

Rajasthan Non-Government Educational Institutions (Recognition, Grant-In-Aid and Service Conditions Etc.) Rules, 1993

RAJASTHAN

India

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Rule

RAJASTHAN-NON-GOVERNMENT-EDUCATIONAL-INSTITUTIONS-RECOGNITION, GRANT-IN-AID AND SERVICE CONDITIONS ETC.) RULES, 1993

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Rajasthan Non-Government Educational Institutions (Recognition, Grant-In-Aid and Service Conditions Etc.) Rules, 1993 Published vide Notification No. F 7(73) Educational 6/74, dated 01.01.1993, Published in Rajasthan Gazette

033.

In exercise of the powers conferred by section 43 of the Rajasthan Non-Government Educational Institutions Act, 1989 and all other powers enabling it in this behalf, the State Government hereby makes the following rules regulating the Recognition Grant-in-Aid and Service conditions etc. of the Non-Government Educational Institutions.

Chapter I

1. Short title and commencement

.- (a) These rules may be called The Rajasthan Non-Government Educational Institutions (Recognition, Grant-in-aid and Service conditions etc.) Rules, 1993.(b)They shall extend to the whole of the State of Rajasthan.(c)They shall come into force from such [date] [Came into force w.e.f. 01.04.1993, vide Notification. No. F. 7(73) Edu/G.- 6/74, dated 27.03.1993, published in

Rajasthan Gazette Extraordinary. Pt. IV-C(I), dated 30.03.1993.] as the State Government may specify by a notification in the Official Gazette.

2. Definitions

.- In these rules unless the context otherwise requires,-(a)"Act" means the Rajasthan Non-Government Educational Institutions Act, 1989;(b)"Affiliated Institutions" means a Non-Government educational institution affiliated to any University established by law in the State of Rajasthan;(c)"Aided Institution" means a recognised institutions, which is receiving regular aid in the form of maintenance grant from the State Government;Explanation- If any part of an institution, receives maintenance grant, the entire institution shall be treated as aided institution irrespective of whether any other part of the institution is or is not covered by the aid.(d)"Board" means the Board of Secondary Education, Rajasthan;(e)"Compensatory Allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and shall include a travelling allowance but shall not include a sumptuary allowance nor the grant of a free-passage to or from any place outside India;(f)"Competent Authority" means any officer or authority, authorised by the State Government, by notification, to perform the functions of the competent authority under these Rules, for such area or in relation to such class of recognised Non-Government educational institution as may be specified in the notification;(g)"Director of Education" means -(i)in relation to Degree and Post-Graduate Colleges and educational institutions of equal or higher studies other than institutions of Sanskrit and Technical Education, The Director of College Education, Rajasthan,(ii)in relation to the Institutions of Sanskrit Education the Director of Sanskrit Education, Rajasthan,(iii)in relation to the institutions of Technical Education, the Director of Technical Education, Rajasthan,(iv)in relation to schools and institutions other than those referred to in sub-clauses (i), (ii) and (iii) the Director of Primary and Secondary Education, Rajasthan;Explanation- The Director of Education shall include any other officer authorised by him to perform all or any of the functions of the Director of Education, under these Rules;(h)"District Education Officer" includes, in relation to Girls Institutions, the District Education Officer (Girls) and also any other officer authorised by the State Government to perform the functions of such an officer;(i)"Educational Society" or "Educational Agency" means any trust, person or body of persons permitted to establish or maintain a recognised non-Government Educational Institutions;(j)"Employee" includes a teacher and every other employee working in a recognised institution;(k)"Existing Institution" means any recognised institution established before the commencement of the Act and continuing as such at such commencement;(l)"Grant-in-Aid" means any aid granted to a recognised Non-Government Educational Institution by the State Government;(m)"Head of an Institution" means the Principal Academic Officer, by whatever name called, of an institution;(n)"Institution" includes all movable and immovable properties pertaining to an educational institution;(o)"Joint Director" or "Dy. Director" includes an officer authorised by the State Government to perform the function of a Joint Director or Dy. Director;(p)"Maintenance Grant" means such recurring grant-in-aid to an institution, as the State Government may, by general or special order, direct to be treated as such grant;(q)"Management" or "Managing Committee" in relation to any institution, means the committee of management constituted under section 9 of the Act and includes the Secretary or any other person by whatever name designated, vested with the authority to manage and conduct the

affairs of the institution;(r)"Non-Government Educational Institution" means any college, school, training institute or any other institution, by whatever name designated, established and run with the object of imparting education or preparing or training students for obtaining any certificate, degree, diploma or any academic distinction recognised by the State or Central Government or functioning for the educational, cultural or physical development of the people in the State and which is neither owned nor managed by the State or Central Government or by any University or Local Authority or other authority owned or controlled by the State or Central Government;(s)"Recognised Institution" means a Non-Government Educational institution affiliated to any University or recognised by the Board, Director of Education or any officer authorised by the State Government or the Director of Education in this behalf;(t)"Salary" means the aggregate of the emoluments of an employee including Dearness Allowance or any other allowance or relief for the time being payable to him but does not include compensatory allowance;(u)"Sanctioning Authority" means an officer authorised by the State Government to sanction aid to such recognised educational institutions as the State Government may specify from time to time, in accordance with the procedure to be prescribed;(v)"State Government" means the Government of the State of Rajasthan;(w)"Teacher" means a professor, Reader or Lecturer and any other person, by whatever name designated, imparting instructions or training or conducting and guiding a research or training programme in a non-Government educational institution and includes the Head of the institution; and(x)"University" means a University established by law in the State of Rajasthan.

Chapter II

[Recognition, It's Refusal and Withdrawal for Institutions other than those Imparting Elementary Education (Classes I to VIII)] [Substituted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.]

3. Recognition of Institutions

.- (1) Every institution except those affiliated to a University or recognised by the Board [or imparting elementary education from Class I to VIII] [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.] seeking recognition must be registered under the Rajasthan Societies Registration Act, 1958.(2)Except in the case of institutions which are either affiliated a University or recognised by the Board, [or imparting elementary education from Class I to VIII] [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.] the Competent Authority as specified in Appendix - III may, on an application made to it in the prescribed Form (Appendix - I), recognize a Non-Government Educational Institution on fulfilment of such terms and conditions as prescribed hereafter.(3)Every application for recognition of an institution shall be entertained and considered by the competent authority and the decision thereon shall be communicated to the applicant within the period as prescribed hereafter.

4. Kinds of Recognition

.- Recognition may be of two kinds -(i)Temporary recognition;(ii)Permanent recognition.(i)Temporary Recognition - Any educational institution submitting an application for recognition of a school/college/library/research institute or training school supported by an affidavit verifying the correctness of the facts mentioned therein may be given temporary recognition.(ii)Permanent Recognition- A non-Government educational institution shall be eligible for permanent recognition, if it complies with the following conditions :-(a)After having been granted temporary recognition, the institution seeking permanent recognition, must have worked satisfactorily fulfilling the terms and conditions, as specified in Appendix-II, for at least three years from the date of such temporary recognition;(b)The management has promptly complied with the provisions of these rules and orders/directions or instructions issued by the Director of Education/State Government and in submitting all necessary information asked from it from time to time;(c)The student have shown satisfactory examination results;(d)The institution complies with the minimum physical/financial norms and other condition as laid down in Appendix-II.

5. Procedure for Recognition

.- (1) The educational institutions, except those affiliated to any University or recognised by the Board, [or imparting elementary education from Class I to VIII] [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.] willing to get recognition, shall submit an application in the prescribed Form (Appendix - I) to the competent authority as specified in Appendix - III, provided if fulfills all terms and conditions as laid down by the Government from time to time.(2)The institution shall submit its application to the Competent Authority latest by 28th February.(3)The Competent Authority shall maintain a register of all applications received in the following proforma :-

S. No.	Date	Name of Institution	Date of Inspection	Name and Designation of Inspection Officer	Findings of Inspection report	Decision of the competent authority	Signature of the competent authority	Remarks
1	2	3	4	5	6	7	8	9

(4)The competent authority shall complete the scrutiny of all the applications so received latest by 31st March and arrange for inspection by a party comprising -(i)(a)Director of Education or its nominated gazetted officer, or (b) Competent authority as per Appendix - III;(ii)One Educationist having regard to the status of the institution;(iii)The Head of the Account Branch of the office of the competent authority.(5)The Inspecting Party shall inspect the institution keeping in mind the prescribed norms and conditions prescribed in Appendix - II and submit its report latest by 30th April to the competent authority, who shall, by 15th May, ask for the additional information, if any, required from the institution.(6)The Inspection Party shall record a clear recommendation with reference to each of the prescribed terms and conditions and give its recommendations for continuance of temporary recognition or permanent recognition as the case may be.(7)The

Institution shall furnish the required information as envisaged in (5) above to the Competent Authority latest by 15th June.(8)The competent Authority shall inform the institution concerned of its final decision, under registered post latest by 30th June.(9)The Competent Authority shall also arrange for inspection of the institutions from time to time for supervision over the activities and functions of the institutions and record its findings on the file maintained for the purpose.

6. Appeal against refusal of Recognition

.- (1) Where recognition to an institution is refused [under the provisions of this Chapter] [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.] any person aggrieved by such refusal may refuse, prefer an appeal against such refusal to the appellate authority as stated below :-

S. No.	Authority against whose orders appeal has been preferred	Competent Appellate Authority
1	2	3
1.	Inspector, Physical Education	Director of Primary and Secondary Education. Bikaner
2.	District Education Officer	Joint/Deputy Director Education
3.	Dy. Director, Social Education	Director of Primary and Secondary Education, Bikaner
4.	Director of Primary and Secondary Education, Bikaner	Special Secretary to Govt. in Education Deptt.
5.	Director of Sanskrit Education	Special Secy. to Govt. in Education Deptt. or his nominee, not below the rank of Dy. Secretary in case of Sanskrit School
6.	Board of Secondary Education	Education Secretary (P & S) or his nominee, not below the rank of Dy. Secretary
7.	University	Vice Chancellor

(2)The memorandum of appeal shall contain full facts of the case and shall be accompanied with attested copy of order appealed against and other relevant documents in support of the appeal.(3)On receipt of an appeal, the appellate authority shall promptly call for the relevant records from the authority, who refused recognition and after examination of such record and giving an opportunity of being heard to the appellant the Appellate Authority shall confirm, modify or reverse the order appealed against and his decision thereon shall be final. The said decision shall forthwith be communicated to the appellant.

7. Withdrawal of Recognition

.- (1) The competent Authority granting the recognition may, after giving to the management a reasonable opportunity for showing-cause against the proposed action for withdrawal of recognition, withdraw its temporary or permanent recognition [granted under this Chapter] [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.] in the following circumstances :- (a) if the management of an institution has obtained recognition by

fraud/misrepresentation or suppression of material particulars or if, after obtaining recognition, an institution fails to comply with any of the terms and conditions prescribed in Appendix -II of these rules;(b)if the management has closed down the educational institution or any of its part without obtaining prior approval of the Competent Authority;(c)if the management has transferred the educational institution to any other building or place without obtaining prior approval of the competent authority;(d)if the management of the institution has been transferred to any other management committee/institution without obtaining prior approval of the Competent Authority;(e)if on the expiry of the period of temporary recognition the management has failed to submit an application in the prescribed form to the competent Authority either for extension of the term of temporary recognition or for grant of permanent recognition;(f)if the management of the institution fails to make irregular payment of full pay and allowances through an account payee cheque to its employees before 15th of every next month.(2)On being satisfied that the institution has failed to comply with any of the terms and conditions specified in sub-rule (1), the competent authority may after giving the institution an opportunity of being heard, suspend the recognition for a specific period. Thereafter if the competent authority is satisfied that the said institution has shown satisfactory improvement within the period specified, it may allow the recognition to continue.(3)Ordinarily recognition once given to an educational institution shall continue upto the end of an academic session. But in cases of fraud, misrepresentation or concealment of the material facts on which recognition was granted or in cases, where the institution has failed in timely compliance of the orders/directions of the Director of Education of the State Government, the Competent Authority may after giving management a reasonable opportunity of showing cause against the proposed action, withdraw the recognition even during the raids of the academic session.(4)No institution shall be given recognition retrospectively.Explanation-(1)In cases, where recognition given earlier, is withdrawn, but conferred again, such institution shall be termed as new institution.(2)In case of opening of a branch by the institution at a new place, such branch of the institution at a new place, such branch of the institution shall be termed as new institution and its application for recognition shall be decided accordingly.

8. Appeal against withdrawn of recognition

.- (1) Where recognition to an institution is withdrawn any person aggrieved by such withdrawn may, within thirty days from the date of communication to him of such withdrawal, prefer an appeal against such withdrawal to the appellate authority as specified in rule 6(1).(2)The appeal shall be preferred and disposed off in the manner as prescribed in rule 6(2) and (3).[CHAPTER IIA [Inserted by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011] Recognition, its Refusal and Withdrawal for Institutions Imparting Elementary Education (Classes I to VIII)]

8A. Procedure for recognition for primary & upper primary schools.

