

The Procedure for Payment of Pay and Allowance etc.

DELHI

India

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Rule

THE-PROCEDURE-FOR-PAYMENT-OF-PAY-AND-ALLOWANCE-ETC of 1974

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The Procedure for Payment of Pay and Allowance etc. Published vide Notification Delhi Gazette, Part 4, dated 29.10.1974, (w.e.f. 29.10.1974) (See Rule 126 of The Delhi School Education Rules, 1973) (1) for payment of pay and allowances, pension and gratuity reimbursement of medical bills, accounting of provident fund and payment of other allowances to the employees of the aided schools; and (2) for the deposits by the managing committees of recognised aided schools of their share of the pay and allowances, pension, gratuity-

2. This procedure shall come into force on 29.10.1974.

Procedure

1. School Staff Account.

- (i) The Managing Committee of the school shall open, apart from the school Fund Account, an account to be called "School Staff Account" in a nationalised or a Scheduled Bank or Post Office. The School Staff Account shall consist of share of the Managing Committee and grant-in-aid of the Government, in relation to-(a) Pay and allowance; (b) medical facilities; (c) pension; (d) gratuity; (e) provident fund; (f) other prescribed benefits; (ii) fees and fines and other receipts in relation to pay and other allowances whatsoever. (2) The School Staff Account shall be operated jointly by the-(i) Head of the School or in his absence by a member of the staff authorised by the Managing Committee to act as Head of the School; and (ii) Director of Education or any other officer authorised by him in this behalf. (3) The pay and allowances shall be disbursed from the School Staff Account by the 7th of the month following that to which they relate.

2. Deposits.

- The Managing Committee of the School shall deposit in advance in the School Staff Account-Upto 15th day of the proceeding month, its share towards pay and allowances, medical facilities, pension, gratuity, provident fund and other prescribed benefits. The share of the Managing Committee shall be computed on the basis of monthly approved expenditure reduced by the amount of grant and the estimated income in account of fees, fines and other receipts. The amount to be deposited by the Managing Committee each month shall be provisionally determined on the basis of average monthly figures in the preceding quarter. The adjustment shall be made at the time of finalisation of account of that year.

3. Pay and Allowances.

(1)Every aided school shall apply for grant-in-aid in Form II appended to the Rules to the Director every quarter by 5th March, 5th June, 5th September, and 5th December on the basis of the actual expenditure incurred by it on account of pay and allowances and other additional benefits conferred upon it by the Act or the Rules during quarter. The advance grant shall be assessed and released accordingly. The school shall also submit its monthly bills for pay and allowances etc. in the form in use in Government Schools, every month.(2)The arrears, if any, shall be claimed separately in Form II along with 'due and drawn statement' and other relevant documents. Form II shall be accompanied by the following certificates-(i)The management has deposited his share for pay and allowances etc. claimed in Form II.(ii)The travelling allowance and medical bills have been got countersigned by the Competent Authority and the expenditure does not exceed the allotment of funds placed at the disposal of the schools.(iii)Necessary documents in respect of tuition fee and Children Education Allowance has been obtained and kept on record.(3)The monthly and supplementary bills received by the Director or any other officer authorised by him in this behalf shall be returned to the head of schools after checking countersignature by the officer authorised by the Director for arranging payment to its employees.(4)On receipt of the cheque of grant-in-aid from the Director, the Manager shall deposit the cheque in the School Staff Account immediately. The Head of the school shall disburse the monthly salary and other payments due to each employee through crossed cheques. The date of payment of salary shall be intimated to the Education Officer and Accounts Officer concerned every month. The Education Officer concerned shall ensure that the disbursement of pay and allowance is made in time without any difficulty.

4. Suspension of Grant.

- In case the Managing Committee of any school fails to deposit its share by the date prescribed in para 2 in the manner laid down therein, the Administrator, shall forthwith, apart from taking any other action, suspend the grant-in-aid of the school and may disburse or cause to be disbursed, pay and allowances through his officers, directly to the employees of the school.

5. Imprest.

- An imprest amounting of Rs. 100/- in the case of school where the student on roll are upto 1000 and Rs. 200/- where the number exceeds 1000 may be placed at the disposal of head of the school by the Managing Committee of the school, if necessary, to meet day-to-day petty expenses.

