

# **Bihar State Non Government Recognised Sanskrit School (up to Madhyama Standard) Teacher Service Conditions Rules, 2015**

BIHAR

India

## **Bihar State Non Government Recognised Sanskrit School (up to Madhyama Standard) Teacher Service Conditions Rules, 2015**

### **Rule**

### **BIHAR-STATE-NON-GOVERNMENT-RECOGNISED-SANSKRIT-SCHOOL of 2015**

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Bihar State Non Government Recognised Sanskrit School (up to Madhyama Standard) Teacher Service Conditions Rules, 2015 Published vide Notification No. 10/Mu 1-53/2014-99, dated 13.02.2015 Last Updated 8th February, 2020 [bh726] No. 10/Mu 1-53/2014-99. - In exercise of the powers conferred under Section 22 of Bihar Sanskrit Shiksha Board Act, 1981 (Bihar Act No. 31, 1982), the Governor of Bihar is pleased to make the following Rules to regulate the service conditions of the teachers of the Recognised Non-Government Sanskrit Schools (up to Madhyama Standard) as follows :-

### **1. Short title, extent and commencement.**

- (i) These Rules shall be called the "Bihar State Non Government Recognised Sanskrit School (up to Madhyama Standard) Teacher Service Conditions Rules, 2015. (ii) It shall extend to the Recognised Non-Government Sanskrit Schools (up to Madhyama Standard) of the whole of the state of Bihar. (iii) It shall come into force at once.

### **2. Definitions.**

- In these Rules, unless there is anything repugnant in the subject or context - (i) 'Government' means Government of Bihar; (ii) 'Department' means Education Department; (iii) 'Act' means Bihar Sanskrit Shiksha Board Act, 1981; (iv) 'Board' means Bihar Sanskrit Shiksha Board, constituted

under the Act, 1981;(v)'Chairman' means Chairman of The Bihar Sanskrit Shiksha Board;(vi)'Secretary' means Secretary of The Bihar Sanskrit Shiksha Board;(vii)'Recognition' means Recognised Non-Government Sanskrit School (up to Madhyama Standard) from the Government of Bihar Education Department, Patna;(viii)'School' means Recognized Non-Government Sanskrit School(up to Madhyama Standard) from The Education Department;(ix)'Headmaster' means Headmaster of recognized Non-Government Sanskrit School (up to Madhyama Standard);(x)'Assistant teacher' means legally appointed Assistant Teacher of a recognized Non-Government Sanskrit School (up to Madhyama Standard);(xi)'Managing Committee' means School Managing Committee of Recognised Non-Government Sanskrit School (up to Madhyama Standard) constituted under School Managing Committee Rules, 2015.(xii)Recognised Non-Government Sanskrit School (up to Madhyama Standard) means:-(i)Recognised Non-Government Primary Sanskrit School - From Class I to V(ii)Recognised Non-Government Middle Sanskrit School - From Class VI to VIII(iii)Recognised Non-Government Primary cum Middle Sanskrit School - From Class I to VIII(iv)Recognised Non-Government Madhyamik Sanskrit School - From Class VI to X(v)Recognised Non-Government Primary Cum High Sanskrit School - From Class I to X(xiii)Modern subject means -(i)Manviki subject group(ii)Science subject group(iii)Mathematics(iv)Vocational subject group(v)Lalit Kala(vi)Home Science

### **3. Constitution of Service/Cadre.**

- There will be following two sub Cadre School wise in Recognized Non-Government Sanskrit Schools -(i)The post Principal of Recognised Non-Government Sanskrit Schools.(ii)The posts Assistant Teachers of Recognised Non-Government Sanskrit School.