(1)Every Primary and Upper Primary school, other than a school established, owned or controlled by the Central Government, State Government or the local authority, established before the commencement of the Right of Children to Free and Compulsory Education Act, 2009 (Central Act No. 35 of 2009) (hereinafter referred to as the Act of 2009) shall make a self declaration within a period of three months of the commencement of the these amendment rules, in Form 1, to the

concerned District Elementary Education Officer regarding compliance of the norms and standards specified in the Schedule of the Act of 2009 and fulfilment of the following conditions, namely:- (a) the school is run by a society registered under the Societies Registration Act, 1860 (Central Act No. 21 of 1860), the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958), or a public trust constituted under any law for the time being in force; (b) the school is not run for profit to any individual, group or association of individuals or any other persons; (c) the school conforms to the values enshrined in the Constitution of India; (d) the school buildings or other structures or the grounds are used only for the purposes of education and skill development; (e) the school is open to inspection by any officer authorized by the State Government or the local authority; (f) the school furnished such reports and such information as may be required from time to time and complies with such instructions of the State Government or the local authority as may be issued to secure the continued fulfilment of the conditions of recognition or the removal of deficiencies in working of the school. (2) Every self declaration received in Form 1 shall be placed by the District Elementary Education Officer in public domain within fifteen days of its receipt. (3) The District Elementary Education Officer shall, within three months of the receipt of the self declaration, cause on site inspection of such schools which claim in Form 1 to fulfil the norms and standards and the conditions mentioned in sub-rule (1). (4) After the inspection referred to in sub-rule (3) is carried out, the inspection report shall be placed by the District Elementary Education Officer in public domain and schools found to be conforming to the norms, standards and the conditions shall be granted recognition by the District Elementary Education Officer in Form 2 within a period of fifteen days from the date of inspection. (5) Schools that do not conform to the norms, standards and conditions mentioned in sub-rule (1) shall be listed by the District Elementary Education Officer through a public order to this effect. Such schools may request the District Elementary Education Officer for an on-site inspection for grant of recognition at any time within a period of three years from the commencement of the Act of 2009. (6) Schools which do not conform to the norms, standards and conditions mentioned in sub-rule (1) within three years from the commencement of the Act of 2009, shall cease to function. (7) Every Primary and Upper Primary school, other than a school established, owned or controlled by the Central Government, State Government or local authority, established after the commencement of the Act of 2009 shall conform to the norms and standards and conditions mentioned in sub-rule (1) in order to qualify for recognition under this rule.

8B. Procedure for withdrawal of recognition for Primary and Upper Primary schools.

(1) Where the District Elementary Education Officer (hereinafter in this rule referred to as the said Officer) on his own motion, or on any representation received from any person, has reason to believe, to be recorded in writing, that a school recognized under Rule 8-A, has violated one or more of the conditions for grant of recognition or has failed to fulfil the norms and standards specified in the Schedule of the Act of 2009, the said Officer shall act in the following manner :- (a) issue a notice to the school specifying the violations of the conditions of grant of recognition and seek its explanation within one month. (b) in case the explanation is not found to be satisfactory or no explanation is received within the stipulated time period, the said Officer may cause an inspection of the school to be conducted by a Committee of three to five members comprising of educationists,

civil society representatives, media and government representatives, which shall make due inquiry and submit its report, along with its recommendations for continuation of recognition or its withdrawal, to the said Officer.(c)on receipt of the report and recommendations of the Committee, the said Officer may pass an order for withdrawal of recognition :Provided no order for withdrawal of recognition shall be passed by the said Officer without giving the school and adequate opportunity of being heard :Provided further that no such order shall be passed by the said Officer without prior approval of the State Government.(2)The order of withdrawal of recognition passed by the said Officer shall be operative from the immediately succeeding academic year and shall specify the neighbourhood schools to which the children of that school shall be admitted.]

Chapter III

Aid, Accounts and Audit

9. Grants

.- The State Government may at its discretion sanction following grants :-(1)Maintenance or recurring grant.(2)Non-recurring grant towards equipments, building etc.(3)Adhoc, non-recurring or recurring grant to an institution which is of an all India Character and its project and activities have been approved by the Central or State Government on such terms and conditions as it may deem fit to impose.(4)Such other grants as may be sanctioned by the Govt. from time to time.

10. General conditions governing Grant-in-aid

.- Every institution which applies for grant-in-aid shall be deemed to have accepted its obligation to comply with the following conditions :-(i)The institution shall neither prepare nor send candidates, unless permitted by the Director of Education, for an examination held in another State when an examination of the same nature and standard is held in Rajasthan by the Education Department, Board or University.(ii)Admissions and all facilities including free studentship, half free studentship, provided by the institution shall be available to every section of people without any distinction of cast, colour, creed, religion or language.(iii)The institution shall not be run for the profit of any individual. Its Managing Committee or Management must be such as can be trusted to utilize its assets for the furtherance of the objects of the institutions.(iv)The institution shall supply to the education department, a list of all its assets, the income of which is utilised to meet the expenditure of the institution.(v)The educational institution or any of its faculties, subject, course, class or section, shall not be closed down or down-graded without atleast one full academic year's notice in writing as envisaged under section 14 of the Act to the department.(vi)Whenever the management of any recognised institution, is proposed to be transferred, the secretary and the person to whom the management is proposed to be transferred shall, before such transfer apply jointly to the Director of Education for prior approval of the transfer in the proforma as specified in Appendix - VI.(vii)The Management shall deposit in the Endowment/Reserve Fund, a sum as prescribed in Appendix - II.(viii)The amount collected by the management by way of grants, donations, interest on endowments, fees from students etc. shall be credited to the accounts of the institution and shall be reflected in annual income and expenditure statement of the institution. All

moneys shall be deposited in a PD Account opened for the purpose in the District/Sub-Treasury except money required for immediate disbursement or payment. The institution shall maintain detailed accounts, income wise, in a register.(ix)(a)The management shall see that the total number of student on roll and their average attendance in the boys' institution does not fall below the standard mentioned hereunder :-

S. No.	Standard of the Institution	Class	Total No. of students on roll in a session	Average Attendance
1	2	3	4	5
I. Primary and Secondary Education				
1.	Lower Primary	I to III	45	75.00%
2.	Primary	I to V	75	75.00%
3.	Upper Primary	VI to X	45	75.00%
4.	Secondary	IX to X	40	75.00%
5.	Sr. Secondary	XI to XII	60	75.00%
6.	Hostels		25	75.00%
II. Sanskrit Education				
1.	Primary	I to V	75	75.00%
2.	Purva Pravesika	V to VIII	45	75.00%
3.	Pravesika	IX to X	30	75.00%
4.	Upadhyaya	XI to XII	20	75.00%
5.	Shashtri	1st year to 3rd year	20	75.00%
6.	Acharya	Previous and Final	10	75.00%
III. College Education				
1.	Graduation	1st year to 3rd year	30	75.00%
2.	Post Graduation	Previous and Final	20	75.00%

(b)in the case of Girls institutions the total number of students on roll in a session may be 75% of the number prescribed for the boys institution and the average attendance may be 60%.(x)Withdrawals from the institutional fund shall be made, only by a person, who is duly authorised by the Managing Committee to operate the fund and only for the purpose of incurring expenditure for the maintenance or improvement of the institution.(xi)The institution shall promptly comply with all the instructions/ orders/decisions given from time to time by the department for the proper running of the institution.(xii)No grant shall be admissible for starting a new course, class, section, subject, faculty or a project, unless previous permission of the competent authority has been obtained.(xiii)The management shall appoint teachers and other staff and shall follow the conditions of service, as laid down in these rules. Only trained teachers shall be appointed by the

institution.(xiv)The management shall not spend any portion of its income, including accumulated savings, on items, which are against the interest of the institution.(xv)The Grant-in-aid will be payable to the management of the institution subject to availability of funds and shall not be claimed as a matter of right.(xvi)The amount of aid may normally be paid to the Secretary of the Managing Committee of the Institution but in special circumstances and for reasons to be recorded in writing, such amount may be paid to any person authorised by the Director of Education or by any other officer empowered by him in this behalf.(xvii)In case of financial crisis the State Government may stop/reduce or modify the grant without assigning any reasons whatsoever.(xviii)The total recurring grant-in-aid in a year shall not exceed the difference between the total approved expenditure and the recurring income from all the sources.(xix)The grant-in-aid or any property, movable or immovable, created out of it, shall not be utilised for any purpose other than the purpose for which it was sanctioned.(xx)The unutilised balance at the end of the financial year shall be surrendered to the Department/Govt. on or before 31st March each Year, failing which it shall be adjusted towards next installment of aid becoming due.(xxi)The institution shall maintain student-wise demand and collection register for different kinds of fees realised.(xxii)Only the recognised institutions shall be eligible for grant-in-aid.(xxiii)No grant-in-aid shall be admissible to an institution which either avoids audit/inspection or fails to co-operate with the auditing/ inspecting authority.(xxiv)The Secretary of the institution or any other person duly authorised shall at the time of receiving grant-in-aid, submit an undertaking in the form prescribed in Appendix - XII in triplicate to the countersigning authority.

11. Procedure for Grant-in-Aid

.- (1) Any non-Government educational institution seeking grant-in-aid from the Government shall submit its application in the form prescribed in Appendix - IV to the concerned Director of Education latest by 30th September of the year immediately preceding the year in which the grant-in-aid has been applied for. By 31st October each year the Director of Education shall order for a panel inspection by a Committee, to be nominated by him and direct such in the proforma as specified in Appendix - V. Committee to submit its report/latest by 31st December. The panel inspection report shall be scrutinized by the Head of Accounts Branch of the Directorate. A list of institutions recommended by the Panel Inspection Committee shall be sent to the State Government by 31st of January. Such reports, after due scrutiny shall be put-up before the Grant-in-aid Committee, which shall consists of the following :-

- | | |
|--|--------------|
| (i) Special Secretary to the Government Education Department | Chairman |
| (ii) Director and /or Chief Accounts Officer of Primary andSecondary Education | Member |
| (iii) Director of College Education | Member |
| (iv) Director of Sanskrit Education | Member |
| (v) A Representative of the Finance Department | Member |
| (vi) Three eminent non-official Educationists nominated by theGovernment | Member |
| (vii) Accounts Officer, Education Deptt. Govt., Secretary, Jaipur | Member-Secy. |

(2)The Director of Education shall intimate the amount that may be available for the above grants in the financial year to the above committee, when it meets to consider the applications for

grant-in-aid.(3)The Government shall convey its approval of the quantum of aid etc. to the concerned Director of Education for further necessary action.(4)The quantum of aid shall depend upon the recommendations of the grant-in-aid committee and finally as may be approved by the Government and may range from 50% to 90% of the approved expenditure of the Institutions :Provided that in case of Railway schools situated in Rajasthan, grant-in-aid may be allowed as follows :

1. Primary & Upper Primary Schools 50% of approved expenditure
2. Secondary or Senior Secondary Schools 25% of the approved expenditure

Provided further that the percentage of aid for a new faculty or subject shall not be less than that already being paid for another faculty or subject in an institution.(5)A declaration shall be furnished by the person authorised by the management of the institution for which grant-in-aid is being sought, to the effect that it has sufficient assets (list to be attached) which are free from all encumbrances and do not include assets created or added out of the grant-in-aid received and that the income of such assets supplemented by grant-in-aid will be adequate to enable the management to carry on the institution efficiently and to pay the salaries of the staff of the institution regularly and on time.

12. Finalisation of Maintenance or Recurring Grant

.- (1) The institution already receiving recurring grant shall submit application for finalisation of the grant of previous year in prescribed proforma (Appendix - IV) to the competent authority as specified below latest by 31st August : -

- | | |
|---|---|
| 1. Colleges other than Sanskrit Education | Director of College Education |
| 2. Schools and Colleges of Sanskrit Education | Director of Sanskrit Education |
| 3. Primary and Secondary Education | Regional Joint/Deputy Director of Primary and Secondary Education |

(2)In case of institution controlled by Primary and Secondary Education such application shall be submitted to District Education Officer by 31st August who will scrutinize them with reference to the original records of the institution and forward the same alongwith his specific recommendation on each item for finalisation of the grant to the competent authority as specified in sub-rule (1) latest by 31st October.(3)If the institution fails to submit the applications by 31st August the above said authorities may condone delay for two months and the delay of more than two months may be condoned by the Govt.

13. Assessment of Annual Recurring Grant

.- (1) Annual recurring grant will be given on the basis of estimated expenditure of the current year and be subject to adjustment from the grant payable in the next year.(2)Approved expenditure shall be arrived at according to these rules and such other instructions that may be issued from time to time.(3)Institutions shall be categorized under advise of the grant-in-aid Committee and may be

allowed Grant-in-aid as follows :

Category- of the approved expenditure of the previous year plus likely annual increment of staff

A. 80%
B. 70%
C. 60%
D 50%

Special Category – Institutions carrying on the work of education on experimental and pioneering lines in accordance with the criteria laid down by the Department of Education 90%

(4) The total recurring grant-in-aid from Government of Rajasthan in any year shall not exceed the difference between the total approved expenditure taking into account and the income from the fees and other recurring sources during the same year, including grants from other State and Central Government, Sabhas, Societies and local Bodies, as also the income from Interest on reserve funds or rent of property.

14. Approved Expenditure

.- Approved expenditure referred to in rule 14 above, shall relate to the following items only. All the items from (a) to (v) mentioned below will form competent 'A' of the admissible items of the expenditure.

(a) Actual salary and provident fund contribution not exceeding 8.33% in respect of teaching and non-teaching staff.

(b) Stationary and printing charges.

(c) Water and light charges.

(d) Registration fees, audit fee and affiliation fee.

(e) Recurring expenditure on equipment and apparatus.

(f) Ordinary repairs to building (if these belong to the institution and furniture etc.) repairs may be calculated at 1% for pucca and 2% for kacchha buildings.

(g) Building rent if the building is rented. In all cases the department should be satisfied that the building is not owned by a Society consisting of the same community or groups or persons running the institutions concerned. Rent will not be admissible if the building belongs to the same society or groups of persons running the institutions concerned.

