The Delhi School Education Rules, 1973[1]

CHAPTER I
PRELIMINARY

1. Short title and commencement— (1) These rules may be called the Delhi School Education Rules, 1973;

(2) They shall come into force on the date of their Publication in the Official Gazette.

2. Definitions— In these rules, unless the context otherwise requires,—

(a) "Act" means the Delhi School Education Act,1973 (18 of 1973);

(b) "Affiliating Board" means the concerned Board referred to in clause (s) of section 2;

(c) "Committee" means the Curriculum Committee, constituted under rule 22;

(d) "Form means a Form annexed to these rules;

(e) [2][* * * * * * * *]

(f) "Middle stage" means a stage of school education from classes VI to VIII (both inclusive):

[3](g) "Nationalised Bank" means the State Bank of India constituted under section 3 of the State Bank of India Act, 1955 (23 of 1955) or a subsidiary bank constituted under section 3 of the State Bank of India (Subsidiary Banks) Act, 1959 (38 of 1959), or a corresponding new bank constituted under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or corresponding new bank constituted under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, (40 of 1980)].

(h) "Pre-primary stage" means a stage of school education previous to the primary stage;

(i) "Primary stage" means a stage of education from classes I to V (both Inclusive);

(j) " Scheduled Bank" means a bank referred to in the Second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934);

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1. Published in Gazette of India Part IV dated 31-12-73.
2. Omitted by DSE(A)R, 1990, (Delhi School Education (Amendment) Rules, 1990), w.e.f. 23-2-90, R. 2(a).
3. Subs by DSE (A)R, 1990, R. 2(b).

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[1][(JJ) "Secondary stage" means a stage of a school education from Class IX to Class X (both inclusive)];

(k) "Section" means a section of the Act;

[2][(kk) "Senior Secondary Stage" means a stage of school education above class X.];

(l) "Zonal Education Officer" means the Educationn Officer in charge of a zone;

(m) "Zone" means the educational region comprising the areas in Delhi, specified by the Director in this behalf, for the purpose of organisation, supervision, inspection and control of schools located therein.

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CHAPTER II

REGULATION OF EDUCATION

3. Districts and Zones— (1) Delhi shall be divided by the Director into educational divisions, to be called "Districts" and "Zones" for the purpose of regulation of education therein.

(2) Every District shall consist of two or more Zones.

(3) The Districts and Zones existing in Delhi at the commencement of these rules shall be deemed to have been formed under sub-rule (1).

(4) The Administrator may, if he is of opinion that for the better regulation of education in Delhi it is necessary so to do, alter the limits,or the number, of Districts and Zones, whether in existence at the commencement of these rules or formed thereafter.

4. Classification of Schools— The schools in Delhi shall be classified by the Director into any of the following categories, namely :—

(a) (i) pre-primary schools, that is to say, schools imparting education below the primary stage,

(ii) primary schools, that is to say, schools imparting primary stage of education, whether or not in addition to any education below the primary stage,

(iii) middle schools, that is to say, schools imparting middle stage of education, whether or not in addition to any education below the middle stage,

[1][(iv) secondary schools, that is to say, schools imparting secondary stage of education, whether or not in addition to any education below the secondary stage.

1. Ins. by DSE(A)R, 1990, R. 2(c).
2. Ins. by DSE(A)R, 1990, R. 2(d).
3. subs. by DSE(A)R, 1990, R. 3.

(v) senior secondary schools, that is to say, schools imparting senior secondary stage of education, whether or not in addition to education below the senior secondary stage].

whether any such school is run by :

(A) any individual, group of individuals, trust or society either with aid, or without aid, from the Administration or any local authority, or

(B) any local authority or the Director;

(b) Government Teachers Training Institute;

(c) Government Industrial Schools;

(d) Government Social Education and Community Centre in rural areas;

(e) institutions which prepare candidates for such examinations in Arabic, Persian or Sanskrit as are recognised by the Central Government or which prepare candidates for examinations in such other languages as may be recognised by the Central Government;

(f) Government schools or aided private schools for fine arts, music, crafts or physical culture.

(2) whether the Director is of opinion that as a result of—

(a) the change in the policy of Government with regard to school education, or

(b) a school, falling in one category, ceasing to fall in that category or the acquisition by a school of a status justifying its re-classification to a higher or lower category, it is necessary so to do, he may re-classify such school into such category as he may think fit.

5. Free Education— (1) The Administrator shall make suitable arrangements for imparting free education for all children until they complete the VIIIth class or until they attain the age of fourteen years. whichever is earlier.

(2) Save as otherwise provided in rule 149, no school maintained or aided by Government or any local authority shall levy and fee or other charge in relation to the education of the children studying up to the VIIIth class or until they attain the age of fourteen years, whichever is earlier.

6. Medium of instruction at the primary stage— (1) Teaching in a school at the primary stage shall, as far as practicable, be in the mother-tongue of the child unless the parents or guardian of the child request otherwise in writing :

Provided that where the medium of instruction in a school is different from the mother tongue of the child, arrangement shall be made, as far as practicable, by the Administrator for the education of that child through his mother tongue :

Provided further that in the case of an existing primary school in which education is imparted through the medium of any language other than the

mother-tongue of the child, education may continue to be imparted in that school through the medium of such other language.

(2) The Administrator may direct the Municipal Corporation of Delhi, New Delhi Municipal Committee or the Delhi Cantonment Board to make, as far as practicable, arrangements, within their respective jurisdiction, for imparting education in the mother-tongue of the children.

(3) The mother-tongue of the child shall be the language declared as such, in *writing, by the parent or guardian at the time of admission of the child in the school.*

(4) Hindi shall be introduced as a subject of study in a school not later than class III of the primary stage where the medium of instruction in the school is other than Hindi.