### **4. Hierachy and authorised Strength of Teachers of Recognised Non-Government Sanskrit School.**

- (i) Recognised Non-Government Primary Sanskrit School :- 02 Teacher (including Headmaster)(ii)Recognised Non-Government Middle Sanskrit School :- 04 Teacher (including Headmaster)(iii)Recognised Non-Government Primary cum Middle School: - 06 Teacher (including Headmaster)(iv)Recognised Non-Government Madhyamik Sanskrit School :- 07 Teacher (including Headmaster)(v)Recognised Non-Government Primary Cum High Sanskrit School :- 07 Teacher (including Headmaster)

### **5. Reservation.**

- Provisions of reservation/roster determined by the State Government, time to time, shall apply in the appointment and promotion of the teachers of Recognised Non-Government Sanskrit School of the State.

## 6. Appointment and Process of appointment/Recruitment.

(1) Direct appointments to the posts of teacher of the school shall be made after duly published advertisement in at least two prime Hindi daily newspapers of State level. (2) The Post of Headmaster shall be filled up from amongst the qualified present teachers by ginning promotion. In case of non availability of qualified teacher for promotion the post of Head master will be filed up by direct recruitment. (3) The School shall obtain prior approval of the Secretary Bihar Sanskrit Shiksha Board on the format of advertisement. In addition to other things name of the post of advertisement, vacancy as per reservation roster, required eligibility, achievement and other related qualification shall be specified in the format. (4) School Managing Committee, shall prepare a list of all applications obtained and call such candidates for interview by issuing notice through registered post within 15 days who have the qualification in conformity with the advertisement. The members of the Committee shall be present in the General Meeting specially called for the determination of date for interview of so called for candidates. The Committee shall fix the date of interview and give prior information to the Chairman/Secretary, Bihar Sanskrit Shiksha Board, patna with respect of the aforesaid interview. The Chairman/Secretary, Bihar Sanskrit Shiksha Board, Patna or his representative will participate in the said meeting. The School Managing Committee shall not conduct interview in absence of representation of the Board. A merit list shall be prepared after the interview which shall be duly signed by all the members. (5) If a candidate is relative of Headmaster or any member/expert then such a Headmaster or member/expert shall give prior information to the Board before interview with respect to his actual relation and shall not participate in the interview. If he participated in the interview and concealed the above fact, then appointment of his concerned relative shall be deemed to be illegal but others appointments of shall not be affected. (6) That Committee shall prepare a panel of all candidates appeared in the interview for every post to be filled up on the basis of marks given in the interview and weight age points in the educational qualification. Marks of interview and Educational/Training qualification for preparation of panel shall be according to the following table:-

Sl.No.	Interview :- 20 Marks	Education Qualification: -80 Marks.
01	Interview taken by the Managing Committee will be of 20 Marks.	<p>(i) For the post of Madhyama/Matric Standard maximum 37 marks in educational qualifications and maximum 43 marks in teaching qualifications.</p> <p>(ii) For the posts of Up shastri/Intermediate standard maximum 37 marks in educational qualifications and maximum 43 marks in teaching qualifications.</p> <p>(iii) For the posts Shastri/Graduate Standard; -maximum 37 marks in educational qualifications and maximum 43 marks in teaching qualifications.</p> <p>(iv) For the posts of Acharya/Post Graduate Standard-maximum 37 marks in educational qualifications and maximum 43 marks in teaching qualifications.</p>