(h) Net recurring expenditure on books, library and reading rooms.

(i) In the case of residential institutions or educational societies running more than one institution such expenses on management as are necessary or incidental to the establishment and maintenance of the institutions and the society.

(j) Net recurring expenditure on games, physical education and other extra-curricular activity e.g. camps, annual functions (including prizes), dramatics, educational tours, excursions and social services.

(k) Recurring expenditure on craft including Agriculture, Dairy, Home Science after deducting the income accruing there from.

(l) Expenditure on travelling of teachers for attending conferences and seminars conducted by the Government or Department connected with educational matters : Provided the same has not been paid by the authority calling the teachers or arranging the conferences or seminars and on journeys.

(m) Expenditure on advertisement for the post of teachers and lecturers for Technical or Science subject, Home Science, English, Psychology etc. at the rate of not more than two advertisement in a year.

(n) Petty expenditure according to the prescribed limits for brooms, sussters and earthenpot, rope for water etc.

(o) Research bullet in for research institutions only.

(p) Book-binding (for public libraries only).

(q) Training expenses for teachers according to rules for Government employees.

(r) Charges on account of taxes on school building to the extent of the amount if actually paid by the

Management.(s) Travelling expenses of teachers accompanying school children on excursions subject to the prior approval of the Director of Education.(t) Expenditure incurred on fees for obtaining rent verification certificates from P.W.D.(u) A new institution coming into existence after the commencement of these rules shall not be eligible for grant-in-aid, unless it has continued to function successfully or atleast three academic sessions in case of boys institutions and for two academic sessions in case of girls institutions from the date of its recognition or affiliation.(v) Expenditure on Hostels-Approved expenditure for Hostels would relate to the following items :-(i) Salary or allowances of the Warden or Superintendent or the Matron;(ii) Ministerial and Class IV establishment considered necessary by the Department;(iii) Office contingencies;(iv) In case of Societies running more than one boarding house, such expenses on management as are necessary for and incidental to the establishment and maintenance of the Society as provided under the rules above.

15. Payment of Recurring Grant

.- (1) Payment of grant-in-aid may be sanctioned by the Director of Education regularly to the institution already on the grant-in-aid list within the budget provision in the current financial year.(2) If any institution has worked for less than 200 days during the twelve months ending on March 31, a proportionate reduction may be made from the annual grant payable under the rule.

16. Non-Recurring Grants

.- (a) Non-recurring grant shall not exceed 50% of the total approved and actual expenditure.(b) Non-recurring grant may be given for construction, repair and extension of building (including hostels), for purchase of furniture and equipment and for the purchase of library books.(c) Grant for the purchase or replacement of bus shall not exceed 25% of the controlled price of the bus. Replacement will normally be allowed after an interval of at least 10 years. Such grant will ordinarily be considered only for Girls institutions and Montessori schools and preference will be given to institutions situated in cities or away from residential localities.(d) Grant-in-aid will be given in only those cases where the plan and estimates of expenditure have received the prior approval of competent authority as per schedule of powers in Appendix - X (item 6).(e) Plans and estimates upto Rs. 50,000/- for the construction of building may be scrutinized and countersigned by the District Education Officer of the district concerned, if the same are prepared by a qualified Engineer. Plans and estimates above Rs. 50,000/- must be prepared and verified by the P.W.D. and be submitted to the Director of Education through proper channel.(f) Grant-in-aid will be sanctioned and released to the institutions by the competent authority as per schedule of powers in Appendix - X (Item 8). Before the sanction of grant the competent authority shall be satisfied that -(i) Statement of expenditure audited by a Chartered Accountant has been received;(ii) Certificate of P.W.D. authorities for the value of construction has been received;(iii) The certificate of the P.W.D. authorities and Departmental authority to the effect that the expenditure is according to the approved plans or project has been received.(g) Normally grant-in-aid is to be released after the completion of the approved construction/project. In special cases where interim installments of grant are decided to be sanctioned, the competent authority shall satisfy itself, that -(i) Statement of expenditure audited by a Chartered Accountant has been received;(ii) Certificate of Dy. District

Education Officer or District Education Officer regarding work done and material used has been received. The installment sanctioned shall not exceed 50% of the approved actual expenditure. For final payment certificate as in (f) above would be necessary. (h) In all cases, before or at the time the money granted is paid over, a mortgage deed as specified in Appendix - XI shall be executed and got registered.

17. Sanction of a Post.

(1) The institution shall submit its application for sanction of any additional or new post by 31st May, each year in duplicate to the Director of Education in the following form :- Application for Sanction of Additional/New Post

1. Name of Institution.....

2. Level of institution for which grant-in-aid is being received.....

3. Percentage of Grant-in-aid.....

4. Head of Account

5. Existing posts cadre-wise (for which granted is being received class).....

6. Additional posts required (cadre-wise)

7. Justification of demand :

(a) Number of class and sections (b) Number of period being taken by each teacher (c) Time table prescribed for all teachers

8. Class/Section- wise student population for last 3 years as in March each year :

(a) Promoted from lower class (b) Failed in the class (c) New admissions (d) Number of students who have left the class/section

9. Whether it would be possible to accommodate the additional number of student/sections in the existing building as per norms prescribed by the Government.....

10. Financial implication for one year on the additional posts and amount of aid required.....

11. Whether prior permission of the competent authority has been taken to open a new class/section or specific faculty if so, quote No. and date of such permission.....

12. Recommendation of the counter signing authority

(2)The Director of Education shall scrutinize the case and send his detailed proposal alongwith application of the institution to the State Government who may after getting the approval of the Finance Department, sanction such number of posts, which it feels justified.(3)the posts so sanctioned additionally shall take effect from the specific date as mentioned in the order or from the date on which it is filled up whichever is later.(4)The Director of Education will ensure budget provision under appropriate Head of account by submission of estimates or revised estimates, as the case may be.(5)It shall be obligatory on the part of the institution to intimate to the Director of Education if the existing number of posts are liable to be reduced on account of reduction in the number of students or subjects.

18. Stoppage, Reduction and Suspension of Grant.

- The grant-in-aid shall be liable to be stopped, reduced or suspended at the discretion of the sanctioning authority if in its opinion the management has failed to satisfy or abide by any of the conditions or to comply with any of the provisions enumerated in these rules or to manage the institution efficiently, but before any such action is taken under this rule, the management shall be given an opportunity of showing cause against the charges levelled and action proposed to be taken against it.

19. Appeal against Stoppage, Reduction or Suspension of Grant

.- The management may appeal to the State Government against on order of stopping, reducing or suspending the grant within two months from the date of the receipt of the said order, the decision of State Government shall be final.

20. Accounts and Audit

.- (1) The institution admitted to the benefit of grant-in-aid shall maintain cash books and other subsidiary Registers in which all cash transactions connected with the institution either directly or indirectly shall be entered.(2)The accounts of the institution shall be produced for inspection and audit to the persons/officers authorised by the Government or the Director of Education and also to the Local fund Audit Department and the Accountant General.(3)The annual audit report of the institution duly prepared by a Chartered Accountant or any authorised auditor shall be submitted to

the countersigning authority not later than 31st August of the following Year, who after examining the same shall forward it to the sanctioning authority.(4)The maintenance grant other than salary for the year will not be released, unless the audit report for the previous year has been received by the sanctioning authority, on or before the 30th November each year. The said report shall be sent in a complete form duly signed by the Management and certified by the approved Auditor.(5)The Sanctioning Authority shall scrutinize the audit report with reference to, the actual expenditure statements prepared by the institution, discrepancies detected by the authorised auditor, explanations if any furnished by the management and the remarks of the counter-signing officer in regard to the manner in which the institution is observing the conditions of grant-in-aid. On being satisfied, the sanctioning authority shall sanction the grant as per these rules.(6)The Director of Education shall arrange for the local audit of the accounts of the aided, institutions at least once in two years. During such audit, a selected month's transactions shall be subjected to detailed audit. Thereafter the Director of Education shall seek compliance of such audit report from the management.(7)The Director of Education shall submit a report to the Government on or before 1st January every year indicating the condition of accounts maintained by the institution.(8)If the circumstances of require the Government/Director of Education may order for special audit of the accounts of any aided institution, to be conducted by an officer authorised for the purpose.(9)The Secretary of the institution shall within six months of the end of an academic year, submit to the managing committee of the institution the audit report to the managing committee of the institution the audit report for perusal and discussion and intimate its decision to the Director of Education.(10)It shall be obligatory for the institution to submit compliance of the audit report within a month from the date of its receipt, failing which it shall be liable for appropriate action by the competent authority.

21. Inspection of the Institution.

- With a view to exercising over all supervision and control over the affairs of the institution, any officer authorised for the purpose by the Director of Education/State Government may inspect without prior notice any institution or any part of it. The institutions shall make their record, available to facilitate such inspection. A detailed inspection report shall be submitted by such inspecting officer.

22. Prior approval for transfer.

- For seeking prior approval for transfer of immovable property as envisaged under section 15 of the Act, an application containing the following particulars shall be submitted :(a)Description of the immovable property.(b)Purpose for which it is being used at present.(c)Year of purchase/construction.(d)Cost of purchase/construction.(e)Present value.(f)Amount of grant-in-aid received for purchasing/constructing the property.(g)Reasons for transfer.(h)Nature of transfer.(i)To whom proposed to be transferred; and(j)Other information asked for, if any.

Chapter IV

Constitution of The Managing Committee

23.

(1) There shall be constituted a Managing Committee for every recognised institution in the manner prescribed as under :-(a) the Managing Committee shall consist of not less than 15 and not more than 21 members including the Head or Heads of the institution or institutions run by the society; (b) not more than two thirds of the members of the managing Committee shall belong to any one community, caste or sect; (c) not less one third of the total membership should be from amongst donors or subscribers; Explanations- A person donating Rs. 2,000/- or more at a time or at least Rs. 50/- p.m. for a continuous period of twelve months or more to the institutions shall be considered as donor; (d) one elected member from amongst the permanent staff shall be included in the managing committee; (e) Director of Education shall nominate an officer of the department, not below the rank of the head of the concerned institution or an eminent educationist, to be a member of the managing committee; (f) at least one member shall be co-opted from amongst the parents of the students of the institution or institutions run by the management; (g) at least one reputed old student of the institution shall be co-opted as member by the members of the managing committee; (h) the management shall hold elections after every three years and constitute a new managing committee. (2) The managing Committee shall adopt the following procedure for conducting elections :-(a) an election officer shall be nominated; (b) the election officer shall issue a notice of election to all the members of the electoral College at least one month before the date fixed for election; (c) the notice for election shall specify the date, place and time of election; (d) the election officer shall maintain the entire election record including the names of the candidates who contested the election as well as of the candidates elected and the number of votes polled in their favour; (e) the election shall take place by a secret ballot and the procedure to be adopted for secret ballot shall be determined by the election officer; (f) the Co-option by the elected members shall take place within one month of the election; (g) Soon after the election, the managing committee shall initiate action for nomination of the departmental representative. (3) After its constitution, the elected and nominated members of the managing Committee shall elect its Chairman, Secretary and Treasurer, An employee of the institution shall neither be the Secretary nor the Treasurer.

24. Functions and Powers of the Managing Committee.

- The managing committee shall be responsible for the proper management of the institution and shall perform such functions and have such powers as specified in the bye-laws of the institution.

25. Functions and Powers of the Secretary.

- The functions and powers of the Secretary of the institution shall be as follows :-(a) To carry on correspondence on behalf of the institution. (b) To call meetings of the managing committee and prepare agenda in consultation with the Chairman. (c) To conduct and record the proceedings of the meeting of the managing committee. (d) To carry out the orders and resolutions of the managing

committee.(e)To maintain charge of the invested funds, title deeds and other documents and papers belonging to the institution.(f)To open and operate bank accounts of the institution.(g)To check, sign and supervise the accounts of the institution.(h)To prepare budget in consultation with the Chairman and Heads of the institution.(i)To furnish statement under section 12 of the Act and to submit return, statements, reports and accounts of the institution to the concerned authorities in the following proforma :-

S. No.	Name of Assets	Date of Purchase	Present Value	Grant-in-aid received from Govt. for such property	Remarks
1	2	3	4	5	6

(j)To issue orders of suspension of any employee with the prior approval of the managing committee.(k)To sanction the expenditure of the institution according to sanctioned budget provision.(l)To grant leave other than casual leave to the staff including the head of the institution and casual leave to head of the institution.(m)To perform such other duties as may from time to time be entrusted to him by the managing committee.