(5) The Director and other local authorities in Delhi shall, as far as practicable, provide adequate facilities for teaching through the mother tongue, at the primary stage of education, of children belonging to any linguistic minority.

7. Medium of instruction for children studying in the middle stage— For children studying in the middle stage, the Administrator shall, as far as practicable, make suitable arrangements for imparting education through the mother tongue of such children and, for this purpose, may open, or cause to be opened, new sections or classes in any school in which education may be imparted to such children in their mother tongue, or where the opening of new sections or classes in any school is not feasible, open or cause to be opened one or more new schools so that arrangements may be made for teaching through the mother tongue of such children :

Provided that in the case of an existing middle school in which education is imparted through the medium of any language other than the mother tongue of the children, education may continue to be imparted in that school through the medium of such other language.

8. Medium of instruction at the [1][senior secondary] stage— (1) Hindi shall be the medium of instruction at the [1][senior secondary] stage :

Provided that in the case of a [1][senior secondary] class in any existing school in which education is imparted through the medium of any language other than Hindi, education may continue to be imparted in such class through the medium of such other language :

Provided further that in the case of a [1][senior secondary] class in a school run by a linguistic minority, education may be imparted in such class through the medium of the language of that linguistic minority.

(2) Where for any special reason the Administrator is satisfied that education cannot be imparted in any [1][senior secondary] class of any school through the

1. Subs. by DSE(A)R, 1990, R.4.

medium of Hindi in one or more subjects or in all the subjects, he may permit that school to impart education in the said subject or subjects through the medium of any language other than Hindi for such period, as he may think fit.

(3) Where the Administrator is satisfied that by reason of the number of students having mother tongue other than Hindi, it is necessary so to do, he may open one or more sections or classes in an existing school for imparting education to such children through the medium of their mother tongue, and, where the opening of such new sections or classes is not feasible, he may open or cause to be opened one or more new schools for imparting education to such children through the medium of their mother tongue.

9. Three-Language formula to be followed— In the teaching of languages in classes VI to X, the three-language formula as adopted by the Central Government, shall be followed.

10. Right of linguistic minorities to set up school— Amy linguistic minority which intends to set up school with the object of imparting education in the mother tongue of such linguistic minority, shall be entitled to do so and shall be entitled to receive grant-in-aid if the other conditions with regard to the grant -in-aid are fulfilled by such school :

Provided that if the Administrator is satisfied that there already exist sufficient number of schools in an area providing for teaching through the concerned minority language he may not permit the opening of more schools as aided institutions in that area :

Provided further that is shall be open to the management of a school run by a linguistic minority to decide that education shall be imparted at the school in a language other than the language of such linguistic minority and in such case the Administrator shall not be under any obligation to give grant-in-aid to such school.

11. Establishment of Science Centres— (1) The Administrator may establish not less than one Science Centre in a recognised school or elsewhere in a District and provide such Centre with such machinery, equipment, apparatus and appliances as may be needed to make that Centre useful for science education.

(2) The Administrator may make arrangements for the sharing of facilities provided at the Science Centre by all recognised schools in the District or by any other person in accordance with such programme as he may prepare for the purpose.

12. Work experience programmes— (1) The Administrator may establish not less than one workshop in a District to enable students of recognised schools to undertake various work experience programmes so that their education may be relatable to productivity.

(2) The Administrator may make the arrangements for the sharing of facilities provided at the workshop in a District by all the recognised schools in the District or any other persons, in accordance with such programmes as he may prepare for the purpose.

13. Provisions of other facilities— The Administrator shall also provide for the following facilities, namely :—

(a) Adult Education Centres;

(b) Bal Kendras;

(c) Balawadis;

(d) Education of children who have discontinued studies;

(e) Literacy centres.

14. Provision for multiple entry in schools— Save as otherwise provided elsewhere in these rules, the Administrator may make arrangements, at any time of the year, for the admission of those students, who have discontinued studies, in any class of a recognised school to which he is, on a test, by such school, found to be suitable for admission for whole-time studies.

15. Part-time education— The Administrator may also make provision for :—

(a) Part-time education in classes VI to VIII in respect of such children who, having completed education up to class V, could not continue studies on a whole-time basis.

(b) special part-time education for functional literacy for children in the age group of 10 years to 14 years (both inclusive).

(c) adult education by opening such adult education centres of education extension centres as he may think fit.

16. Provision for remedial teaching— The Administrator may also make special provisions for remedial teaching in respect of students of recognised schools suffering from remedial deficiencies in studies or who have discontinued studies on account of such deficiencies.

17. Establishment of autonomous schools— (1) The Administrator may, if he is satisfied that the circumstances so require, permit such number of schools as he may select in this behalf to function as "autonomous schools" solely for the purpose of introducing innovations and conducting new experiments with regard to curriculum, methods of teaching and evaluation.

[1][(2) Every autonomous school shall have the freedom to have its own syllabus and curriculum, the introduce the text books and to assess its students and hold examinations upto the end of Middle stage :

Provided that the Director may, if he is of opinion on scrutiny of any text book introduced by an autonomous school that such text book is prejudicial to the interest of education, prohibit use of such book as a text book in such school.]

(3) Save as otherwise provided in this rule, every autonomous school shall be subject to the provisions of the Act and the rules made thereunder in respect of all matters other than those specified in this rule.

1. Subs. by DSE(A)R, 1990, R.5.

(4) The Administrator shall make provision for the review of the work of every autonomous school once in every five years.

18. Courses of study— (1) The courses of study for primary and middle stages shall be such as may be specified by the Director in consultation with the Committee and the text books for such courses of study shall be such as may be recommended by the Director in consultation with the Committee :

Provided that in suitable cases, a school may be permitted by the Director to draw its own courses of instruction for the primary or middle stage subject to such courses being approved by the Director in consultation with the committee.