## 7. Determination of mark.

- Determination of mark will be made in the following manner on the basis of eligibility qualifications and Educational/Training qualifications for this purposes for each post to be filled up in the schools of different categories by the school Management Committee:-  
(A) Recognised Non-Government Primary Sanskrit School - There will be two posts of teacher including Headmaster in Recognised Non-Government Primary Sanskrit School. The qualification/eligibility will be as follows-(i) Headmaster - Up Shastri pass. (ii) Assistant Teacher - Madhyama/Matric pass. Determination of marks of educational/Training qualification of the candidate present in the interview for the post of Headmaster and Assistant Teacher will be as follows-(1) Educational qualification (maximum 37 marks)- Marks obtained in Madhyama/Matric/Up Shastri. (i) 45 % to 59 % - 24 marks. (ii) 60 % to 74 % - 26 marks. (iii) 75 % and above - 29 marks. (2) In the appointment of Headmaster and Assistant teacher weightage will be awarded to the candidates of higher qualification other than prescribed qualification as follows -(i) Intermediate/Up Shastri - 02 marks. (ii) Graduate/Shastri - 05 marks (with marks obtained in Intermediate/Up Shastri) (iii) Post Graduate/Acharya - 08 marks (with marks obtained in Post Graduate/Acharya) (3) Training qualification (maximum 43 marks)- Marks obtained in B.Ed/Two years training (i) 45 % to 59 % - 32 marks. (ii) 60 % to 74 % - 38 marks. (iii) 75 % and above - 43 marks. (B) Recognised Non-Government Middle Sanskrit School - There will be 4 (four) posts of teacher including Headmaster in Recognised Non-Government Middle Sanskrit School of which qualification/eligibility will be as follows -(i) Headmaster - Shastri (Three Years) pass. (ii) Assistant Teacher - 01 (one) post- Intermediate/Up shastri pass.

## 02. (Two) post- Madhyama/Matric pass.

(1) Determination of marks of educational qualification of the candidate present in the interview for the appointment to the post of Head master will be as follows -Educational qualification (maximum 80 marks)- Marks obtained in Shastri (Three years) (i) 45 % to 59 % - 47 marks. (ii) 60 % to 74 % - 60 marks. (iii) 75 % and above - 73 marks. (2) Weight age marks will be awarded to the candidates of Acharya qualification other than prescribed qualification as follows -(i) 45 % to 59 % - 03 marks. (ii) 60 % to 74 % - 05 marks. (iii) 75 % and above - 07 marks. Note. - (i) Candidate having less than 55% marks will not be eligible for the post. (ii) Training qualification is not necessary for the appointment to the post of Headmaster. Determination of marks of educational qualification of the candidates present in the interview for the appointment to the post of Assistant teacher will be as follows -(1) Educational qualification (maximum 37 marks)- Marks obtained in Intermediate/Up Shastri/Madhyama/Matric. (i) 45 % to 59 % - 24 marks. (ii) 60 % to 74 % - 26 marks. (iii) 75 % and above - 29 marks. Weightage marks will be awarded to the candidates of higher qualification other than prescribed qualification as follows -(i) Intermediate/Up Shastri - 02 marks. (ii) Graduate/Shastri - 05 marks (iii) Post Graduate/Acharya- 08 marks (2) Training qualification (maximum 43 marks) - Marks obtained in B.Ed/Two years training Examination-(i) 45 % to 59 % - 32 marks. (ii) 60 % to 74 % - 38 marks. (iii) 75 % and above - 43 marks. (C) Recognised Non-Government Primary cum Middle Sanskrit School - There will be six posts of teacher including Headmaster in Recognised Non-Government Primary cum Middle Sanskrit School, of which qualification/eligibility will be as follows :-(i) Headmaster - Shastri (Three Years) pass. (ii) Assistant Teacher - 01 (one) post -

