the managing committee of the School and countersigned by the Director or any Officer authorised by him. Note. - Bills shall be supported by a statement of claims in Form G-III together with a statement of computation as at item 5 of Form G-II.

11. Register of Grants-in-aid Bills.

- The countersigning authority shall maintain a "Register of Grants-in-aid Bills" incorporating necessary details in respect of each aided school.

12. Adjustment/deduction of claim.

- Where any amount of grants-in-aid is sanctioned in excess or where any portion of it remains unspent, such amount shall be adjusted from the subsequent monthly grants-in-aid. Note. - It shall be the responsibility of the managing committee to make good from its own funds the shortfall and the salaries of the staff which shall to no way be paid fees than what is due to them.

13. Stoppage, reduction or suspension of Grant-in-aid.

(1) Grants-in-aid to school may be stopped, reduced or suspended at any time by the Director on the following grounds: (a) that the managing committee of the school fail, without any reasonable excuse, to comply with any of the provisions of these rules or instructions given by the Director; (b) if one or more of the conditions for recognition, discipline, organisation or instruction in the school in unsatisfactory; (c) that for lack of discipline or otherwise the academic standard in the school have been adversely affected; (d) that one or more of the conditions for recognition of the school or for grant-in-aid has been violated. (2) The grant-in-aid school not be stopped, reduced or suspended except after giving the managing committee of the school a reasonable opportunity for showing cause against the proposed action.

14. Reserve Fund of the School.

(1)The School shall have a Reserve Fund of Rupees three thousand in respect of Middle School and rupees ten thousand in respect of High School or such as may be specified by the rules of the affiliating Board, whichever is higher.(2)The Reserve Fund shall be maintained in the name of the School and shall be deposited with any Nationalised Bank or the Post Office Savings Bank or any other Scheduled Bank as approved for the purpose by the Government, and shall be administered jointly by the Chairman and the Secretary of the managing committee of the School concerned. Normally, withdrawal of money out of this fund is not admissible.Non-Recurring Grants-in-Aid

15. Categories of grants.

- There shall be the following categories of non-recurring grants-in-aid to recognised aided institutions in Mizoram:(1)Grants for constructions/renovation involving major addition and alteration/special repairs involving heavy expenditure and/or purchase of-(a)Institution building;(b)Hostel building;(c)Staff quarters;(d)Playfields, open air gymnasias, auditorium, etc.(e)Permanent fencing protection against cattle nuisance, etc.:(f)Water reservoirs for drinking water.(2)Other admissible non-recurring grants-(a)for class room, common room, laboratory and library, hostel furniture and fittings;(b)for purchase of library books, teaching aid including science equipments, raw-materials for craft classes, sports and physical education equipments, utensils, tools and equipments for works experience, games;(c)for conducting sports, drama and other competitions;(d)for education tours and excursions, scouts and guide camps;(e)for conducting seminar and/or short term course of method of teaching and contents, etc. as so entrusted by Director;(f)for school uniform to poor and deserving students and uniforms for scouts and scouters, guides and guiders;(g)for other co-curricular activities which may be considered conducive to the educational growth of the students;(h)for reward to meritorious teachers/for publication of dissertations and other publication which may be considered beneficial towards educational progress and advancement;(i)the ceiling of grant-in-aid for the various items under sub-rule (1) of Rule 15 shall be as under:(i)For a High School, rupees two lakhs for institutional buildings rupees one lakh for staff quarter, rupees one lakh for play field and rupees forth thousand each for fencing and/or water reservoir.(ii)For a Middle School, rupees one lakh for institutional building, rupees sixty thousand for hostel building, rupees forty thousand for staff quarter, rupees fifty thousand for playfields, and rupees thirty thousand each for fencing and/or water reservoir.(j)The ceiling of grants-in-aid for any one of the purposes under sub-rule (2) of Rule 15 during one financial year shall not exceed Rs. 60,000 in respect of High School and Rs. 30,000 in respect of Middle School.