[1][(2) The course of study and text books for the secondary stage and senior secondary stage shall be such as may be specified or recommended by the Affiliating Board]

(3) [2][* * * * * * * * *]

19. Matters to be provided for in the syllabi and courses of study— The Director, or as the case may be, the Affiliating Board shall, while specifying the syllabi and courses of study for the primary and middle stage or higher secondary stage, pay special attention to the inculcation of national and moral values including the sovereignty and integrity of India, secularism, humanism, faith in the dignity and equality of every human being, dignity of labour, avoidance of discrimination on grounds of religion, race, caste, sex or place of birth or any of them, and, in particular, avoidance of the practice of untouchability; and shall also include therein health education, including personal and environmental hygiene, population education and awareness of the effect of drugs and intoxicants on human system.

20. Power of Director to specify co-curricular and extra-curricular activities— The Director may, in consultation with the Committee, provide for co-curricular or extra-curricular activities in recognised schools.

21. Power of Director to specify courses of study for informal education— The Director may, in consultation with the Committee, specify the courses of study for imparting informal education to persons who are unable to attend any recognised school for obtaining formal education.

22. The Curriculum Committee— (1) There shall be constituted by the Administrator a Committee, to be called the Curriculum Committee, to advise the Administrator on syllabi and the specification or recommendation of books for the primary and middle stages of education.

(2) The Committee may advise the Administrator with regard to co-curricular and extra-curricular activities to be undertaken in a recognised school and also with regard to informal education to persons who are unable to obtain formal education.

[3][(3) The Committee shall consist of the following Members, namely :—

1. Subs. by DSE(A)R, 1990, R. 6(*a*).
2. Omitted by DSE(A)R, 1990, R.6 (b).
3. Subs. by DSE(A)R, 1990, R. 7.

(i) an eminent educationist to be nominated by the Administrator, who shall be the Chairman of the Committee;

(ii) a person to be nominated by the National Council of Education Research and Training;

(iii) two educationists having special knowledge of school education to be nominated by the Central Government;

(iv) one representative of the Central board of Secondary Education to be nominated by the Board;

(v) Three teachers of whom two shall be members of the Advisory Board to be nominated by the Administrator;

(vi) two representatives of the Metropolitan Council of Delhi to be nominated by the Chairman of that Council;

(vii) one representative of the Municipal Corporation of Delhi to be nominated by the Mayor of that Corporation;

(viii) one representative of the Delhi Cantonment Board to be nominated by the President of that Board;

(ix) one representative of the New Delhi Municipal Committee to be nominated by the President of that Committee;

(x) two teachers each engaged primarily in the Primary stage, Middle stage, Secondary stage and Senior Secondary stage of education;

(xi) The Director, ex-officio,who shall be the Secretary of the Committee.]

(4) For the purpose of one or more meetings, the Committee may co-opt as its members such experts on education in general or in any subject as it may think fit.

(5) A co-opted member may take part in the deliberations of the Committee but shall not have any right to vote and shall not form any part of the quorum.

23. Term of office— Every member of the Committee shall hold office for a period of three years from the date of his nomination, and shall be eligible for re-nomination for a like period and shall, notwithstanding the expiry of the term of his office, continue to hold such office until his successor is nominated.

24. Meetings and quorum— (1) The Committee shall meet at least once every year :

Provided that such meeting shall not be held later than the 20th November every year :

Provided further that the Chairman of the Committee may call a special meeting of the Committee to consider any matter within the purview of the Committee.

(2) Seven members of the Committee personally present at a meeting shall be the quorum for the meeting of the Committee :

Provided that where the meeting of the Committee is adjourned for the absence of Quorum, no quorum shall be necessary for the adjourned meeting.

(3) A member of the Committee who has any financial or other interest in any book which is under the consideration of the Committee for approval as a text book, shall not participate in the deliberations of the Committee with regard to the approval of that book as a text book.

25. Resignation of the Chairman or a member — (1) The Chairman or a member of the Committee may, by giving notice in writing to the Administrator, resign his membership.

(2) A resignation shall take effect from the date of communication to the person concerned of its acceptance or on the expiry of thirty days from the date of resignation, whichever is earlier.

26. Vacancy in the office of a member— (1) A member of the Committee shall be deemed to have vacated his office :—

(a) if he is of unsound mind and stands so declared by a competent court;

(b) if he is an undischarged insolvent;

(c) if he is convicted of an offence, which, in the opinion of the Administrator, involves moral turpitude;

(d) if he does not attend three consecutive meetings of the Committee without obtaining leave of absence from the Administrator; or

(e) if he cases to represent the body by whom he was nominated.

(2) Any vacancy in the membership of the Committee, whether caused by resignation or by any of the reasons specified in sub-rule (1), or by death, shall be filled in the same manner in which the member who has vacated office was nominated and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he is nominated.

(3) The Committee shall function notwithstanding any vacancy in the membership thereof.

27. Procedure of the Committee— (1) The Committee shall regulate its own procedure.

(2) The Committee may appoint such subject panels as it may deem necessary consisting of its own members or specialists who are not members of the Committee.

28. Travelling and Daily Allowances— The members of the Committee or any panel constituted by it shall be entitled to such travelling and daily allowances as are admissible to the non-official members of Committees and Boards in accordance with the orders issued by the Central Government from time to time.

29. Physical education etc.— (1) In every school, suitable provision shall be made for social services, physical, cultural and recreational activities.

(2) The head of school shall organise a general system of school games so as to provide opportunities for participation by all students and shall provide the students with the equipments needed for such games.

30. Residence of students— All students shall be required to reside under one or other of the following arrangements, unless exempted by the head of school :—

(i) with parents or guardians;

(ii) in hostels approved by the Director; or

(iii) at such other place as may be [1][approved] by the Director.