Intermediate/Up shastri pass

#### **04. (four) post- Madhyama/Matric pass.**

(1) Determination of marks will be as follows on the basis of educational qualification of the candidates present in the interview for the appointment to the post of Head master -(a) Educational qualification (Maximum 80 marks Marks obtained of Shastri Three years)(i) 55 % to 59 % - 47marks.(ii) 60 % to 74 % - 60marks.(iii) 75 % and above - 73marks.(b) Weightage marks will be as awarded to the candidates of Acharya qualification other than prescribed qualification as follows :- (i) 45 % to 59 % - 03marks.(ii) 60 % to 74 % - 05marks.(iii) 75 % and above - 07marks. Note. - Training qualification is not necessary for the appointment to the post of Headmaster.(2) Determination of marks will be as follows on the basis of Educational/Teaching qualification of the candidates present in the interview for the appointment to the post of Up shastri/Intermediate standard -(a) Educational qualification (Maximum 37 marks) - Marks obtained in up shastri/Intermediate.(i) 45 % to 59 % - 24marks.(ii) 60 % to 74 % - 26marks.(iii) 75 % and above - 29marks. Weightage marks will be awarded to the candidates of Graduate/Shastri/Post Graduate/Acharya pass as follows -(i) Graduate/Shastri - 05 marks.(ii) Post Graduate/Acharya pass - 08 marks (including marks obtained in Graduate/shastri)(b) Training qualification (maximum 43 marks) - Marks obtained in B.Ed and Two years training Examination -(i) 45 % to 59 % - 32marks.(ii) 60 % to 74 % - 38 marks.(iii) 75 % and above - 43marks.(3) Determination of marks will be as follows on the basis of Educational/Teaching qualification of the candidates present in the interview for the appointment on the post of Madhyama/Matric standard -(a) Educational qualification (maximum 37marks) - Marks obtained in Madhyama/Matric.(i) 45 % to 59 % - 24marks.(ii) 60 % to 74 % - 26marks.(iii) 75 % and above - 29marks. Weightage marks will be awarded to the candidates having higher qualification other than prescribed qualification as follows -(i) Intermediate/Shastri (Two years)/Up shastri - 02 marks.(ii) Graduate/shastri - 05marks.(iii) Post Graduate/Acharya - 08 marks.(b) Training qualification (maximum 43marks) - Marks obtained in B.Ed/Two Years training examination-(i) 45 % to 59 % - 32marks.(ii) 60 % to 74 % - 38marks.(iii) 75 % and above - 43marks.(D) Recognised Non-Government Madhyamik Sanskrit School - There will be seven posts of teacher including Headmaster in Recognised Non-Government Madhyamik Sanskrit School of which qualification/eligibility will be as follows -(i) Headmaster - Acharya pass.(ii) Assistant teacher - 02 (two) posts - Acharya pass.

#### **04. (Four) post - Graduate pass (there will be two post of science and two posts of Arts.**

Determination of marks will be as follows on the basis of Educational qualification of the candidate present in the interview for the appointment on the post of Headmaster -(1) Educational qualification (maximum 80 marks) - Marks obtained in Acharya Examination.(i) 55 % to 59 % - 53marks.(ii) 60 % to 74 % - 67marks.(iii) 75 % and above - 80marks. Note. - (i) Candidate having less than 55% marks will not be eligible for the post of Headmaster.(ii) Training qualification is not essential for the appointment to the post of Headmaster.(2) Determination of marks will be as follows on the basis of Educational qualification of the candidate present in the interview for the appointment to the above post of Assistant teacher of Acharya qualification :- (i) 55 % to 59 % -

53marks.(ii)60 % to 74 % - 67marks.(iii)75 % and above - 80marks.For the appointment to the post of the said category, Training qualification is not essential.(3)Determination of marks will be as follows on the basis of Educational/Teaching qualification of the candidate present in the interview for the appointment on the post of Assistant teacher of Graduate qualification -Educational qualification (maximum 37marks)(i)45 % to 59 % - 24marks.(ii)60 % to 74 % - 26marks.(iii)75 % and above - 29marks.Weightage marks will be awarded to the candidate shaving Graduate qualification other than prescribed qualification as follows -(i)45 % to 59 % - 02 marks.(ii)60 % to 74 % - 05marks.(iii)75 % and above - 08marks.Teaching qualification (maximum 43 marks) - Marks obtained in B.Ed/Two Years training course.(i)45 % to 59 % - 32marks.(ii)60 % to 74 % - 38marks.(iii)75 % and above - 43marks.(E)Recognised Non-Government Prathmic Cum High Sanskrit School - There will be seven posts of teacher including Headmaster in Recognised Non-Government Prathmic Cum High Sanskrit School of which qualification/eligibility will be as follows -(i)Headmaster - Acharya pass.(ii)Assistant teacher - 02 (two) posts - Acharya pass.