Chapter V

General Conditions of Service

26. Recruitment

.- Recruitment of employees in a recognised institution shall be made on merit, either after open advertisement in a local daily news paper having a wide circulation or from amongst the candidates sponsored by the employment exchange, in the manner prescribed here under :-(a)The following details shall be included in the advertisement to be published in the news paper :-(i)Name & number of posts,(ii)Required qualifications,(iii)Pay Scales,(iv)Required experience,(v)Other qualifications,(vi)Minimum and maximum age on a specific date,(vii)Number of post/posts reserved for Scheduled Caste/Tribes candidates.(b)The qualifications shall be as prescribed by the Government for similar category of employees in Government educational institutions except for the post of Organising Secretary for which the qualifications shall be as under :-

I.	Management having three or more institutions with approved expenditure of Rs. 20 Lakhs and above, per annum	Graduate with 5 years experience as Organizing Secretary in institutions of Category II, below.
II.	Managements having three or more institution with approved expenditure of Rs. 10 Lakhs or above but below Rs. 20 lakhs, per annum	Sr. Secondary Pass

(c)All application received in response to the advertisements shall be scrutinized by the Secretary of the managing committee who shall prepare a list of eligible candidates and summon them for interview by the selection committee,(d)The selection committee shall consist of the following

:- (i) Two representatives of the Managing Committee. (ii) Head of the concerned institution. (iii) One officer nominated by the Director of Education. For Colleges two experts/Educationists in case of selection for the post of Principal and one educationist expert in case of other post as nominated by the concerned University shall also be included in the selection Committee besides the above members. (e) The nominee of the Director of Education to be a member of the Selection Committee shall be as follows :-

S. No.	Name of Posts	Institution	Status of Departmental Officer
1	2	3	4
1.	Principal	Degree and Shastri Colleges	Joint Director of Education
2.	Principal	Post-Graduate College and Acharya Colleges	The Director of Education
3.	Lecturers/Head of the Departments	Degree and P.G. Colleges (General and Sanskrit)	Joint Director of Education
4.	Headmaster/Principal	Secondary, Upper Primary Schools, including Praveshika and Upadhyaya	Joint Director of Education (P and S and Sanskrit)
5.	Lecturers School Education	Sr. Secondary Schools, including Upadhyaya	Addl. D.E.O./Dy. D.E.O. Or Inspector of Sanskrit Education
6.	Senior Teachers	Secondary, Upper Primary Schools, Montessori and other special Schools including Praveshika and Purva Praveshika	Headmaster/Principal, Sr. Secondary School or Upadhyaya
7.	Teachers	All Institutions	Dy. D.E.O./Inspector of Sanskrit Education
8.	Ministerial Staff	All Institutions	Dy. D.E.O./ Inspector of Sanskrit Education
9.	Organising Secretary and other post of Special institutions	Secondary Schools of Special and Central Office	D.E.O./Inspector of Sanskrit Education

(f) Reservation policy as laid down by the government and instructions issued from time to time with regard to the appointment of candidates belonging to Scheduled Castes and Scheduled Tribes shall invariably be followed by the aided institutions for all categories of services i.e. Teachers, Ministerial and Class - IV employees etc. (g) The Selection committee, after having interviewed all the candidates shall prepare a panel of candidates arranging them in order of merit and submit its recommendations for appointment to the Managing Committee.

27. Approval of Appointments

.- The Managing Committee shall, within a fortnight of selection, forward the list of selected candidates, with its recommendations, alongwith information in the following proforma, to the

competent authority as specified in Appendix - IX, for its approval :

S. No.	Name of the Post	Reasons for posts becoming vacant	Pay scale of the post	Name of persons called for interview	Names of members of the Selection Committee	Names of persons of selection	Date of Birth	Qualification
1	2	3	4	5	6	7	8	9

28. Approval by Competent Authority

.- The competent Authority may after -due consideration either approve the recommendations of the Managing Committee or reject the same for reasons to be recorded in writing.

29. Appointment

.- After having obtained the approval of the Competent Authority, the Managing Committee may make necessary appointment.

30. Period of Probation

.- (a) Ali persons appointed in the Institution shall be placed on probation for a period of one year.(b)If it appears to the Managing Committee, at any time, during or at the end of the period of probation, that the employee has made not made sufficient use of his opportunities or has failed to give satisfaction, the Managing Committee may discharge or terminate to approve the appointment (Appendix - IX) :Provided that the Managing Committee may, if it so thinks fit in any case, extent the period of probation not exceeding one year.

31. Confirmation

.- A person placed on probation under Rule 30 shall be confirmed in his appointment at the end of probation period.

32. Norms of work

.- Norms of work of employees of the institution shall be as prescribed for similar category of employees in the Govt. educational institutions.

33. Urgent temporary appointment

.- A vacancy in the institution, which can not be filled in immediately by procedure laid down in

these rules, may be filled in by the Selection Committee by urgent temporary appointment for a period not exceeding six months.

34. Pay and allowances

.- The scales of pay and allowances of the staff of the aided educational institutions shall not be less than those prescribed by the Government for the staff of similar category in the Government educational institutions. Explanation- "Allowances" mean and include Dearness Allowance, House Rent Allowance and City Compensatory Allowance.

35. Payment of pay and allowance

.- (1) The payment of pay and allowances to the employees of the institutions shall be made by A/c payee cheque only, failing which the expenditure made on this account shall not be admitted for grant-in-aid. (2) The payment of pay and allowances shall be made before the expiry of the 15th day of the next month or such earlier day as the State Government may direct, by general or special order.

36. Procedure for Enquiry and appeal under section 32 of the Act

.- The following procedure shall be adopted for enquiry and appeal as contemplated under section 32 of the Act in relation to recoveries of amounts due from aided institutions :- (1) Enquiry- Whenever it comes to or brought to the notice of the enquiry officer as specified in sub-section (2) of section 32 of the Act that any salary or other dues payable to an employee, have not been paid by the management of an aided institution, the enquiry officer shall inspect the entire relevant records of the institution, the enquiry officer shall inspect the entire relevant records of the institution. The Secretary of the institution and the employee shall be given reasonable opportunities of being heard and to adduce evidence oral or documentary, if any. After having completed the enquiry, in the manner aforesaid, if the enquiry officer is satisfied about the correctness of the allegations, he shall pass an order under sub-section (1) of Section 32 of the Act. (2) Appeal- If the managing Committee of the institution is aggrieved from the order made by the enquiry officer, it may prefer an appeal under sub-section (3) of section 32 of the Act to such officer as may be empowered by the Director of Education in this behalf within thirty days of the date of receipt of such order. On receipt of an appeal, the officer hearing the appeal shall promptly call the relevant records from the enquiry officer and after examination of such records and giving an opportunity of being heard to the appellant and the employee confirm, modify or reverse the order appealed against and his decision thereon shall be final. The said decision shall forthwith be communicated to the appellant and employee.

37. Vacation Salary.

- An employee, temporarily appointed as teacher in a Non-Govt. school or college on or before 31st December against the clear vacancy after following the prescribed procedure, may be allowed

vacancy salary, provided no other employee draws vacation salary against the same post and provided further that such an employee joins his duties within a period of one month from the date of opening of next session and remains in service upto 31st December of that session.

38. Suspension.

(1)The managing Committee may place an employee under suspension.-(a)Where a disciplinary proceeding against him is contemplated or is pending, or(b)Where a case against him in respect of any criminal offence is under investigation or trial.(2)An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the managing committee and shall remain under suspension until further orders.(3)Where a penalty of removal or dismissal from service imposed upon an employee is set aside in appeal, the orders of his suspension shall be deemed to have been continued in force on and from the date of original order of removal or dismissal and shall remain in force until further orders.(4)An order of suspension made or deemed to have been made under this rule may at any time be revoked by the managing committee.(5)An employee under suspension shall be entitled to the following payments, namely:-(a)Subsistence allowance at an amount equal to leave salary which the employee would have drawn if he had been on leave on half pay and in addition dearness allowance based on such leave salary;(b)If the period of suspension exceeds six months, the amount of subsistence allowance shall be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of first six months, the rate of dearness allowance will be based on the increased amount of subsistence allowance;(c)Any other compensatory allowance admissible from time to time on the basis of pay which the employee was in receipt on the date of suspension subject to fulfilment of other conditions laid down for the withdrawal of such allowances;(d)No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

39. Removal or Dismissal from Service.

(1)The services of an employee appointed temporarily for six months, may be terminated by the management at any time after giving at least one month's notice or one month's salary in lieu thereof. Temporary employee, who wishes to resign shall also give at least one month's notice in advance or in lieu thereof deposit or surrender one month's salary to the management.(2)An employee, other than the employee referred to in sub-rule (1), may be removed or dismissed from service on the grounds of insubordination, inefficiency, neglect of duty, misconduct or any other grounds which makes the employee unsuitable for further retention in service. But the following procedure shall be adopted for the removal or dismissal of an employee : (a)A preliminary enquiry shall be held on the allegations coming into or brought to the notice of the management against the employee;(b)On the basis of the findings of the preliminary enquiry report, a charge sheet alongwith statement of allegations shall be issued to the employee and he shall be asked to submit his reply within a reasonable time;(c)After having pursued the preliminary enquiry report and the reply submitted by the employee, if any, if the managing committee is of the opinion that a detailed enquiry is required to be conducted, a three member committee shall be constituted by it in which a

nominee of the Director of Education shall also be included;(d)During the enquiry by such enquiry committee the employee shall be given a reasonable opportunity of being heard and to defend himself by means of written statement as well as by leading evidence, if any;(e)The enquiry committee, after completion of the detailed enquiry, shall submit its report to the management committee;(f)If the managing committee, having regard to the findings of the enquiry committee on the charges, is of the opinion that the employee should be removed or dismissed from service, it shall -(i)furnish to the employee a copy of the report of the enquiry committee,(ii)give him a notice stating the penalty of removal or dismissal and call upon him to submit within a specified time such representation as he may wish to make on the proposed penalty;(g)In every case, the records of the enquiry together with a copy of notice given under sub-clause (f) (ii) above and the representation made in response to such notice if any, shall be forwarded by the managing committee to the Director of Education or an officer by authorised him in this behalf, for approval;(h)On receipt of the approval as mentioned in sub-clause (g) above, the managing committee may issue appropriate order of removal or dismissal as the case may be and forward a copy of such order to the employee concerned and also to the Director of Education or the officer authorised by him in this behalf :Provided that the provisions of this rule shall not apply -(i)to an employee who is removed or dismissed on the ground of conduct which led to his conviction on a criminal charge, or(ii)where it is not practicable or expedient to give that employee an opportunity of showing cause, the consent of the Director of Education has been obtained in writing before the action is taken, or(iii)where the managing committee is of unanimous opinion that, the services of an employee can not be continued without prejudice to the interest of the institution, the services of such employee are terminated after giving him six months notice or salary in lieu thereof and the consent of the Director of Education is obtained in writing.

40. Appeal.

(1)If the managing committee is aggrieved the order of refusal made by the Director of Education under sub-rule (2) of Rule 39, it may prefer an appeal to the State Government within 90 days of the date of receipt of such order.(2)An employee aggrieved from an order of the managing Committee made under sub-rule (2) of Rule 39 may prefer an appeal to the State Government within 90 days of the date of receipt of such order.

41. Re-Installment.

- When an employee who has been removed, dismissed or suspended is remitted and the period of suspension is treated as a period spent on duty and the managing committee holds that the employee has been fully exonerated or in the case of suspension that is was wholly unjustified, the employee shall be given the full pay and dearness allowance to which he would have been entitled had he not been removed, dismissed or suspended, as the case may be.

42. Implementation of Orders in Appeal.

- If the managing Committee neglects or fails to make payment to the employee which has become due in view of the orders passed in appeal, the Director of Education shall be empowered to deduct

such amount from the grant-in-aid payable to the institution and disburse the same to the employee concerned. Such payment to the employee shall be regarded to be a payment made to the institution as grant-in-aid under these rules.

43. Private Tuition.

- The rules regulating the private tuition by the employees shall be the same as those applicable to the employees of the Govt. educational institutions.

44. Service Book.

(1) A service book and leave account shall be maintained by the Secretary of the Institution for each employee from the date of appointment. A duplicate copy of service book shall also be made available to the employee concerned on demand. (2) The service book shall be kept in the custody of the Secretary of the Institution. The original service book shall only be authentic document, but in the event of non availability of original service book, assistance for the purpose of pay fixation etc. may be taken from the duplicate version of the service book in the possessions of the employee, provided the entries in it are attested by the Secretary of the Institution. Every step in employee's official life must be recorded in his service book and each entry must be attested by the Secretary of Institution. The date of birth in the service book or service roll shall invariably be recorded both in figures and words. The date of confirmation of an employee shall also be recorded. A note of educational qualifications attained by an employee subsequent to his entry in his service may be recorded in the service book. The Secretary of the Institution shall show the service book to the employee concerned once in a year and obtain his signatures in token thereof.

45. [The age of Superannuation.- [(i) The age of superannuation of teachers and other employees shall be the last date of the month in which they attain the age of 60 years. In special circumstances, the Government may waive this condition and allow extension in service for a period not exceeding 2 years for such college teachers, who are engaged in post-graduate teaching or research work. Any other employee of the Institution may also be allowed extension in service upto the age of 62 years by the State Government.] [Substituted by Notification No. F. 10(12) Educational 5/93/Pt. I, dated 26.03.1999.]

(ii) The teachers who attain the age of superannuation after 31st December, may be allowed extension by the Government upto the end of the academic session or 30th June whichever is earlier. (iii) The superannuation age of the Mass IV employees shall be 60 years and they may also be allowed extension for 2 years by the State Government. (iv) The political sufferers, who happen to work in an aided institution, as Secretary and in capacities other than teaching staff, may also be allowed extension upto the age of 65 years, provided they are physically fit as per certificate of the Principal Medical Officer or Chief Medical Officer of the district and produce a certificate from the

Government in General Administration Deptt. of their being political sufferers.(v)A retired government servant shall not be employed by any educational institution in any capacity.(vi)The cases for extension of service shall be submitted to Government by the institution along with the following documents :(a)Application of the employee as specified in Appendix - XIII;(b)Medical certificate of a Government medical officer in the prescribed form;(c)A copy of the resolution passed by the management;(d)A statement showing examination results of his pupils atleast of last three years in the case of teachers;(e)Certificate of satisfactory service rendered by the employee;(f)Certificate regarding other outstanding achievement of the employees, if any.(vii)Such applications should be submitted directly to the State Government atleast three months prior to the date of retirement of the employee concerned failing which they will not be considered.(viii)The institutions shall be allowed to receive the usual grant-in-aid in respect of the expenditure incurred for such sanctioned period of extension :Provided that the employees other than Class-IV who have crossed the age of 58 years shall also be retired on 31.03.1999 unless the extension of services granted to them by the competent authority.]