31. School hours— (1) The Director shall, by order, specify the time at which all schools, other than unaided recognised private schools, shall commence and conclude the daily school hours and different timings may be specified for different seasons of the year or for schools running in one shift or multiple shifts :

Provided that the total school hours in a year for the middle and higher secondary stage of education shall not, ordinarily, be less than 1000 hours;

Provided further that in addition to 1000 school hours, a teacher may be required to devote not more than 200 hours in a year for remedial or other teaching.

(2) The unaided recognised schools may specify their own timings but, in any case, the total school hours in a year shall not be less than 1000 hours;

Provided that in addition to 1000 school hours, a teacher may be required to devote not more than 200 hours in a year for remedial or other teaching.

32. Vacation and holidays— [2][(1) Save as otherwise provided in sub-rule (2), the total number of working days including examination days, for the Middle, Secondary and Senior Secondary stage of education shall not be less than 210 in a year].

(2) Subject to the provision of sub-rule (1), the following shall be the authorised holidays for recognised schools, namely :—

(i) All holidays notified by the Administrator;

(ii) Summer Vacation for such period of two months as may be specified by the Director;

(iii) Autumn or winter breaks for such total period of fifteen days as may be specified by the head of school, with the previous approval of the Director;

(iv) Special holidays, not exceeding 7 days in aggregate, with the previous approval of the Director.

1. Subs. by DSE(A)R, 1990, R. 8.
2. Subs. by DSE(A)R, 1990, R. 9.

(3) In addition to the holidays referred to in sub-rule(2), leave may be granted to students preparing for the examinations of the Affiliating Board for such period as may be specified by that Board:

Provided that preparatory leave shall be given only when the head of school is satisfied that the courses of study have been completed at the school.

33. School hours and number of working days not to apply to informal education— School hours specified in rule 31 and the number of working days specified in rule 32 shall not apply in the case of informal, or out of school, or adult, education.

34. Discipline, punishment, etc.— (1) The observance of rules of discipline and good behaviour shall be a condition essential to a student's continuance in a school.

(2) In case of breach of discipline by a student below the age of fourteen years, if the Director is satisfied that continuance of such student in the school in which he is studying, is likely to be detrimental to the general tenor or discipline of the school, he may send such student to such special school as he may think fit.

35. Striking off the name from the rolls— (1) The name of a student may be struck off the rolls by the head of the school on account of :

(a) non-payment of fees and other dues for 20 days after the last day for payment :

Provided that nothing in this rule shall apply in case students of class VIII and below, studying in Government or aided schools, or in schools run or aided by the appropriate authority, except where such students have attained the age of fourteen years;

(b) continued absence without leave for six consecutive days by a student who has attained the age of fourteen years.

(2) In the case of absence of any student who has not attained the age of fourteen years, from a school without leave for six consecutive days, the head of school shall intimate such absence to the parent or guardian of such student.

(3) In respect of payment of fees, however the head of school may grant not more than 10 days' of grace in deserving cases on application by the parent or guardian.

(4) Notwithstanding anything contained in sub-rule (1), no student's name shall be struck off the rolls except after giving the parent or guardian of such student a reasonable opportunity of showing cause against the proposed action.

36. Forbidden Practices— (1) No student shall indulge in any of the following practices, namely :—

(a) spitting in or near the school building except where the spitting is made in any spittoon provided by the school;

(b) disfiguring or otherwise damaging any school property;

(c) smoking;

(d) any form of gambling;

(e) use of drugs or intoxicants except on prescription by a registered medical practitioner;

(f) rowdyism and rude behaviour;

(g) use of violence in any form;

(h) casteism, communalism or practice of untouchability.

(2) The Administrator may, on the advise of the Advisory Board, amend or add to the forms of practices forbidden under sub-rule (1).

(3) If any student, who has not attained the age of fourteen years, indulges in any of the practices referred to in sub-rule (1), the Director may shift him to such special school as he may think fit.

37. Forms of disciplinary measures— (1) The following shall be the disciplinary measures which may be adopted by a school in dealing with :—

(a) all students—

(i) detention during the break, for neglect of class work, but no detention shall be made after the school hours,

(ii) corporal punishment,

(b) students who have attained the age of fourteen years—

(i) fine,

(ii) expulsion,

(iii) rustication,

(2) For the avoidance of doubts, it is hereby declared that the disciplinary measures specified in clause (b) of sub-rule (1) shall not be imposed on any student who has not attained the age of fourteen years.

(3) Fine may be imposed on a student who has attained the age of fourteen years in the following cases namely :

(i) late attendance;

(ii) absence from class without proper application from the parent or guardian;

(iii) truancy;

(iv) wilful damage to school property;

(v) delay in payment of school fees and dues;

(4) (a) Corporal punishment may be given by the head of the school in case of persisting impertinence or rude behaviour towards the teachers,

physical violence, intemperance and serious form of misbehaviour with other students.

(b) Corporal punishment shall not be inflicted on the students who are in ill health.

(c) Where corporal punishment is imposed, it shall not be severe or excessive and shall be so administered as not to cause bodily injury.

(d) Where cane is used for inflicting any corporal punishment, such punishment shall take the form of strokes not exceeding ten, on the palm of the hand.

(e) Every punishment inflicted on a student shall be recorded in the Conduct Register of such student.

(5) Expulsion shall debar a student from being re-admitted to the school from where he is expelled but shall not preclude his admission with the previous sanction of the Director to any other school.

(6) Where a student is rusticated, he shall not be admitted to any school till the expiry of the period of rustication.

(7) No student shall be expelled or rusticated from a school except after giving the parent or guardian of the students a reasonable opportunity of showing cause against the proposed action.