#### **04. (Four) post - Graduate pass (there will be two post of science and two posts of Arts.**

Determination of marks will be as follows on the basis of Educational qualification of the candidate present in the interview for the appointment on the post of Headmaster -(1)Educational qualification (maximum 80 marks) - Marks obtained in Acharya Examination.(i)55 % to 59 % - 53 marks.(ii)60 % to 74 % - 67 marks.(iii)75 % and above - 80 marks.Note. - (i) Candidate having less than 55% marks will not be eligible for the post of Headmaster.(ii)Training qualification is not essential for the appointment to the post of Headmaster.(2)Determination of marks will be as follows on the basis of Educational qualification of the candidate present in the interview for the appointment to the above post of Assistant teacher of Acharya qualification :-(i)55 % to 59 % - 53 marks.(ii)60 % to 74 % - 67 marks.(iii)75 % and above - 80 marks.For the appointment to the post of the said category, Training qualification is not essential.(3)Determination of marks will be as follows on the basis of Educational/Teaching qualification of the candidate present in the interview for the appointment on the post of Assistant teacher of Graduate qualification -Educational qualification (maximum 37 marks)(i)45 % to 59 % - 24 marks.(ii)60 % to 74 % - 26 marks.(iii)75 % and above - 29 marks.Weightage marks will be awarded to the candidates having Graduate qualification other than prescribed qualification as follows -(i)45 % to 59 % - 02 marks.(ii)60 % to 74 % - 05 marks.(iii)75 % and above - 08 marks.Teaching qualification (maximum 43 marks) - Marks obtained in B.Ed/Two Years training course.(i)45 % to 59 % - 32 marks.(ii)60 % to 74 % - 38 marks.(iii)75 % and above - 43 marks.Note. - Educational qualification passed with minimum second division is compulsory for all the above posts.

#### **8. Approval of Panel.**

(1)Committee shall send three lists of panel of candidates within one week of interview to the Secretary, Bihar Sanskrit Shiksha Board, Patna in case of Assistant Teacher and to the Chairman, Bihar Sanskrit Shiksha Board, Patna in case of Headmaster for approval of the Board with the following documents- (i) A copy of advertisement (ii) Merit list (of all applicants) (iii) Table wise description of all the applicants, eligibility and other specializations (iv) Photo copy of original

application of all applicants and letter of appreciation and annexure.(2)The Chairman/Secretary, Bihar Sanskrit Shiksha Board shall verify the recommendations of the Committee and if it is found that the same needs some changes in the panel at the level of the Board, the same shall be done and returned to the committee, within a month if required and in that case reasons shall be assigned by the Board.(3)If Committee is aggrieved by the decision of the Secretary, Bihar Sanskrit Education Board it has power to prefer an appeal before the Special Director, Secondary Education, Bihar, Patna within 60 days of such decision.(4)Bihar Sanskrit Shiksha Board, Patna shall approve the appointed teachers after following the prescribed process by the School Managing Committee. In case of any dispute arising out of their appointment the same shall be settled by Special Director, Secondary Education, Bihar, Patna.

## **9. Probation and Period.**

- The appointment,until it will not permanent, shall be made initially for the period of two years on probation and appointment on probation shall be made only in the permanent vacancy.

## **10. Confirmation.**

- The candidate appointed on probation to the permanent post of teacher will be confirmed after expiry of two years of probation period and due to special reasons, it may be extended for a year by resolution of the committee or confirmation be stepped.

## **11. Promotion.**

(1)Whenever the Committee decide to fill up any post, by giving promotion, among the teachers, the Committee shall for consider the all cases of all eligible teachers in the meeting called for this purpose. Thereafter list of names of all the candidates shall be prepared, and shall send to the Chairman/Secretary, Bihar Sanskrit Shiksha Board, Patna for the approval of the Board with reasons for selection and non-selection of respective promoted candidates.(2)The candidates for the post of Headmaster in respect of Madhyamik Sanskrit School has to pass with a minimum second class in Acharya in any subject of Sanskrit subject taught in Sanskrit High School and maximum teaching experience of five years from High School or any Recognised Sanskrit School is compulsory or Sanskrit (Hons) in B.A with ancient Acharya, in any subject of Sanskrit which is being taught, or M.A in Sanskrit or Navin acharya with English passed in any one subject from Sanskrit subjects which is being taught and minimum five years teaching experience in any High School Recognised Sanskrit School is compulsory. Trained candidates shall be given priority.A person having specialize experience is Sanskrit teaching and Administrative skill may be considered preferably.