16. Plants and estimate for the proposed expenditure.

- Any institution approaching the Government for any non-recurring grants-in-aid under sub-rule (1) of Rule 15 shall make an application to the Director through proper channel. The application must be accompanied with the plan and estimate prepared on the basis of the current Public Works Department schedule of rates for the time being in force duly certified by an Executive Engineer of the Public Works Department in case the estimate is beyond Rs. 50,000 and the Sub-divisional Officer of the Public Works Department if the estimate is over Rs. 10,000 but below Rs. 50,000 and

the Section Officer of the Public Works Department if it is below Rs. 10,000

17. Amendment of the rules.

- The Government shall have the right to amend the rules fixing the quantum of grants as and when necessity arises.

18. Provision of audit.

- The accounts of the fund of the Mizoram Aided Schools (Recurring and Non-recurring Grants) shall be subject to audit by authorised Audit Officers of Accountant General and Examiner of State/Local Accounts.

19. Repeal and savings.

- The Recurring Grants-in-Aid for General Maintenance Rules for the Educational Institution in Mizoram, 1975 and Non-Recurring Grants-in-Aid rules for the Recognised Educational Institutions in Mizoram, 1976 (as amended up to date) shall stand dissolved from the date the Mizoram Aided School (Recurring and Non-Recurring Grants-in-Aid) Rules, 1990 come into force.(2)Notwithstanding such repeal, any action done or taken under the rules so repealed shall be construed as validly done or taken under the corresponding provisions of these Rules.Form G-I[See Rule 8](To be drawn up in stamped paper)Form of Undertaking and Acceptance of Grants-in-AidWe, the undersigned, the members of the managing committee of the.....School hereby accept the grants-in-aid sanctioned by the Government of Mizoram/the Director of School Education, Mizoram under Memo No.....dated.....for the said School shall be managed in accordance with the Mizoram Aided School (Recurring and Non-recurring Grants-in-Aid) Rules and such other conditions, orders and instructions as may be issued from time to time by the Director of School Education, Mizoram:Provided that retirement of a member from the managing committee duly notified to the Director of any Officer authorised by him to this behalf will relieve him of any responsibility for any action of the managing committee taken after the date of his retirement.Members:

1. President of the Managing Committee of the School
 2.
 3. Secretary to the Managing Committee of the School
- Form G-II[See Rule 9]Application for Grant-in-Aid to School for the year...

1. Name of the School with postal address

2. (a) Particulars of Management (the Government order constituting the managing committee should be quoted)

(b) Name and designation of the person authorised to draw the grant

3. (a) Year of establishment

(b) Board to which affiliated with date

4. (a) The courses of studies and subjects taught

(b) Courses of studies and subject in which affiliated to the Board and the nature of affiliation (c) The intake capacity for admission in different courses to studies and subject granted by the Board (d) Courses of studies/subjects opened during the last/current year. The letter No. of approval accorded by the Government should be quoted

5. Expenditure incurred during the month of March (as per salary statement enclosed)

	Salaries	Contributory Provident Fund	Total
(a) Teaching staff			
(b) Ministerial staff
(c) Group D staff
Total
Less 60% Tuition Fees from the student
Amount of grant payable.....			

6. (a) Year up to which audited accounts of the School have been submitted to the Director through proper channel;

(b) The period up to which half yearly internal audit of the accounts arranged by the managing committee.

7. Financial statement. (1) Income and expenditure for the last three years:

A. Statement of income 19..... 19..... 19.....

Rs. Rs. Rs.

(a) From private sources-(i) Tuition Fees, fines etc. (ii) Interest from endowment (iii) Subscription (iv) Donation (v) Other sources Total (b) From public sources-(i) Government Grants-in-Aid (ii) District Council/Municipal Board, if any Total Grant Total of AB. Statement of expenditure-(a) Salary of staff-(i) Teaching staff (ii) Ministerial staff (iii) Group D staff Total (b) Other expenditure on establishment-(a) Contingencies (b) Library (c) Others Total Grant Total of B (2) Estimated receipts and expenditure for the year 19..... A. (a) Receipts from private