Notes :

(i) Expulsion or rustication shall be resorted to only in cases of grave offences where the retention of the student in the school is likely to endanger its moral tone of discipline.

(ii) Except in the case of any expulsion or rustication from an unaided minority school, the punishments of expulsion and rustication shall not be imposed without the prior approval of the Director.

38. Medical Officer— (1) Every recognised school shall appoint a Medical Officer on such part-time or whole time basis as may be necessary for looking after the health of children of the school.

(2) The Medical Officer shall be assisted by such Compounder or Dispenser on a part-time or whole time basis, as may be necessary.

(3) In the case of girls' schools, only lady doctors and lady compounders or nurse shall be appointed.

(4) In the case of co-educational schools, not less than one lady doctor or female nurse shall be appointed.

(5) Detailed instructions in regard to attendance by Medical Officers and other medical staff, remuneration and other matters shall be specified by the Administrator, on the advice of the Advisory Board.

39. Maintenance or establishment of hostels in schools— (1) The Administrator shall, to the extent necessary and practicable, establish, or assist in establishing hostels for students studying in aided schools.

(2) Recognised unaided schools may, if they consider it necessary, establish, in consultation with the Advisory Board, hostels, subject to the fulfilment of such conditions as may be specified by the Administrator.

(3) Admission of any student to a hostel shall not be refused on grounds only of religion, cast, race, place of birth or any of them.

(4) Adequate percentage of seats in the hostels shall be reserved, in consultation with the Advisory Board, for children belonging to the weaker sections of the society, and in particular, the Scheduled Castes and Scheduled Tribes.

(5) (a) A hosteler shall be liable to be expelled at any time for serious misconduct or when his retention in the hostel is likely to endanger its moral tone and discipline.

(b) Before expelling a hosteler, the head of school shall send a detailed report to his parent or guardian and to the Director for his approval of such expulsion.

(c) On receipt of the Director's approval, orders for expulsion shall be passed by the head of school under intimation to the parent or guardian :

Provided that no student shall be expelled from a hostel except after giving the parent or guardian of the student a reasonable opportunity of showing cause against the proposed action.

(6) Detailed instructions regarding the scale of accommodation, scale of furniture, scale of hostel fees, facilities for the Hostel Superintendent, duties of wardens, medical and other care of the hostelers and other facilities; and conditions for admission in any hostel shall be specified by the Administrator, on the advice of Advisory Board.

40. Registers and records— The Administrator shall specify what registers and records are to be maintained by a hostel and what returns and records shall be submitted by a schooled action.

41. Examination, assessment, evaluation, promotion, etc.— (1) The Administrator shall, on the advice of the Advisory Board, issue detailed instructions regarding assessment, evaluation and promotion of students from one class to another.

(2) He may also issue instructions for programmed learning and informal system of education.

42. School libraries— The Director may issue detailed instructions regarding the maintenance and use of school libraries.

43. Power to issue instructions— The Administrator may, if he is of opinion that in the interest of school education in Delhi it is necessary so to do, issue such instructions in relation to any matter, not covered by these rules, as he may deem fit.

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CHAPTER III

OPENING OF NEW SCHOOLS OR CLASSES OR CLOSURE OF EXISTING SCHOOLS OR CLASSES

44. Notices of intention to open a new school— (1) With a view to enabling the Administrator to arrange for the planned development of school education in Delhi, every individual, association of individuals, society or trust, desiring to establish a new school, not being a minority school, shall, before establishing such new school, give an intimation in writing to the Administrator of his or their intention to establish such school.

(2) The intimation, referred to in sub-rule (1), shall contain the following particulars, namely :—

(a) the Zone in which the new school is proposed to be established, and the approximate number of students likely to be educated in such schools;

(b) the stage of education intended to be imparted in the new school;

(c) the number of schools of the intended stage in existence in the Zone where the new school is proposed to be established and the population of such a Zone;

(d) whether the person proposing to establish the new school have any alternative Zone in view; and if so, the particulars of such alternative Zone with respect to the matters specified in clauses (a) and (c);

(e) the particulars including measurements of the building or other structure in which the school is proposed to be run;

(f) the financial resources from which the expenses for the establishment and running of the school are proposed to be met and whether any application is proposed to be made for any aid;

(g) the composition of the managing committee of the proposed new school until the new school is recognised and a new managing committee is constituted in accordance with the scheme of management made under the Act;

(h) the proposed procedure, until its recognition under the Act, for the selection of the head of the school and other teachers and non-teaching staff and the minimum qualifications for their recruitment;

(i) the proposed scales of pay for the head of the school and other teaching and non-teaching staff until the school is recognised under the Act;

(j) admission, tuition and other fees which would be levied and collected until its recognition under the Act, from the student of the proposed new school;

(k) any other facility which is proposed to be provided for the students of the proposed new school.

(3) The Administrator may, after considering the particulars specified in the intimation given to him under sub-rule (2) and after making such inquiries as he may think fit, inform the person or persons by whom the intimation was given to him whether or not opening of the proposed new school would be, in the public interests:

Provided that the Administrator shall, if he is of opinion that the number of schools existing in the Zone where the new school is proposed to be opened is sufficient to meet the needs of the Zone, inform the person or persons by whom the intimation was given to him that the opening of the new school in such Zone would be against the public interest and may indicate, to such person or persons, any other Zone which, in his opinion, needs the establishment of a new school, *and thereupon it would be open to such person or persons to open a new school* in the Zone indicated by the Administrator.

45. Opening of new classes in schools— (1) No recognised school, not being an unaided minority school, without giving full justification, shall open any new class other than the ones which have received approval from the appropriate authority.

(2) In the case of unaided minority schools, opening of new classes shall be subject to such norms as may be specified by the appropriate authority.