## **12. Age.**

(1)Minimum age shall be 21 years for the appointment at any person in Primary/Middle Sanskrit School/Primary cum Middle Sanskrit School/Madhymaik /Primary Cum High Sanskrit School. Maximum age limit will be the same as it may be prescribed by the State Government (General

Administration Department) from time to time.(2)The teachers shall be retired after completion of 62 years of age automatically.

### **13. Disciplinary Action.**

(1)The Committee will be competent to take disciplinary action and awarding major or minor punishment to any teacher.(2)The Committee may impose any of following punishments to any person including person under probation -(a)Minor Punishment - Admonition/Censor(b)Major Punishment -(i)Reduction in rank(ii)Removal from service(iii)Dismissal(3)The Committee may provide an opportunity for giving due written explanation to the person concerned in respect of his conduct and in that matter decision of Committee will be final.(4)Before imposing major punishment of any kind, fully described charge sheet shall be prepared by the Headmaster in case of assistant teacher and by the Chairman and Secretary of the Committee in case of Headmaster and the Committee shall take decision by resolution. The charge so framed shall be specific and all relevant facts shall be mentioned therein so that it must be easy to understand to the person concerned about the charges levelled against him. Where Prima facie allegation is very serious and the Committee feels that:-(a)It shall be undesirable in view of the discipline and common interest of the school to keep such a person in the service of the school, or(b)The person concerned may tamper or distort the school records or may create other damages to the property or accessories of the school, then the Committee may decide to suspend such a person by Special Resolution.(5)The person on whom proceeding initiated shall be given in writing about the allegation labelled against him within one week of suspension under sub rule 11(4) and he shall have to give explanation within 15 days from the date of receipt of Charge sheet. The meeting of the Committee shall be called for within 15 days from the date of receipt of explanation and for this notice of 10 days shall be sent to every member by register post or by special messenger. The quorum of the meeting will be completed by two third members of the present total number of members. If the headmaster or teacher in the Committee or the representative himself is connected with the allegation then he shall not appear in the meeting.(6)No headmaster/teacher shall be suspended for more than 03 months without consent of the Chairman/Secretary, Bihar Sanskrit Shiksha Board, Patna. In case of headmaster no suspension order shall apply without the permission of the Chairman, Bihar Sanskrit Shiksha Board. During period of suspension he shall get subsistence allowance which shall be the half of his monthly salary and Dearness allowance.(7)The Committee, after due consideration on explanation and giving an opportunity to be heard and on request of the person concerned may decide to impose any major punishment specified under rule 13 discharge from the allegations. In case of discharge from the allegations, the period of suspension will be treated as the period on duty and full salary and allowance of the said period shall be given. If the Committee, decides to impose any punishment under major punishment then the suspension period will not be treated as period on duty.(8)All the records and speaking order of the proceeding shall be sent to the Bihar Sanskrit Shiksha Board before actual execution of such punishment in all the cases in which the Committee decides to impose any punishment out of major punishment. The person aggrieved by the decision of the Committee may prefer an appeal within 60 days before the Chairman, Bihar Sanskrit Shiksha Board and the Chairman, Bihar Sanskrit Shiksha Board after hearing all the parties shall deliver his decision and if any person aggrieved with the decision of the Board or Chairman of the Board he may prefer an appeal within 60 (Sixty) days before the Special Director, Secondary Education and



the Special Director after giving full opportunity to hear the aggrieved and concerned person shall deliver his decision.