6. Children Education Allowance.

(1)The Children Education Allowance shall be admissible to the employees of the aided schools with the approval of the Competent Authority as in the case of Government Schools and according to the rules and orders applicable to the employees of similar categories of Delhi Administration. The employee drawing the children education allowance shall apply in the form prescribed by the Government from time to time in respect of their employees duly supported by a Certificate from the school in the form prescribed for the purpose by the Government which will be countersigned by the Education Officer concerned where the child studying. This certificate shall be submitted along with the first claim and then in July every year.(2)After scrutiny of the claim a sanction shall be issued on preferring on the first claim and at beginning of each academic year when the child comes to the new class. The amount so sanctioned shall be claimed in the monthly form to pay bill. A copy of the sanction will also be attached with the bill.(3)Children Education Allowance register shall also be maintained in the following manner-

Sl. No.	Name of the Employees	Date of Appointment	Pay of the Employee	Name of the child & class in which studying	Date of Birth	Rate of children Education allowance admissible	Period for which claimed	Signature of head of the school.
1	2	3	4	5	6	7	8	9

7. Tuition Fees.

(1)Free Education or re-imburement of tuition fee as payable by Delhi Administration to its employees shall be admissible to the employees of aided schools according to the rules and orders applicable to the employees of similar categories of Delhi Administration and with the approval of the Competent Authority.(2)The employees claiming re-imburement shall apply in the prescribed form. He shall also furnish a certificate from Head of School in the form prescribed by the Government from time to time, at the time of preferring the initial claim and subsequently at the beginning and in the middle of each academic year or when the child is transferred from one school to another. After necessary scrutiny of the initial claim the amount of the tuition fee shall be claimed monthly in pay bill form.

8. Re-imbursement of Medical Charges.

(1)The employees of the aided schools shall be entitled to the re-imbursement of medical expenses incurred in connection with medical attendance and treatment of employees and their families with the approval of the competent authority and in accordance with the provisions of the Central Services (Medical Attendance) Rules, 1944 as amended from time to time and the rules and orders issued on the subject by the Government. For purposes of these rules, the authorised medical attendants shall be the same as declared for the similar categories of the Delhi Administration.(2)The employees shall prefer the claim in the prescribed form duly supported by the prescription slip, essentiality certificate and cash memo of the medicines purchased, duly signed and verified by the authorised medical attendant. After necessary scrutiny by head of the school, a bill shall be drawn in the form prescribed by the Government from time to time and entered in the Medical Bill Register to be maintained for the purpose. The bill along with the list of medicines and documents submitted by the claimant shall there after be forwarded to the Director for counter signature and return to the respective schools. The claim of head of the school shall be prepared in the prescribed form and submitted to the Director alongwith the relevant document for counter signature.(3)After receipt of the bill from the Director the school claim the grant separately in the form prescribed by the Government from time to time. The medical expenditure to be claimed shall not exceed the allotment of funds placed at the disposal of the school by the Director from time to time. The procedure for disbursement shall be the same as in the case of pay and allowances.

9. Travelling Allowance and Leave Travel Concession.

(1)The Travelling Allowance and Leave Travel Concession will be admissible to the employees of the aided schools with the approval of the competent authority and according to the provisions prescribed for the employees of Delhi Administration for similar categories. The employees shall prefer the claim in the form prescribed by the Government from time to time. The head of school shall verify the claim for journeys, and forward the bill to the Director for counter signature and return. The claim of head of the school shall be submitted to the Director.(2)After receipt of the bill, the school shall include these claims quarterly in Form II appended to the rules. The amount claimed shall not exceed the allotment of funds placed at the disposal of the school by the Director from time to time. The procedure for disbursement shall be the same as in the case of pay and allowances.

10. Pension Gratuity and General Provident Fund.

(1)The employees of the aided schools shall be entitled to pension and gratuity with the approval of the competent authority and in accordance with the provisions applicable to the employees of similar categories of Delhi Administration under existing pension rules. The rule shall be applicable to the employees of the aided schools who are appointed on and after the date of commencement of the Act and also to the existing employees if they opt for it within the stipulated period. The instructions relating to finalisation of pension and gratuity and disbursement thereof will be issued separately by the Directors.(2)The share of the management towards pension and gratuity shall be determined according to the instructions issued by the Director from time to time.(3)The General

Provident Fund account of the employees who would contribute to it shall be kept in a Nationalised or a Scheduled Bank or Post Office and shall be maintained in the school according to the instructions issued by the Director from time to time.

11. Contributory Provident Fund Triple Benefit Scheme.

- The existing employees of aided schools, who opt to remain under Contributory Provident Fund or Triple Benefit Scheme will be governed according to the rules and instructions in force on the subject immediately before the commencement of the Rules. The Provident Fund accounts shall continue to be maintained as at present.

12. Annual Assessment.

- Every aided school shall submit all relevant documents to the Director as required under Rule 32 of the Rule, for annual assessment of the grant.

13. Accounting and Audit checks.

- Necessary check would be conducted through internal audit and the Director shall ensure that the accounts maintained by the schools are proper and correct.