46. Closing down of a school or any class in a school— No managing committee shall close down a recognised school, not being an unaided minority school, or an existing class in such school without giving full justification and without the prior approval of the Director, who shall, before giving such an approval, consult the Advisory Board.

47. Absorption of surplus [1][employee] etc.— (1) Where as a result of—

(a) the closure of an aided school or any class or classes in any aided school; or

(b) withdrawal of recognition from an aided school; or

(c) withdrawal of aid from an aided school,

Any student or employee becomes surplus, such student or employee, as the case may be, [2][may be absorbed] as far as practicable, in such Government school or aided school as the Administrator may specify :

Provided that the absorption in Government service of any employee who has become surplus shall be subject to the availability of a vacancy and shall be subject

1. Subs. by DSE(A)R, 1990, R. 10(a).
2. Subs. by DSE(A)R, 1990, R. 10(b).

further to the condition that the concerned employee possesses the requisite qualifications for the post and has not been retrenched by the management of the aided school on any ground other than the ground of closure of the school or any class or classes of the school, or withdrawal of recognition or aid from the school :

Provided further that where any such surplus employee is absorbed in a Government school, he shall be treated as junior to all the persons of the same category employed in the Government Schools on the date immediately preceding the date on which he is so absorbed, and where such surplus employee is absorbed in an aided school, he shall rank as junior to all the persons of the same category employed in that school on the date immediately preceding the date on which he is so absorbed.

(2) Where any surplus [1][employee] is absorbed under sub-rule (1) :—

(a) the salary and other allowance last drawn by him at the school from which he has become surplus shall be protected;

(b) his provident fund account shall be transferred to the school in which he is so absorbed, and thereupon such provident fund shall be governed in accordance with the rules and regulations in force in that school in relation to provident fund; and

(c) the period of his qualifying service in the school in which he had worked before such absorption and any previous period of qualifying service, if any, in any recognised aided school in Delhi shall be taken into account for the purpose of computing his pension and other retirement benefits.

(3) Without prejudice to the provisions of sub-rules (1) and (2), where an [1][employee] becomes surplus by reason of the closure of any class or section thereof or the discontinuance of the teaching of any subject, such [1][employee] [2][may be absorbed] in the first instance, as far as practicable, in such Government or aided school as the Administrator may specify, and if the class or section which was closed is reopened by the former school or if any new class or section thereof is opened by such school or if the subject, the teaching of which was discontinued, is re-introduced by such school, or strength of the [3][staff] of the former school is increased, such [1][employee] shall be reabsorbed in the former school; but if such re-absorption does not take place within a period of five years from the date of absorption of such [1][employee] in the Government or aided school, such [1][employee] shall be regularly absorbed in such Government or aided school, as the case may be.

(4) Re-absorption of a [1][employee] in a former school shall not affect his continuity of service or his seniority in relation to that school or his emoluments, provident fund, gratuity and other retirement benefits.

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1. Subs. by DSE(A)R, 1990, R. 10(a).
2. Subs. by DSE(A)R, 1990, R. 10(b).
3. Subs. by DSE(A)R, 1990, R. 10(c).

Explanation— For the purposes of sub-rules (3) and (4), "former school" means the school from which an [1][employee] had become surplus.

48. Transfer of provident fund and other moneys in certain cases— Where a [2][employee] leaves an aided school, whether in Delhi or outside and joins any other aided school in Delhi, it shall be lawful for the managing committee of school left by such [2][employee] to transfer to the aided school joined by such [2][employee] the moneys standing in the provident fund to the credit of such [2][employee] on the date when he had left the school and any other amount due to him by way of contribution towards pension and other retirement benefits, and it shall be lawful for the managing committee of the aided school so joined by the [2][employee] to credit the said amounts to the provident fund and other account of the [2][employee] and to take into account the period of approved service rendered by the [2][employee] in the first mentioned school for the purpose of computation of his pension and other retirement benefits.

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CHAPTER IV

RECOGNITION OF SCHOOLS

49. Form and Manner of application for recognition— Every private school seeking recognition shall make an application, if Form I, to the appropriate authority, and every such application shall either be delivered to the appropriate authority through any individual or sent to that authority by registered post acknowledgment due.

50. Conditions for recognition— No private school shall be recognised, or continue to be recognised, by the appropriate authority unless the school fulfils the following conditions, namely :—

(i) the school is run by a society registered under the Societies Registration Act, 1860 (21 of 1860), or a public trust constituted under any law for the time being in force and is managed in accordance with a scheme of management made under these rules;

(ii) subject to the provisions of clause (1) of article 30 of the Constitution of India, the school serves a real need of the locality and is not likely to effect adversely the enrolment in a nearby school which has already been recognised by the appropriate authority;

(iii) the school follows approved courses of instructions as provided elsewhere in these rules;

(iv) the school is not run for profit to any individual, group of association of individuals or any other persons;

(v) admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them;

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1. Subs. by DSE(A)R, 1990, R. 10(a).
2. Subs. by DSE(A)R, 1990, R. 11.