## **14. Leave.**

- In addition to fixed leave in the schools the following by post leaves shall be admissible:-  
(i)Casual Leave - In every Calendar year 12(Twelve) days casual leave will be admissible to every teacher of Non-Government Sanskrit School. Casual leave of Headmaster of the school will be sanctioned by Secretary of School Managing Committee and Headmaster of the School will sanction the casual leave of all teachers of the School. In one time casual leave will be sanctioned for maximum seven days only and fixed leave in between the period of casual leave will not be counted as part of the casual leave.  
(ii)Earn Leave - (a) Every teacher of the school will earn three days leave on full day for the working period of every calendar year. Teaching and Non-teaching staff of the school will earn a maximum of 120 days earn leave. Leave earn more than 120 days will be lapsed.  
(b)Every teacher of the school will earn twenty days leave on half pay for working period of every calendar year. It will not be lapsed. It can be converted into full pay on medical certificate and will be half of this leave. Earn leave of Head master of the School will be sanctioned by Secretary of School Managing Committee and Headmaster of the school will sanction the earn leave of all teacher of the school.  
(iii)Study leave - Confirmed teachers and Headmaster of the school can get three years study leave without pay in their whole tenure. Study leave will not affect the service condition of the teacher/Headmaster. Study leave of Headmaster of the school will be sanctioned by Secretary of Managing Committee while the Headmaster of the School will sanction the study leave to the teachers.  
(iv)Maternity leave - Ninety days maternity leave will be admissible to female teacher for two children. The Secretary of School Managing Committee will sanction in case of the woman Headmaster of the School while the Headmaster in case of woman teacher staff.  
(v)Special leave - In every month, two days special leave will be admissible for woman teacher and it will be sanctioned by Headmaster of the school. Headmaster the Secretary, School Managing Committee will sanctioned the special leave of the woman Headmaster.

## **15. Miscellaneous.**

(1)Charge during long leave-During long vacation, the Head master can make acting Head master to any senior teacher. Acting Head master may be given earn leave of one third of total vacation period as leave on full pay whether the head master could earn no leave if he was present during vacation period.  
(2)Service Book - In every school service book of every teacher will be maintained. Secretary of the Committee will attest the Service-Book of all teachers of the school. The secretary of Bihar Sanskrit Shiksha Board will verify the service books of all teacher including Head master of the School.  
(3)Annual confidential Report -In every school; Annual Confidential Report of every teacher will be maintained. Annual Confidential Report will be written every year after the end of the Session. Secretary of the Committee will write the Annual Confidential Report of the Head master of the School and the Head master will write the Annual Confidential Report of every teacher of the school. In the case of Head master, the Secretary of the school will send the Annual Confidential Report to the Secretary, Bihar Sanskrit Shiksha Board, Patna who will note his remarks. If in a particular year there is adverse remarks in Annual confidential Report in respect of any teacher. he

will be informed within three months of starting of next session. If the Headmaster or assistant teacher thinks that adverse remarks are not based on facts, then in case of Head master, an appeal may be preferred within 60 days before the Chairman, Bihar Sanskrit Shiksha Board and in case of teacher an appeal may be preferred within 60 days before the School Managing Committee and The Chairman, Bihar Sanskrit Shiksha Board/ The School Managing Committee after giving full opportunity to be heard to the aggrieved shall deliver his decision and it will either reject the appeal or give direction to change after removing full or part remarks and if any person aggrieved with the decision of the Board or Chairman of the Board he may prefer an appeal within 60 (Sixty) days before the Special Director, Secondary Education and the Special Director after giving full opportunity to hear the aggrieved and concerned person shall deliver his decision.

## **16. Repeal & saving.**

(1)All the previous service condition Rules, Resolution, orders and instructions are here by repealed.(2)Not with standing such repeal, anything done or any action taken under the previous Rules,Resolution, order, instructions, shall be done or take under these Rules as at these Rules were come in to force on such date when such thing was done or such action was taken.