sources-(i)Fees(ii)Fines, etc.(iii)Subscription(iv)Endowment(v)OthersTotal(b)Receipts from public sources-(i)Government Grants-in-Aid;(ii)Others (if any)TotalGrant Total of AB. Estimated expenditure-(a)Salary of staff-(i)Teaching staff(ii)Ministerial staff(iii)Group D staffTotal(b)Other expenditure on establishment(Contingencies, Library, Prizes, etc.)TotalGrant Total of B(3)Particulars of School Funds:(a)Cash in hand on 1st April of the current year(b)Cash in Bank on 1st April of the current year(Name of the Bank and Account No. are to be given)(c)Cash in hand on 1st April of previous year(d)Cash in Bank on 1st April of previous year(e)Reserve Fund on 1st April of current yearRemarks explanatory of any notable difference between the (a) and (b); (c) and (d) and (e) above.(4)Ram of tuition fee charged for different classes (to be given both for day/night shift separately):

8. Enrolment as shown below (to be given separately for each class and day/night shall separately):

(a)Enrolment on 1st April of current year(b)Enrolment on 1st April of previous year(c)Percentage of attendance (average) during the past six months class-wiseExplanation of any notable differences between (a) and (b) above(d)Number of boys and girls in different classes(e)Number of students belonging to Scheduled Tribes(f)Number of students belonging to Scheduled Castes and Backward Classes

9. Board Examination Results for the last two years:

Name of Examination	Year	Number of candidates appeared	Number of candidates passed class-wise total percent pass	Remarks
1	2	3	4	5

10. Particulars of staff actually in employ as on.....

Sl. No. Name Designation Qualification Age Date of appointment

1 2 3 4 5 6

Basic pay as on 1st March with the scale of pay	Date of next increment	Total salary paid on 1st March	No. and date of approval of appointment by Director/ District education Officer/ Sub-divisional education Officer	Number of hours of work per week	Remarks
7	8	9	10	11	12

11. (a) Number of working days during the year 19.....

(b)Number of holidays and half holidays enjoyed during the year 19.....(c)Working hours of the School (Day and Night) if any (Shift to be given separately)

12. Land and Building. - (a) Whether the school has land of its own, if so the areas and location?

(b)Whether the school is held at present in its own premises or rented premises?(c)Give brief particulars of accommodation available like number of room, area, etc.(d)Arrangement for hostel (if any) for the students and the total number of boarders in hostels;(e)Whether hostel building owned by the Management or rented?

13. School library and Reading Room. - (a) Total number of books in the library

(b)Number and cost of Books purchased during the year(c)Number of newspapers, magazines and periodicals being subscribed(d)Number of books issued to the students/teachers during the year(e)Arrangement for Reading Room

14. Games & Sports and Co-curricular Activities. - (a) Provision of playground

(b)Particulars of games and sports, physical activities organised(c)Co-curricular programmes and cultural activities organised(d)Facilities for National Cadet Corps and National Service Scheme, etc.I/We certify that the above statement and particulars submitted are true and correct to the best of my/our knowledge and I/we/am/are authorised by the managing committee maintenance grants under the Rules relating to Maintenance Grants to Aided Schools approved by the Government and Undertaking strictly to abide by them.Signature of the Chairman of the Managing Committee/Secretary to the Managing

Committee.....SchoolPlaceSealN.B. - 1. Separately sheets may be enclosed if required in furnishing particulars to any column duly signed by the applicants, if desired, with seal.

2. The application for maintenance grant should be submitted to the Director of School Education, Mizoram in duplicate.

3. Strike off which may not be applicable to the institution concerned.

Form G-III[See Rule 10]Staff statement for the month of.....School in Mizoram

Serial No.	Name	Date of birth in figures	Qualifications (academic and teaching)	Government letter No. and date approving the appointment	Date of appointment in College to the present post	In case the teacher has left date of leaving
1	2	3	4	5	6	7

Basic pay as on 1st March	Date of next increment	Total salary paid during the month	Contributory Provident Fund deposited under Management Rules	Period and nature of leave taken during the year	Remarks
8	9	10	11	12	13

Place..... Secretary

Date..... Managing Committee
.....School