(vi) the managing committee observes the provisions of the Act and the rules made thereunder;

(vii) the building or other structure in which the school is carried on, its surroundings, furniture and equipment are adequate and suitable for an educational institution and, where there is any business premises in any part of the building in which such school is run, the portion in which the school is run adequately separated from such business premises;

(viii) the arrangements in the building or other structure and in the furnishings thereof meet adequately the requirements of health and hygiene;

(ix) the school buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except for the purpose of residence of any employee of the school) or for communal, political or non-educational activity of any kind whatsoever;

(x) the accommodation is sufficient for the classes under instruction in the school;

(xi) there is no thoroughfare or public passage through any part of the school premises;

(xii) sanitary arrangements at the school are adequate and are kept in good order and a certificate from the Health Officer of the local authority having jurisdiction over the area in which the school is located as to the health and sanitary conditions of the school and its surroundings has been furnished, and will also be furnished as and when required by the appropriate authority;

(xiii) arrangements are made for the supply of good drinking water to the students and suitable facilities are provided to enable them to take refreshments, lunch or the like;

(xiv) the school is so conducted as to promote discipline and orderly behaviour and to maintain a high moral tone;

(xv) no teacher or student of the school is compelled to attend a class in which religious instruction is given or take part in any religious activity, no teacher or student absenting himself from religious instruction or religious activity is made to suffer any disability on that account and student is refused admission to the school because exemption from attendance at religious exercises or religious instruction has been claimed by him or his parent or guardian;

(xvi) facilities are provided for teaching of languages in accordance with the three language formula, adopted by the Central Government;

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(xvii) the school is open to inspection by any of the following officers, namely :—

(a) any officer authorised by the appropriate authority or the Director;

(b) Director of Medical Services or Health Officer of the local authority concerned;

(c) Civil Surgeon, Assistant Civil Surgeon or Head Officer authorised by the appropriate authority or the Director to examine the health of students or the sanitary conditions of the school and surroundings;

(xviii) the school furnishes such reports and information as may be required by the Director from time to time and complies with such instructions of the appropriate authority or the Director as may be issued to secure the continued fulfilment of the condition of recognition or the removal of deficiencies in the working of the school;

(xix) all records of the school are open to inspection by any officer authorised by the Director or the appropriate authority at any time, and the school furnishes such information as may be necessary to enable the Central Government or the Administrator to discharge its or his obligations to Parliament or to the Metropolitan Council of Delhi, as the case may be.

51. Facilities to be provided by a school seeking recognition— (1) Every private school seeking recognition shall provide for the following facilities, namely :—

(i) Physical education :

(a) suitable playground for the purposes of games, sports, and materials for such games and sports;

(b) where no such playground is available due to the location of the school in an area where no suitable open space is available, the school shall make arrangement for a playground in a nearby area where students could be provided the facilities for games and sports;

(c) where no such arrangement as is referred to in clause (b) is possible, the school shall make arrangements for gymnastics or any other physical exercise;

(ii) Library service :

(a) (i) adequate library facilities, in the case of primary school, and

(ii) in the case of any other school, a separate room for the Library, to be used exclusively for the purpose and on no account such room shall be considered as accommodation available for class-teaching;

(b) a reading room attached or adjacent to the library, wherever possible;

(c) the library has a stock of books specified by the Director as also books specified by the Affiliating Board and such other books as may meet the needs of the students and of the teachers;

(d) the library has also books suitable for the use of teachers in their professional work and reference work;

(iii) Laboratory work :

(a) in the case of a school up to the middle level, a laboratory for teaching science, equipped according to such specifications as may be laid down from time to time, by the appropriate authority;

(b) in the case of a school above the middle level, intending to run either science course or courses in subjects which involve practical work, accommodation, equipment and apparatus according to such specifications as may be laid down, from time to time, by the Affiliating Board or the Director for the laboratory for each subject;

(iv) Workshop practice :

(a) a room or a workshop for conducting workshop practice or such other vocational activities as may be specified by the appropriate authority for different classes;

(b) the workshop is equipped according to such specifications as may be laid down, from time to time, by the appropriate authority for each subject;

(v) Co-curricular activities :

As many co-curricular activities, as may be possible, so as to give to every student an opportunity of participating in one or more of the following activities, namely :

(a) debates;

(b) recitation or elocution;

(c) dramatics;

(d) music (including folk songs), dancing (including folk dances);

(e) hobbies of different types;

(f) model parliament;

(g) house system;

(h) prefectorial system;

(i) class competition;

(j) junior wing of the National Cadet Corps;

(k) scouting and guiding;

(l) activities providing for social service; and

(m) any other co-curricular activity.

52. Power to grant exemption— The appropriate authority may, for good and sufficient reason, exempt provisionally any private school seeking recognition from one or more of the provisions of rule 50 or rule 51 or both for such period as it may consider necessary, provided that the appropriate authority is satisfied that the school will be in a position to fulfil in the near future, the requirements from which it is provisionally exempted.

53. Date of recognition— The recognition given to a school shall be effective from the date decided upon by the appropriate authority and ordinarily recognition shall be given from the date of commencement of the school year.

54. Recognition to lapse if not availed of within a year— (1) The recognition granted to a school shall lapse unless it is availed of within a year from the date on which it is to be effective.

(2) [1][* * * * * * * * *]

Provided that no recognition shall be renewed unless an application for such renewal has been made, in Form I, not less than six months before the date on which the recognition is to expire and unless the school continues to fulfil the conditions specified in sub-section (1) of section 4, and rule 50 :

Provided further that the appropriate authority may, on sufficient cause being shown by the managing committee of the school, relax the time-limit for making an application for the renewal of recognition.

55. Lapse of recognition in other cases— (1) If a recognised school ceases to function or is shifted to a different locality or is transferred to a different trust, society, individual or a group of individuals without the previous approval of the appropriate authority, its recognition shall lapse on such ceaser, shifting or transfer, as the case may be, and it shall, for the purpose of future recognition, be treated, as a new school.

(2) Where one or more of the conditions of recognition, specified in sub-section (1) of section 4 or in rule 50, are not complied with by any recognised school, [2][the appropriate authority shall], by a written notice, draw the attention of the school to such non-compliance; and, if within [3][sixty] days from the date of service of such notice, any such condition for the recognition is not complied with, the recognition granted to such school shall, on the expiry of the said period of [3][sixty days], stand lapsed.