Chapter VI

Admissibility of Leave

46. General Conditions of Leave

.- (i) Leave is earned by duty only.(ii)An employee, who is dismissed or removed from service, but is reinstated on appeal or revision is entitled to count his former service for leave.(iii)Leave cannot be claimed as a right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the service.(iv)The nature of leave due and applied for by an employee can not be altered at the option of the sanctioning authority.(v)Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day proceeding that on which charge is resumed.(vi)Every employee proceeding on leave must record on his application for leave the address at which letters will find him during leave.(vii)An employee on leave may not take-up and service or accept any employment including the setting-up of any service or accept any employment including the setting-up of a private professional practice as Accountant, consultant legal or medical practitioner without obtaining previous sanction.(viii)An application for leave or extension must be made to the authority competent to grant much leave or extension.(ix)The grant of a certificate by a competent and authorised medical attendant does not in its self confer upon the employee concerned any right to leave. The certificate should be forwarded to the authority competent to grant leave and the orders of that authority should be awaited.(x)An application for leave on medical certificate shall be accompanied by a medical certificate given by a Government medical officer/Vaidya/Hakim/Homeopathic Chikitsak.(xi)The authority competent to grant leave, at his discretion. may secure a second medical opinion from Principal Medical Officer/Chief Medical Officer as the case may be who shall express opinion both as regards the facts of illness and as regards necessity for the amount of leave recommended and for this purpose, the may either require the applicant to appear before him or before a medical officer nominated by him.(xii)Medical Officers must not recommend the grant of leave in any case in which their appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties. In

such cases, the opinion that the employee is permanently unfit for service should be recorded in the medical certificate.(xiii)In cases, where all applications of leave can not, in the interest of service, be granted the authority should in deciding which application be granted should take into consideration the following points :-(a)The employee who can for time being best be spared;(b)The amount of leave due to various applicants;(c)The amount and character of the service rendered by each applicant since he last returned from leave;(d)The fact that any such applicant has been refused leave earlier.(xiv)Leave should not be granted to an employee who ought at once to be dismissed or removed from service for misconduct or general incapacity.(xv)An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness from the authorised medical attendant.(xvi)An employee who is absent from duty without leave or before leave applied for has been sanctioned by the competent authority shall be treated to have remained wilfully absent from duty and such absence shall amount to interruption in service involving forfeiture of past services, unless, on satisfactory reasons being furnished, the absence is regularized by grant of leave due or is commuted into extra ordinary leave by the competent authority, willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.(xvii)Any kind of leave may be granted in combination or in continuation of any other kind of leave.(xviii)An upto date leave account of every employee shall be maintained for each kind of leave.

47. Privilege Leave.-

(1)Non-Teaching Staff - Members of the non-teaching staff whether temporary or permanent, shall be entitled to privilege leave of 30 days in a calendar year. Fifteen days privilege leave shall be credited to the leave account of the employee on 1st January and the remaining fifteen days on 1st of July, each year subject to the total accumulation upto a maximum of [300] [Substituted by Notification No. F. 11(35) Educational 5/82, dated 03.08.1999.] days.(2)Teaching staff -(a)Privilege leave is not admissible to the members of teaching staff, whether temporary or permanent, in respect of duty performed in any calendar year, in which they avail themselves of the full vacation, except to the extent indicated under clause (b) of this sub-rule;(b)[The teaching staff in schools and colleges shall be entitled to fifteen days/privilege leave in a calendar year. The leave account shall be credited with fifteen days privilege leave immediately after expiry of every calendar year, the un-availed portion of so credited privilege leave shall be qualified for carry forward to the next year upto a maximum of 300 days;] [Substituted by Notification No. F. 11(35) Education 5/82, dated 03.08.1999.](c)The teaching staff appointed during a calendar year shall be allowed privilege leave @ 1 1/4 days for each completed month of his service immediately after the expiry of that calendar year subject to the condition laid down in clause (b) above in proportion of 8:7 respectively;(d)The privilege leave admissible to such an employee in respect of any calendar year in which he is prevented from availing himself of the full vacation shall be in such proportion of 15 days as the number of days of vacation not taken bears to the full vacation. If in any calendar year the employee does not avail the full vacation, fifteen days privilege leave will be admissible to him at the end of the vacation in respect of that calendar year.(e)Vacation may be taken in combination with or in continuation of any kind of leave under these rules provided that the total duration of vacation and privilege leave taken in combination or in continuation of other leave, shall not exceed the amount of privilege leave due and admissible to an employee at a time under sub-rule (1) above.

48. Half Pay Leave.

(1) An employee shall be entitled to half pay leave of 20 days in respect of each completed year of service. (2) The leave under clause (1) may be granted on medical certificate or on private affairs.

49. Commuted Leave.

(1) Commuted leave not exceeding half of the amount of half pay leave due may be granted on medical certificate of an authorised medical attendant to a permanent employee subject to the following conditions:-(a) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due; (b) That the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry. (2) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service without production of medical certificate where such leave is utilised for an approved course of study certified to be in public interest by the leave sanctioning authority.

50. Extra Ordinary Leave.

(1) Extra ordinary leave may be granted to an employee in special circumstances (a) when no other leave is by rule admissible; or (b) when other leave is admissible, but the employee concerned applies in writing for the grant of extra ordinary leave. (2) Except in the case of an employee in permanent employment the duration of extra ordinary leave shall not exceed three or eighteen months on any one occasion, the longer period being admissible, only when the employee concerned is undergoing treatment for (a) Pulmonary-tuberculosis in a recognised sanatorium; or (b) Tuberculosis of any other part of the body by a qualified tuberculosis specialist or a civil surgeon; or (c) Leprosy in a recognised leprosy institution or by a civil surgeon or a specialist in leprosy recognised as such by the State Administrative Medical Officer concerned. (3) Where the extra ordinary leave is granted, under sub-rule (2) to an employee undergoing treatment for T.B. and he resumes his duty after availing of such leave and earns subsequently half pay leave, the extra ordinary leave so availed of by him will be converted into half pay leave and it shall be adjusted against the half pay leave earned.

51. Amount of Leave Salary

.- (1) An employee on privilege leave is entitled to leave salary equal to the pay to which he is entitled to on the day before the leave commences. (2) An employee on half pay leave will be entitled to leave salary equal to half the amount specified in sub-rule (i) above subject to a maximum of Rs. 3,000/- : Provided that this limit shall not apply if the leave is taken on medical certificate or for pursuing an approved course of study otherwise than on study leave terms. (3) An employee on commuted leave will be entitled to leave salary as admissible during the privilege leave. (4) An employee on extra ordinary leave is not entitled to any leave salary.

52. Maternity Leave

.- (1) A competent authority may grant maternity leave to a female employee [twice] [Substituted by Notification No. F. 11(35) Educational 5/82, dated 03.08.1999.] during the entire period of her service. However, if there is no surviving child even after availing of it [twice] [Substituted by Notification No. F. 11(35) Educational 5/82, dated 03.08.1999.], maternity leave may be granted on one more occasion.(2)The maternity leave may be allowed on full pay for a period, which may extend upto the period of [120] [Substituted by Notification No. F. 11(35) Educational 5/82, dated 03.08.1999.] days from the date of its commencement.(3)Maternity leave under the rule may also be granted in case of miscarriage, including abortion, subject to the following conditions :- (a)The leave does not exceed 6 weeks; and (b)The application for leave is supported by a certificate from the authorised medical attendant.(4)Maternity leave is not admissible in case of incomplete abortion.(5)Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.

53. Study Leave

.- (1) Admissibility - (a)study leave will be admissible to a permanent member of teaching staff to pursue course of study or investigation of a scientific or technical nature, which in the opinion of the sanctioning authority is considered necessary in the public interest for the working of the institution in which he is employed. It will ordinarily be not granted to an employee who has completed 20 years of service or more; (b) notwithstanding the provisions contained in clause (a) study leave will also be admissible to a temporary member of teaching staff who has completed 3 years continuous service; provided that his initial appointment has been made in accordance with these rules.(2)Conditions for grant - (a)Study leave shall be granted to enable a member of teaching staff - (i)to pursue a course of study or investigation of a scientific or technical nature either in India or outside India provided that it is certified by the sanctioning authority that the grant of study leave will be in the interest of the working of the institution. Such leave should not be granted to a teacher with such frequency as to remove him from contact with his regular work; (ii) a period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons; (iii) the total period of study leave during entire period of service of an employee shall not be more than 24 months. It may be taken in one or more spells; (iv) study leave may be combined with other kind of leave, but in no case shall the grant of this leave in combination, with leave, other than extra-ordinary leave, involve a total absence of more than 28 months from the regular duties of the employees. (b) Study leave is extra leave on half pay and leave salary during such leave shall be regulated in accordance with rule 51(2).(3)On completion of a course of study, a certificate on the proper form together with certificates of examinations passed or of special study shall be submitted to the managing committee.(4)The period of leave will count as period of regular service.(5)An employee who avails of the study, leave, for training, should execute a bond to serve the institution after conclusion of the training for a period showing the following table :-

Period of study leave	Period for which bond is to be executed

Three months	One year
Six months	Two years
One year	Three years
Two year	Five years

The form of the bond to be executed should be as given in Appendix - XIV.

Chapter VII

Conduct and Discipline

54. General.

- Every employee shall at all times-(i)maintain absolute integrity; and(ii)maintain devotion to duty and dignity of office.

55. Improper and unbecoming conduct.

- Any employee who -(i)is convicted of an offence involving moral turpitude whether in the course of the discharge of his duties or not;(ii)behaves in public in disorderly manner unbecoming of his position;(iii)is proved to have sent on anonymous or pseudonymous petition to any person in authority;(iv)leads an immoral life, shall be liable to disciplinary action.

56. Unauthorized communication of information.

- No employee shall except in accordance with any general or special order of the management or in the performance in good faith of the duties assigned to him, communicate directly or indirectly, any document or information, which has come into his possession in the course of his duties or has been prepared or collected by him whether from official sources or otherwise.

57. Subscription.

- No employee shall except with the previous sanction or order of the management ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance or any object whatsoever.

58. Gifts.

(1)No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift.Explanation- The expression 'Gift' shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.(2)On occasions, such as wedding, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept Gifts from his near relatives,

but he shall make a report to the Secretary of the Managing Committee if the value of any such Gift exceeds Rs. 500/,

59. Insolvency and habitual indebtedness

.- (1) An employee shall avoid habitual indebtedness.(2)When an employee is adjudged or declared an insolvent or when one moiety of the Salary of such employee is constantly being attached, has been continuously under attachments for a period exceeding two years or is attached for a sum which, in ordinary circumstances, can not be repaid within a period of two years, he will be considered liable to dismissal.(3)When such an employee is not liable to dismissal otherwise than by or with the sanction of the Director of Education, the matter must, if he is declared insolvent and may, if a moiety of his salary is attached, be reported to the Director of Education.(4)When a moiety of an employee's salary is attached, the report should show that is the proportion of the debts to the salary; how far they deduct from the debtors efficiency as an employee, whether the debtor's position is irretrievable and whether in the circumstances of the case, it is desirable to retain him on the post occupied by him.(5)in every case under this rule, the burden of proving that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, the debtor could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, will be upon the debtor.

60. Movable, immovable and valuable property

.- (1) Every employee shall on his appointment on any post submit a return of his assets and liabilities to the Management, giving the full particulars regarding -(a)the immovable property inherited by him or owner acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in name of any other person;(b)shares, debentures and cash including Bank deposits inherited by him or similarly owned, acquired or held by him;(c)other movable property inherited by him or similarly owned, acquired or held by him; and(d)debts and other liabilities incurred by him directly or indirectly.(2)No employee shall, except with the previous knowledge of the Secretary of the Managing Committee acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.(3)Every employee shall report to the Secretary of the Managing Committee every transaction concerning movable property owned or held by him either in own name or in the name of a member of his family, if the value of such property exceeds Rs. 1,000/-.

61. Bigamous Marriages.

(1)No employee, who has wife living shall contract another marriage without first obtaining the permission of the management notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.(2)No female employee shall marry any person, who has a wife living without first obtaining the permission of the Management.

62. Acceptance of Dowry.

- No employee shall-(1)give or take or abet the giving or taking of dowry;(2)demand directly or indirectly from the parents or guardians of a bride or bridegroom, as the case may be, any dowry.Explanation- For the purpose of this rule, 'Dowry' has the same meaning as in The Dowry Prohibition Act, 1961.

63. Consumption of intoxicating drinks or drugs.

- An employee shall-(1)strictly abide by any law relating intoxicating drinks or drugs in force in any area, in which he may happen to be for the time being;(2)neither be under the influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs in such close proximity of time when he has to appear on duty that the odour from his mouth or his demeanour may ordinarily make others feel that he had partaken of any intoxicating drug or drink;(3)not appear in a public place under the influence of any drink or drug;(4)not use any intoxicating drink or drug in excess.

64. Litigation on service matters

.- No employee shall attempt to seek in Court of Law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first taking resort to the normal official channel of redress.

65. Joining of Association

.- No employee shall join or continue to be a member of any association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

66. Demonstration and Strike

.- No employee shall-(1)engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order decency or morality or which involves contempt of Court, defamation or incitement to an offence; or(2)Resort to or in anyway abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

67. Joining of Organisations

.- No employee shall join or associate or continue to be a member of any organisation which has been declared unlawful under the Unlawful Activities (Prevention) Act, 1967 or any other law which is in force or the objects or activities of which are prejudicial to communal harmony sovereignty and

integrity of India on public order or morality.

Chapter VIII

Contributory Provident Fund

68. General

.- (1) Every recognised institution shall constitute a Provident Fund for the benefit of its employees.(2)All employees, who have completed one year's continuous service in the institution shall be required to contribute to the fund.(3)the institution shall comply with the directions issued by the State Government with regard to the investment of accumulations in the Fund.(4)The amount of the fund or any portion thereof shall not be withdrawn or used for the activities of the institution or for any purpose other than payment or advance to the employees.(5)All accumulated, current or future, accretions to the P.F. Amount of the employees and contributions of the institution shall be deposited in the interest bearing personal Deposit Account by the institution in Government Treasury/Sub-Treasury within three days of the withdrawal of salary.(6)The Authority countersigning the Grant-in-Aid Bill shall, at the time of countersigning it, ensure that Provident Fund subscription and contribution for the period upto last month have been duly credited to the personal Deposit Account of the institution.(7)Each employee shall be provided with a Pass-Book in which regular entries of all the credits and withdrawal shall be made by the Treasurer of the Institution and attested under his signatures, it shall be shown to the employees after 30th June every year.(8)The Head of the Institution shall arrange to credit the interest in the respective Provident Fund Account of the Employees on pro-rata basis as per balance appearing in such individual Account.

69. Nomination

.- (1) A subscriber shall, as soon as may be after joining the fund, send to the Secretary of the Institution, a nomination, conferring one or more persons the right to receive the amount, that may stand to his credit in the fund in the event of his death, before the amount has become payable or having become, has not been paid provided that if at the time or making the nomination, a subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.(2)If a subscriber nominates more than one person under sub-rule (1) he shall specify in the nomination, the amount of share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.(3)Every nomination shall be in such one of the forms set forth in the Appendix - XV as is appropriate in the circumstances.(4)A subscriber may at any time, cancel a nomination by sending a notice in writing to the Secretary of the Institution provided that the subscriber shall, alongwith such notice send a fresh nomination made in accordance with the provisions of this rule.(5)Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid take effect, on the date on which it is received by the Secretary of the Institution.

70. Subscriber's Account

.- An account shall be kept in the name of each subscriber in which shall be credited -(1)the subscriber's subscription;(2)contribution made by the institution; and(3)interest on subscriptions and contributions.

71. Conditions and Rates of Subscriptions

.- (1) Every subscriber shall subscribe monthly to the Fund, when on duty and on leave except leave without pay.(2)The amount of subscription shall be 8.33% of the emoluments (Pay + D.A.) of the subscriber.(3)The amount of subscription shall be in whole rupee (50 paise or more counting as the next whole rupee).(4)The amount of subscription so fixed shall remain un-changed throughout the year :Provided that if a subscriber is on duty or on leave for a part of that a month and on leave without pay for the remainder of that month, the amount of the subscription payable shall be proportionate to the number of days spent on duty and/or on leave (Not leave without pay) in the month.

72. Realisation of subscription

.- Recovery of subscription on account of these employments of the principal and interest of advance shall be made from the emoluments of a subscriber drawn from the institution.

73. Contribution by the institution

.- The institution shall alongwith the monthly subscription of the subscriber to the fund make equal contribution each month.

74. Interest

.- The State Government shall, at the end of the each financial year, pay interest on the minimum balance in the Personal Deposit Account between sixth to the end of an individual month in the P.F. Account of the institution opened and maintained in the Treasury/Sub-treasury concerned at such rate as the State Government may from time to time prescribed for the payment of interest, on subscriptions to the General Provident Fund. Interest shall be credited with effect from the 31st March of each year.

75. Advance from the fund.

- A temporary advance may be granted to a subscriber from the amount standing to his credit in the fund by the Secretary of the Institution on the following conditions :- (a)To pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him : (b)to pay obligatory expenses upto a reasonable amount in connection with funerals or ceremonies which by his religion it is incumbent on him to perform. (c)An advance shall not, except for special

reasons exceed half of the amount of total subscription of the employee or three month's pay, whichever is less.(d)A second advance shall not, except for special reasons, be granted until at least twelve months after the final payment of a previous advance together with interest thereon.(e)A advance to the extent of 50% in case of son's marriage and 75% in case of daughter's marriage may be made, out of the total amount of subscription of the subscriber limited to ten month's pay.(f)An advance to the extent of 50% of the total amount of subscription of the subscriber limited to ten months pay may also be made -(i)for building, altering or enlarging a house or for acquiring a suitable house including the cost of land on the satisfaction of the Secretary of the Institution, on the basis of documents produced for this purpose;(ii)to meet the expenses including travelling expenses in connection with the illness of the subscriber and members of the family or any person actually dependent on him.

76. Recovery of advance

.- (1) In advance shall be recovered from the subscriber in such number of equal installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects or in any case not more than thirty six. Each installment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such installments.(2)Recovery shall be made from the emoluments or a subscriber drawn from the institution and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments.(3)If more than one advance has been made, each advance shall be treated separately for the purpose of recovery.(4)After the principal of the advance has been fully repaid, interest shall be paid thereon in two installments.(5)Recoveries made under this rule, shall be credited as they are made to the account of the subscriber in the Fund.

77. Circumstances in which accumulations are payable

.- When a subscriber quits the service, the amount as standing to his credit in the Fund shall, subject to any deduction under Rule 79, become payable to him :Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall if required to do so by the institution, repay and amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in Rule 74. The amount so repaid shall be credited to his account in the Fund, the part which represents the contribution of the institution with interest thereon, being accounted for in the manner provided in Rule 79.

78. To whom payable

.- Subject to any deduction, under Rule 79, on the death of a subscriber before the account standing to his credit has become payable or where the amount has become payable, before payment has been made -(i)when the subscriber leaves a family -(a)if a nomination made by the subscriber in accordance with the provisions of Rule 69, in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which 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 member or members of the family 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 not withstanding any nomination purporting to be in favour of any persons or persons other than a member or members of this family, 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 sons, who have attained legal majority;(3)married daughter, whose husband are alive;(4)married daughter of a deceased sons, whose husband are alive, if there is any 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 and had been exempted from the provisions of clause (1) of the first proviso.Note -(i)Any sum payable under these rules to a member of family of a subscriber vests in such member under sub-section (2) of Section 3 of the Provident Fund Act, 1925.(ii)when the subscriber leave no family, if a nomination made by him in accordance with the provisions of Rule 69, in favour of any person or persons substitutes; 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.(iii)When a nominee is a dependent of the subscriber as defined in Clause (c) of Section 2 of the Provident Fund Act, 1925, the amount vests in such nominee under sub-section (2) of Section 3 of that Act.(iv)When the subscriber leaves no family and no nomination made by him in accordance with the provision of Rule 69 subsits or if such nomination relates only to a part of an amount standing to his credit in the Fund, the relevant provisions of clause (b) of Section 4 of the Provident Fund Act, 1925 are applicable to whole amount or the part thereof to which the nomination does not relate.

79. Deductions.

- Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the institution with interest thereon credited under Rules 73 and 74 and before the amount standing to the credit of the subscriber in the fund is paid out of the fund, the institution may direct the deduction therefrom and payment to the institution of(a)any amount, if a subscriber has been dismissed from the service for grave misconduct :Provided that, if the order of the dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service be replaced at his credit in the fund;(b)any amount, if a subscriber resigns his employment under the institution within 5 years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent Medical Authority that he is unfit for further service;(c)any amount due under a liability incurred by the subscriber to the institution.

80. Payments.

(1)When the amount standing to the credit of the subscriber in the fund or the balance thereof after any deduction under Rule 79, becomes payable, it shall be the duty of the Secretary of the Managing Committee, 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 Section 4 of the Provident Fund Act, 1925.(2)If the person to whom, under these rules, any amount is to be paid is a lunatic for whose State 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, shall send a written application in that behalf to the Secretary of the Institution.

81. Accounts and Audit.

(1)Accounts-(a)Complete and detailed individual employee-wise accounts shall be maintained by the institution. The institution shall make available to the Director, Local Fund Audit Department or any Officer authorised by him in this behalf all the information required by him in the form and manner, as prescribed by him from time to time.(b)It shall be incumbent on the Secretary of the institution to reconcile the account with the accounts being maintained by the Director, Local Fund Audit Deptt. as also from the Treasury/Sub-Treasury, at the end of financial year..(2)Audit -(a)The account shall be open for audit by the Director, Local Fund Audit Department or any other authority as may be authorised by the State Government from time to time.(b)The Secretary of the Managing Committee shall remove or cause to be removed the discrepancies pointed out by the Audit Officer in his report and shall submit its compliance report within a period of two months from the date of receipt of the report.

82. Gratuity and Insurance

.- (1) The employees of the Aided educational institutions shall be entitled to Gratuity as admissible under Payment of Gratuity Act, 1972 as amended. from time to time.(2)The managing committee shall arrange for Group Insurance of its employees under the respective scheme of Life Insurance Corporation of India.

Chapter IX

Miscellaneous

83. General.

- Every institution shall be guided by the high standards of financial propriety. The principles on which emphasis is generally laid, are the following :-(i)Every official is expected to exercise the same vigilance in respect of expenditure as person of ordinary prudence would exercise in respect of expenditure of his own money.(ii)The expenditure should not be prima facie more than the occasion demands.(iii)No Authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.(iv)Money of the institution should not be utilised for the benefit of a particular person or section of the community unless(a)the amount of expenditure involved is insignificant; or(b)a claim for the amount could be enforced in a Court of Law; or(c)the expenditure is in pursuance of recognised policy or custom.(v)The amount of allowance granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole source of profit to the recipients.(vi)Institution is responsible for enforcing financial order and strict economy at every step.(vii)It should be ensured that not only the total expenditure is kept within the limits of the authorised appropriation but also that the funds allotted are expended upon objects for which they have been provided.

84. Purchase and Acquisition of Stores

.- An Authority which is competent to incur contingent expenditure may sanction the purchase of stores required for use in the institution in accordance with the provisions contained in these rules.

85. Receipt of Stores

.- All materials received should be examined, counted measured or weighed as the case may be, when delivery is taken and they should be taken in charge by a responsible employee, who would see that the quantities are correct and their quality is good and record a certificate to that effect. The official receiving the stores should also be required to give certificate that he has actually received the materials and recorded them in the appropriate Stock-Register.

86. Issue of Stores

.- When materials are issued from stock for the use of the institution, the officer In-charge of the stores, should see that an indent has been made by a properly authorised person, examine it carefully with reference to the orders or instructions for the issue of stores and sign it after making suitable alterations under his dated initials in the description and quantity of material, if he is unable to comply with the requisition in full, when materials are issued, a written acknowledgement should be obtained from the person to whom they are ordered to be delivered or dispatched.

87. Transfer of Charge of Stores

.- In case of transfers, the official In-charge of stores should see that the stores in his custody are made over correctly to his successor and a proper receipt taken from him.

88. Custody and Accounts of Stores

.- (1) The head of the institution, should take special care for arranging for their safe custody, for keeping them in good and efficient conditions and protecting them from loss, damage or deterioration, suitable accommodation should be provided more particularly for valuable and combustible stores. He should maintain suitable accounts and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses, through theft, accident, fraud or otherwise and to making it possible at any time to check the actual balances with the book-balances and the payment to suppliers etc.(2) Separate accounts should be maintained for movable and immovable properties showing the quantity received, the quantity disposed off by transfer, sale, loss etc. and the balance in hand. Inventories should also be maintained at the site of dead stock.(3) Separate accounts also be kept for all assets such as building, furniture, educational equipments, library books, etc. created out of the grant-in-aid received from the State Government from time to time. Special care should be taken to keep these assets fit at all times.

89. Physical Verification

.- Physical verification shall be done for each items of stores and stock atleast once a year before the closing of the financial year. Such verification should be entrusted to responsible officer who is not connected with the stores and is not subordinate to the Officer In-charge of the stores and it's thoroughly conversant with the items of stores. Such verification should be done in the presence of the Store-keeper. Cent-percent verification should be done as precisely and correctly as possible. Separate list showing excesses and shortages, if any, should be drawn up and a copy thereof delivered to the Secretary of the Managing Committee to take action for recovery/regularisation of the shortages and entering the excesses in the stock-register.

90. Procedure Procedure for inviting tenders for purchase

.- The following procedure for obtaining tenders shall be followed. Tenders should be obtained :- (i) by advertisement (open tenders); (ii) by direct invitation to a limited number of firms (Limited tender); (iii) by invitation to one firm only (Single tender); (iv) by negotiation. Single Tender system may be adopted in the case of small orders, the total value of which does not exceed Rs. 500/-. The limited tender system may however be followed, when the estimated value of the purchase is less than Rs. 10,000/-. Open tender system i.e. invitation to tender by public advertisement should be used for purchase of Rs. 10,000/- or over. Negotiations can be made through a Committee in consultation with the Officer authorised to countersigned the grant-in-aid bill.

91. Repeal and Saving

.- (1) The Rajasthan Grant-in-aid to Educational and Cultural Institutions Rules, 1963 and any notification issued and orders made under any such rules to the extent to which they apply to the person/institution to whom these rules apply and in so far as they relate to recognition, grant-in-aid, service-conditions or confer powers to make appointments, grant-recognition, sanction grant-in-aid, impose penalties or entertain appeals are hereby repealed : Provided that -(a) such repeal shall not effect the previous operation of the said rules, notification and orders or anything done or any action taken thereunder; (b) any proceedings under the said rules, notification or orders pending at the commencement of these rules shall be continued and disposed-off as far as may be, in accordance with the provisions of these rules. (2) Nothing in these rules shall operate to deprive any person or institution to whom these rules notification or orders repealed by sub-rule (1) in respect of any order decided before the commencement of these rules. (3) An appeal pending at or preferred after the commencement of these rules against an order made before such commencement shall be considered and order thereon shall be passed in accordance with these rules.

92. [Powers to exempt from rules.- The State Government may, by general or special order exempt any institution or any class of institutions from any of the provisions of the rules or may direct that such provisions shall apply to such institution or class of institutions with such modifications and on conditions as may be specified in the orders.] [Inserted by Notification No. F.

10(8) Educational 5/93, dated 28.07.1993.]

[93] [Renumbered by Notification No. F. 10(8) Educational 5/93, dated 28.07.1993.]. Removal of Doubts.- Where a doubt arises as to the interpretation of any of the provisions of these rules or their applicability, the matter shall be referred to the Government in the Education Department, whose decision thereon shall be final.[Form - 1] [Added by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.][See sub-rules (1) & (2) of Rule 8-A]Self Declaration-Cum-Application for Grant of Recognition of SchoolTo,The District Elementary Education Officer,.....(Name of District)Rajasthan.Sir,I forward herewith a self declaration regarding compliance with the norms and standards prescribed in the Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and an application in the prescribed performa for the grant of recognition to..... (Name of the School)..... with effect from the commencement of the School year 20.....Yours faithfully,Chairman/Manager of Managing CommitteeEnclosures :Place :Date :

A. School Details -

1. Name of School
2. Academic Session
3. District
4. Postal Address
5. Village/City
6. Tehsil
7. Pin Code
8. Phone No. with STD Code
9. Fax No.
10. E-mail address if any
11. Nearest Police Station

B. General Information -

1. Year of Foundation
2. Date of First Opening of School
3. Name of Trust/Society/Managingcommittee
4. Whether Trust Society/ManagingCommittee/is registered
5. Period up to which Registration ofTrust/Society/Managing Committee is valid
6. Whether there is a proof ofnon-proprietary character of the Trust/Society/Managing committeeSupported by the list of members with their address on anaffidavit in copy

7. Name and official address of
the Manager/President/Chairman of the School-

Name

Designation

Address

Phone (O).....(R)

8. Total Income and Expenditure during last 3 years
surplus deficit

Year	Income	Expenditure	Surplus/deficit
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C. Nature and area
of School -

1. Medium of Instruction
2. Type of School (Specify entry & exit classes)
3. If aided, the name of agency and percentage of aid
4. If School Recognized
5. If so, by which authority. Recognition number
6. Does the school has its own building or is it running in a rented building
7. Whether the school buildings or other structures or the grounds are used only for the purpose of education and skill development ?
8. Total area of the school
9. Built in area of the school

D. Enrollment Status -

	Class	No. of Section	No. of Students
1.	Pre-primary		
2.	I - V		
3.	VI - VIII		

E. Infrastructure Details &
Sanitary Conditions -

	Room	Numbers	Average Size
1.	Classroom		
	Officer		
2.	Room-cum-Store Room-Cum-Headmaster Room		
3.	Kitchen-cum-Store		

F. Other Facilities -

1.	Whether all facilities have barrier free access		
2.	Teaching Learning Material (attach list)		
3.	Sport and Play equipments (attach list)		
4.	Facility books in Library		
Book (No. of books)			
Periodical/Newspapers			
5.	Type and number of drinking water facility		
6.	Sanitary Conditions -		
(i) Type of W.C. and Urinals			
(ii) Number of Urinals/Lavatories Separately for Boys			
(iii) Number of Urinals/Lavatories Separately for Girls			
G. Particulars of Teaching Staff -			
1.	Teaching in Primary/Upper Primary exclusively (details of each teacher separately)-		
	Teacher Name(1)	Father/Spouse Name(2)	Date of Birth(3)
	Academic Qualification(4)	Professional Qualifications(5)	Teaching Experience(6)
	Class Assigned(7)	Appointment Date(8)	Trained or Untrained(9)
2.	Teaching in Both Elementary and Secondary (Details of each teacher Separately) -		
	Teacher Name(1)	Father/Spouse Name(2)	Date of Birth(3)
	Academic Qualification(4)	Professional Qualifications(5)	Teaching Experience(6)
	Class Assigned(7)	Appointment Date(8)	Trained or Untrained(9)
3.	Head Teacher -		
	Teacher Name(1)	Father/Spouse Name(2)	Date of Birth(3)
	Academic Qualification(4)	Professional Qualifications(5)	Teaching Experience(6)

Class Assigned(7)

Appointment Date(8)

Trained or Untrained(9)

H. Curriculum and Syllabus -

1. Details of curriculum and Syllabus followed in each class (up to VIII)
2. System of Pupil Assessment
3. Whether pupils of the school are required to take any Board exam up to class VIII?

I. Certified that the school has also submitted information in this date capture format of District Information System of Education with this application. J. Certified that the school is open to inspection by any officer authorized by the appropriate authority. K. Certified that the school undertakes to furnish such reports and information as may be required. by the District Elementary Education Officer from time to time and complies with such instructions of the appropriate authority or the District Elementary Education Officer as may be issued to secure the continued fulfillment of the conditions of recognition or the removal of deficiencies in working of the school. L. Certified that record of the school pertinent to the implementation of this Act shall be open to inspection, by any officer authorized by the District Elementary Education Officer or appropriate authority at any time, and the school shall furnish all such information as may be necessary to enable the State Government or the Local Body or the Administration to discharge its or his obligations to State Legislature/Panchayat/Municipal Corporation, as the case may be. Signature(Name) Chairman/Manager Managing Committee..... School Place : Date : [Form 2 [Added by Notification No. F. 8(29) Educational 5/EE/2009, dated 21.06.2011.][See sub-rule (4) of Rule 8A] Office of District Elementary Education Officer..... (Name of District), Rajasthan Dated : No..... The Chairman/Manager, Managing Committee,..... School Subject : Recognition Certificate for the School under sub-rule (4) of Rule 8-A. Dear Sir/Madam, With reference to your application dated..... and subsequent correspondence with the school/inspection in this regard, I convey the grant for provisional recognition to the (name of the school with address) for Class to Class for a period of three years w.e.f..... to The above sanction is subject to fulfillment of the following conditions:-

1. The grant for recognition is not extendable and does not in any way imply any obligation to recognize/affiliate beyond Class VIII.

2. The school shall abide by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 (Central Act No. 35 of 2009) and the Rajasthan Right of Children to Free and Compulsory Education Rules, 2011.

3. The school shall admit in class I or in pre-school class, as the case may be, to the extent as per the Act of 2009, of the strength of that class, children belonging to weaker section and disadvantaged group in the neighbourhood

and provide free and compulsory elementary education till its completion.

4. For the children referred to in paragraph 3, the school shall be reimbursed in Compulsory Education Rules, 2011. To receive such reimbursements the school shall maintain a separate bank account.

5. The Society/School shall not collect any capitation fee and subject the child or his or her parent or guardian to any screening procedure.

6. The school shall not deny admission to any child for lack of proof of age and shall adhere to the provisions of Sec. 15 of the Act of 2009. The school shall ensure -

(i)No child admitted to the school be held back in any class or expelled from school till the completion of elementary education in the school;(ii)No child shall be subjected to physical punishment or mental harassment;(iii)No child shall be required to pass any Board examination till the completion of elementary education;(iv)Every child completing elementary education shall be awarded a certificate as laid down under Rule 23 of the Rajasthan Right of Children to Free and Compulsory Education Rules, 2011;(v)Inclusion of students with disabilities/special needs as per the provisions of the Act of 2009;(vi)The teachers are recruited with minimum qualifications as laid under sub-section (1) of Sec. 23 of the act of 2009 :Provided that the current teachers who, at the commencement of the Act of 2009 do not possess minimum qualifications, shall acquire such minimum qualifications within a period of 5 years, as per the provisions of the proviso to Section 23 of the Act of 2009;(vii)The teachers performs their duties specified under sub-section (1) of Section 24 of the Act of 2009; and(viii)The teachers shall not engage himself or herself for private teaching activities.

7. The school shall follow the syllabus on the basis of the curriculum laid down by the appropriate authority.

8. The school shall maintain the standards and norms of the school as specified in Sec. 19 of the Act of 2009. The facilities reported at the time of last inspection are as given under-

Area of school campusTotal built up areaArea of play groundNo. of class roomsRoom for Headmaster-cum-Officer-cum-StoreroomSeparate toilet for boys and girlsDrinking water facilityKitchen for cooking Mid Day MealBarrier free accessAvailability of Teaching Learning Material/Play SportsEquipments/Library

- 9. No unrecognized classes shall run within the premises of the school or outside in the same name of school.**
- 10. The school buildings or other structures or the grounds are used only for the purposes of education and skill development.**
- 11. The school is run by a society registered under the Societies Registration Act, 1860 (Central Act No. 21 of 1860), the Rajasthan Societies Registration Act, 1958 (Act No. 28 of 1958), or a public trust constituted under any law for the time being in force;**
- 12. The school is not run for profit to any individual, group or association of individuals or any other persons;**
- 13. The accounts should be audited and certified by a Chartered Accountant and proper accounts statements should be prepared as per Rules, A copy each of the Statements of Accounts should be sent to the District Elementary Education Officer every year.**
- 14. The recognition Code Number allotted to your school is This may please be noted and quoted for any correspondence with this office.**
- 15. The school furnishes such reports and information as may be required by the Director of Elementary Education/District Elementary Education Officer from time to time and complies with such instructions of the State Government, Local Authority as may be issued to secure the continued fulfillment of the condition of recognition or the removal of deficiencies in working of the school.**
- 16. Renewal of Registration of Society, if any, be ensured.**
- 17. Other conditions as per Annexure enclosed.**

Yours faithfully, District Elementary Education Officer.....District.](3)Central Board of Secondary Education, Delhi Application for Affiliation(Approval of Middle Class Syllabus/Provisional Affiliation/Upgradation of +2 stage)Instructions :-

1. For remittance of fees, please go through the Affiliation By-Laws.

2. Please read the Affiliation Bye-laws carefully before applying. The school must fulfil the following essential conditions. Applications not fulfilling any of the essential conditions shall be summarily rejected and fees deposited will not be refunded:-

(i)The School should have formal recognition by the State Government. Its application should be forwarded by the State Government or a 'No Objection Certificate' to that effect from the State Government should be attached. Condition of submitting NOC will not be applicable to schools run by Govt. Deptts./Govt. Undertakings/managed by Societies for Govt. Undertakings and financed and controlled by the Undertakings.(ii)The School/Society must have about two acres of land and a building constructed on a part of the land and proper play grounds on the remaining land. In metropolitan cities with a population exceeding 25 lacs, the land should not be less than one acre with adequate building and arrangement with other institution/organisation for imparting Physical and Health Education and for conducting games to the satisfaction of the Board. In case of lease, it will be accepted if it is for at least 30 years.(iii)In case the School/Society has recently acquired the land and has not been able to complete the construction of school building, atleast it should have constructed a part of the building and a part of the school building, atleast it should have constructed a part of the building and a part of the school should have functionally shifted to it though the rest of the classes might be running in a rented building or a building already constructed by it on a small plot till the construction of remaining part. In such cases the school must also submit a documentary proof in support of their having sufficient funds for construction of the remaining part of the building.(iv)The Trust or Society/Management running the school should be of non-proprietary Character. The list of members with their addresses, occupations, qualifications and an affidavit from the Chairman/Secretary stating how the members are related to each other or they are not related to each other duly attested by first class magistrate should be submitted.(v)The school should have well qualified staff as per the norms of the Board given in Chapter IX of Affiliation Bye-Laws.(vi)The school must pay salaries to the staff not less than corresponding categories of employees in the State Government Schools as per scales etc., prescribed by the Government of India (KVS scales with approved foreign allowances for schools abroad).(vii) Last date for submission of application is 31st March of the year preceding tl. year in which class VII, IX, XI is proposed to be started.(viii)Classes VIII and above should not be started without written permission by the Board. The CBSE will not be responsible for any consequences if these classes are started without proper affiliation etc. by the CBSE.(ix)The Board would not allow any property transfer/Sale of school by one Society/ Management/Trust to another Society/Management/Trust through agreement/Sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.(x)In case of any dispute(s) regarding the withdraw ai or not granting affiliation or any other matter pertaining to up-gradation an or any matter arising in respect of anything pertaining to affiliation with any school and or any other person, Society, company or organisation, the courts and tribunals at the Delhi shall have the exclusive jurisdiction to entertain such disputes.

Part I

(To be filled up by all the Schools) I. (i) Name of the Institution with complete postal address : (ii) Name of the Principal/Head of the Institution Pin Code (iii) Phone No. Off. : Telex No. : STD Code : Res. : Fax No. : E-Mail No. : Website No : Internet : II. General : (Brief History) : (i) Year of Foundation : Date of first opening of the school : (ii) Special aim of the School (Please attach a sheet, if necessary) (iii) Name of the Trust/Society/Managing Committee (iv) Whether the Trust/Society/Managing Committee is registered ? If so, under which act? Please attach the following : (i) A copy of Registration letter; and (ii) A copy of Memorandum of Association and Constitution of Trust/Society/Managing Committee along-with list of members with their occupational address. (v) Period upto which the Registration of the Trust/Society/Managing Committee is valid (vi) Proof of non-proprietary character of the Trust/Society/Management, supported by the list of members with their addresses on an affidavit in the Court of 1st Class Magistrate from the Chairman/Secretary stating how the members are related to each other or are not related to each other. (vii) Whether the School Managing Committee has been constituted as per requirement of Affiliation Bye-Laws ? Attach a list of members with their designation/occupation etc. : (viii) Name & Official addresses of the Manager/President/Correspondent/Chairman of the School: Phone No. Office: Resi: III. Financial Position of the Institution : (i) Sources of Income during the last Financial Year (20 20)

Fees Endorsements, if any Government grants School Estate Other Sources Total

(ii) Summary of Expenditure during the Financial Year (20 20)
Messing Staff Salaries Games Grounds Garden Book and Stationery

School Library Hobbies & Co-Curricular activities Hosp. & Misc. Medical Staff Total

(iii) Total income and expenditure during last 3 years surplus/deficit
Year Income Expenditure Surplus/ Deficit

(iv) School fees per annum

Fees per annum Items covered in School Fees Items not covered in School Fees
Boarders Day Scholars

IV. Location of the school (i) Place (ii) Tehsil : (iii) Distt. (iv) Nearest Railway Station : (v) Nearest Nationalised Bank Distance (vi) Nearest Police Station Distance (vii) Distance from Airport V. Nature of the School : (a) Boys/Girls/Co-Educational : (b) Medium/Media of Instruction (c) Govt./Aided/Non-aided/Other : (d) If aided, the name of the agency

and type of aid.....(e)Grant-in-aid received during the last three years :Year (20.....)
(20.....) (20.....)Recurring.....Non-recurring.....
.....(f)School hoursWinter FromTo.....Summer From
To.....(g)The School session begins in..... and end in.....(h)During the year
Approximate Number of working days in a year Periods per week Duration per period

Primary and Middle

Secondary

Sr. Secondary

VI. Enrolment of the students :

Class	No. of Sections	No. of Students
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I.

II.

III.

IV.

V.

VI.

VII.

VIII.

IX.

X.

XI.

XII.

Note - Classes VIII and above should not be started without written permission of the Board. The CBSE will not be responsible for any consequences if these classes are started without proper affiliation etc. by the CBSE.VII. Details of Pre-primary classes, if any, run by the school

:L.K.G.:..... U.K.G.:.....VIII. Fees Charges and Annual Charges :

Class	Rate of Tuition Fee per Month	Other Fee per Month	Annual Charges/Funds
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XII.

XI.

X.

IX.

VIII.

VII.

VI.

V.

IV.

III.

II.

I.

IX. Campus and Building :Does the school possess its own building or is it running in a rented building ?If it is a rented building rent being paid per month with period of lease. A photo copy of the lease deed be submitted.(a)Physical Size :(i)Area of the Campus :..... (in Sq. metres)..... (in acres)(ii)Built up Area :..... (in Sq. metres)(iii)Area of playgrounds :.....(iv)No. of class rooms/other rooms with their dimensions.....(v)Average Sq. & Cubic metre space provided per student in each class room(vi)No. of Rooms with size.....(vii)Arrangements for safe custody of Exam. documents :(viii)Proposal (if any) of extension to the existing building and/of campus area(Please attach plans).....(ix)Whether the school is at one site or two sites :(x)Is the school running some other branch(es). If so, indicate the details :(b)Sanitary conditions :(i)Type of W.C. and Urinals (Dry/Flush) :.....(ii)No. of Lavatories(iii)No. of Urinals.....(c)Has the certificate about health and sanitary conditions, drinking water and fire safety of the school been obtained from the competent authorities of the area ? Attach a copy of the same.....(i)Defects, if any, pointed out in the health certificate.....(ii)Action taken or proposed to be taken to remove the defects, if any, pointed out in the certificate.....X. Library :(i)Dimension of Library.....
English Hindi Total Books Amount Spent

(ii)Names of Newspapers & Periodicals Subscribed :

S. No. Dailies Weeklies Monthlies Others

(iii)Details of Library Staff

S. No.	Permanent	Full Time	Part Time

Do the members of teaching staff manage the library committee and/or supervise library work ?(Please answer Yes or No).....If the answer above is 'Yes', kindly explain briefly the mechanics of how this is done.....(a)Library hours :(i)Week days :.....(ii)Sunday/Holidays.....XI. Details of facilities :(a)Laboratories :(i)Size of the Physical. Laboratory.....(ii)Size of the Chemistry Laboratory(iii)Size of the Biology Laboratory(iv)Size of the Home Science Laboratory.....(v)Size of the Computer Room.....(vi)Storage facilities available in each of the laboratories to be attachedList of equipment available with cost in each of the laboratories to be attached :(b)Art Education Activities Dimension of rooms Apparatus available(c)Work Experience Activities :.....(d)National Cadet Corps :Number of Cadets offering -(i)Army Wing :(ii)Naval Wing :(iii)Air Wing :(e)Trekking, mountaineering, adventure courses etc.If the school provides for activities of the above type, kindly append a note here regarding them.....(f)Games Sports :(i)Are the games compulsory for all ?.....(ii)List of games played in different seasons :.....

Game/Sport

S. No.	When played mainly (season)	Number of play grounds/courts/tracks	Total area of the ground
1	Soccer		
2	Hockey		
3	Cricket		
4	Swimming		
5	Athletics		
6	Basketball		
7	Volleyball		
8	Badminton		
9		
10		

(g) Sanctioned budget for games/sports and the source/means for getting the amount. (Please give the latest figures)

S. No. Source/Means Amount (Rs.)

XII. Hostel facilities, if any -(i) Classes for which Hostel facilities are available :

.....(ii) Strength & size of accommodation etc. :

Total No. of Boarders	Average size of a dormitory/ room	Average dormitory/ room area per student	Average No. of student per toilet	Average No. of student per bath
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(iii) Facilities available for physical training of the hostelers. (iv) State the facilities available for Health and Medical Check-up of Hostelers. (v) Common room/Reading room, their approximate dimensions/Area. (vi) Facilities for hobbies, Crafts and creative activities etc. in the hostel(s). XIII.

Mess -(a) Please answer the following questions :-

Question	Answer	
(i)	Does the school have a central mess or separate mess each hostel ?	
(ii)	Does the School have a central kitchen or separate Kitchen ?	
(iii)	Do the students assist in serving of the meals ?	
(iv)	Is there a self-service cafeteria system ?	
(v)	If there is a separate mess for each hostel, what is the number of messes and the average number of students dining in each mess ?	
(vi)	What is the size of the dining hall/ halls ?	Hall No. 1, 2, 3, 4, 5
	What is the seating capacity of halls/ halls ?	Size
	What is the average number of students per table ?	Capacity
(vii)	What is the number of staff employed to assist in the mess ?	Students per table
		Cook "Masalchis"
		Service Beares...

(b) Kindly state the average boarding cost per student per day for the last three years. (excluding cost of servants, crockery, equipment etc.)

Year Cost per student per day

20..... Rs.

XIV. Teaching Staff : Details of Qualifications & Experience. (Please attach a statement as per specimen given below showing particulars to staff including Principal/Head-Master and teaching staff.)

Name	Post	Educational Qualifications	Date of Birth	Date of appointment	Date of Confirmation	Experience	Subject Specialization	Subject and Classes taught	Pay Scales	R
1	2	3	4	5	6	7	8	9	10	1

XV. Staff Salaries : (a) { | - | Staff | Scale of pay | DA | HRA | City Allowance | Any other Allowance | Total Emoluments | - | (i) | Teaching Staff | | | | | - | | Principal | | | | | - | | Vice Principal | | | | | - | | P.G.T. | | | | | - | | P.G.T./ Librarian | | | | | - | | P.E.T. | | | | | - | | P.R.T. | | | | | - | (ii) | Non-teaching staff | | | | | - | | H.A./P.A. | | | | | - | | clerk | | | | | - | | Lab. Asstt. | | | | | - | | Driver | | | | | - | | Peon etc. | | | | | } (b) Please attach

a copy of the current month's acquittance roll duly signed by the recipients and counter-signed by the Education Department of the State/UT/Embassy of India/R.O. of the Board concerned to the effect that pay and allowances paid to the staff of the school are at par with corresponding categories of staff working in the State/UT/Country concerned. (c) CPF, Retirement Benefits and other benefits : (i) C.P.F. (ii) Graduity Scheme (iii) L.I.C. (iv) Medical (v) Residential Accommodation (vi) Leave Benefits Days allowed/Per year Leave Due Nature of Leave Vacation Casual Privilege Medical (vii) Concessions/Benefits

: Accommodation Water Electricity Car Free Servants XVI. Recognition : (i) Is the School Recognised ? If so, by which Authority (ii) Is the School affiliated with the Board ? If so, Affiliation No. (iii) Period upto which recognised/affiliated : (iv) Letter number & date under which it stands recognised (A photostat copy of the same be attached) (v) Stage upto which recognised XVII. Whether applying for approval of Middle-Class syllabus and/or Provisional affiliation and/or Up-gradation to 10+2 stage/Composite affiliation upto class

X/XII. XVIII. Session from which affiliation is sought with date of starting the session

Date of Starting the Session Class

.....

Part II

XIX. (To be filled up by the school seeking provisional affiliation for the Secondary Deptt.) A. Subjects to be taught at Secondary Stage -Scholastic subjects :

1. First Language.....

2. Second Language..... .

3. Third Language :.....

4. Mathematics.....

5. Science.-.....

6. Social Science

7. Additional Subjects, if any

Non-scholastic subjects :.....

8. Activities under work experience :.....

9. Art Education

10. Physical & Health Education.....

B. Whether the Middle classes syllabus is approved by the Board ?

1. If so, the school affiliation Number issued by the Board

2. Date & purpose of the last inspection by the Board

3. Whether the condition(s) laid down by the Board/Inspection Committee of the Board has been fulfilled

4. Detailed report about compliance of earlier conditions imposed by the CBSE

C. Improvement made since approval of middle class in various areas (Scholastic, non scholastic) and infrastructural facilities such as repairing of building, library, labs etc. including specific projects undertaken.

Part III

XX. (To be filled up by the school seeking up-gradation to +2 stage) Subjects to be taught at Senior Secondary Stage -Languages -

1. Core :

2. Elective :

Scholastic Subjects :..... Vocational Courses proposed to be offered, of any :

1.

2.

Non-scholastic subjects :

1. General Studies/General Foundation (GFC) :.....

2. Activities under work experience :.....

3. Physical & Health Education

XXI. Academics :

1. No. of students (Boys/Girls) :.....

2. Section/teacher- wise ratio

3. Whether the teachers are sent for in service refresher/reorientation programme to update their knowledge and teaching skills ? If so, details for the last three years

4. Result of Board's Examination(s) for the last three years :

5. Date and purpose of the last inspection of the Board

6. Whether the Conditions laid down by the previous Inspection Committee of the Board have been fulfilled

7. Detailed report about the compliance of earlier conditions, imposed by the CBSE

8. Improvements made since affiliation of Sec. Classes in various areas (scholastic, non-scholastic) and infrastructure facilities (expansion of building, labs, library etc.) including specific projects in details.....

Certified that -The information given above is true to the best of my knowledge. The school is not sending candidates of any other Board/University for examination. The school is run by a registered society which is of a non-proprietary character and its constitution is such that it does not vest control in a single individual or members of a family and the aim of the society is to impart quality education to the children and not to earn profit. Place.....DateSignature & SealPrincipalName :(in capital letters)Counter signed by President/Manager/Secretary/Chairman of the Trust/SocietySignature with Stamp :Name & Designation :Forwarded and recommendedTo be signed only in case NOC or separate letter is not enclosed.Signature with stampDirector of Education State/Union Territory,First Secretary Embassy of India in case of Foreign CountriesName & DesignationKindly enclose the following documents :-

1. NOC from the State/UT/Recommendation by the Embassy of India.

2. Registered Deed regarding land in possession. If on lease, copy of lease deed as per Affiliation By-laws. (Translated version duly authenticated by 1st Class Magistrate, in case it is in other language other than Hindi/English.)

3. Copy of the Registration letter of the Trust/Society/Managing Committee.

4. Copy of Memorandum of Association/Constitution.

5. Affidavit regarding non-proprietary character of Society.

6. Staff Statement.

7. Copy of Acquittance roll for the current month duly signed by the recipients.

- 8. Service Rules/Service Agreement/Contract.**
- 9. School Managing Committee members list.**
- 10. Audited Statement of accounts and Balance Sheet for the last three years.**
- 11. Photographs of the School building from different angles pasted on a sheet duly signed/stamped by the Principal.**
- 12. Health and sanitary condition certificate.**
- 13. List of Equipment with their cost in science labs/workshops etc.**
- 14. List of Apparatus for games and other co-curricular activities.**
- 15. Locational Map of the School with date.**
- 16. A certificate from the concerned Tehsildar/Competent Authority to the effect that all the plots of land are adjacent to each other and makes a single plot for running the above school exclusively on CBSE pattern.**
- 17. Any other relevant information.**

Note - The application in respect of Kendriya Vidyalayas/Jawahar Navodaya Vidyalayas/Govt. Schools must be countersigned by the Asstt. Commissioner/Asstt. Director of Education etc. of the concerned Region/State.