56. Suspension or withdrawal of recognition— (1) If a school ceases to fulfil any requirement of the Act or any of the conditions specified in rule 50 or fails to provide any facility specified in rule 51, the appropriate authority may, after giving to the school a reasonable opportunity of showing cause against the proposed action, withdraw for reason to be recorded in writing, recognition from the school :

1. Omitted by DSE(A)R, 1990, R. 12.
2. Subs. by DSE(A)R, 1990, R. 13(B).
3. Subs. by DSE(A)R, 1990, R. 13(a).

Provided that where the appropriate authority is satisfied that the deficiencies or defects are capable of immediate or early removal, it may, instead of withdrawing the recognition suspend the recognition for such period as it may think fit to enable the managing committee of the school to remedy the deficiencies or defects to the satisfaction of the appropriate authority :

Provided further that where the recognition of a school has been withdrawn or suspended, no appropriate authority shall grant recognition of such school whether run by the name by which it was known at the time of such withdrawal or suspension or by any other name, unless the school has removed the deficiencies or defects for which the recognition has been withdrawn or suspended.

(2) A recognised school which provides for hostel facilities shall comply with the provisions of rule 39 and the instructions made thereunder, and in case of any default in complying with such provisions or instructions, the appropriate authority may for reasons to be recorded in writing, withdraw the recognition in relation to the school itself.

(3) Where recognition of any school is withdrawn, the reasons for withdrawal of such recognition shall be communicated to the managing committee within seven days from the date on which the recognition is withdrawn.

(4) Any managing committee aggrieved by the withdrawal of recognition of the school managed by it may, within thirty days from the date of communication to it of the withdrawal of recognition, prefer an appeal against such withdrawal to the authority specified in rule 58.

57. Restoration of recognition— Recognition once withdrawn or lapsed shall not be restored until the appropriate authority is satisfied that the reasons which led to the withdrawal or lapse of recognition have been removed and that in all other respects the school complies with the provisions of the Act and the rules made thereunder.

58. Authorities to which appeals may be preferred— (1) Every appeal against refusal by the appropriate authority to accord recognition to a school or withdrawing recognition from an existing school shall be preferred to the following authorities, namely :—

(a) 'where' the appropriate authority is an authority designated or sponsored by the Central Government, to that Government;

(b) where the appropriate authority is the Administrator, to the Central Government;

(c) where the appropriate authority is an officer authorised by the Administrator, to the Administrator;

(d) where the appropriate authority is a local authority, to the Administrator.

(2) Every such appeal shall be made in writing and shall be accompanied by a copy of the reasons for the refusal to accord recognition or withdrawal or recognition, as the case may be, communicated to the appellant :

[1][Provided that every such appeal shall be made in writing within a period of thirty days from the date of the receipt of such communication].

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CHAPTER V
SCHEME OF MANAGEMENT

59. Scheme of management of recognised schools— (1) The scheme of management in relation to a recognised school shall provide that :—

(a) the managing committee of a recognised aided school shall consist of not more than fifteen members; and the managing committee of a recognised unaided school shall consist of not more than twenty-one members;

(b) subject to the total number of members specified in clause (a), every managing committee shall include the following, namely :—

(i) the head of the school;

(ii) one parent, who is a member of the Parent-Teachers' Association of the school, constituted in accordance with such instructions as may be issued by the Administrator, and is elected by that Association;

(iii) two teachers of that school, to be elected by the teachers of that school from amongst themselves;

(iv) two other persons (of whom one shall be woman), who are, or have been, teachers of may other school or of any college, to be nominated by the Advisory Board;

(v) two members, to be nominated by the Director, of whom one shall be an educationist and the other an officer of the Directorate of Education, Delhi, not below the rank of the Principal of a higher secondary school;

(vi) the remaining members to be nominated or elected, as the case may be, in accordance with the rules and regulations of the society or trust by which the school is run :

Provided that in the case of [2][a minority school], such members of the managing committee, as are required by this rule to be elected, may, instead of being elected, be nominated by the society or trust by which such unaided minority school is run :

Provided further that in the case of [2][a minority school], the educationist to be nominated by the Director shall be a non-official who shall belong to the minority by which the school is established and run.

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1. Ins. by DSE (A)R, 1990, R.14.
2. Subs. by DSE(A)R. 1990, R.15(a).

[1][Provided also that in the case of a minority school, the managing committee shall co-opt two senior most teachers out of a panel of ten senior-most teachers of the school by rotation and in case the school works in two shifts, then, one seniormost teacher shall be co-opted from a panel of five seniormost teachers in each shift by rotation;

Provided also that nothing in sub-clause (iv) shall apply to a minority school.

Provided also that the members nominated under clause (v) shall not be entitled to take part in the management of the minority school and shall function as advisers and observers to put forward the views of the Government in the meeting.]

(2) The scheme of management shall also provide for the following, namely :—

(a) the term of office of the members of the managing committee and the manner of its reconstitution or filling of any vacancy occurring therein;

(b) the manner of elections to the managing committee;

(c) that for the purpose of elections to the managing committee, the head of the school shall be the returning officer and shall conduct, and be in charge of, the elections;

(d) that any change in the composition of the managing committee of the members referred to in sub-clauses (ii) and (iii) of clause (b) of sub-rule (1) shall be communication to the Director within seven days from the date when such change takes place;

(e) the duties, powers and responsibilities of the managing committee, which shall include control over appointments, disciplinary action, and control on staff, and shall also provide that no financial irregularity is committed or any irregular procedure is followed;

(f) that the managing committee shall ensure that the school gets the full complement of the [2][staff].

(g) that the managing committee shall ensure that the school gets furniture, science equipment, library books and other teaching aids, and requisite sports materials;

(h) the duties, powers and responsibilities of the head of the school, which shall provide that he shall :—

(i) function as the head of office of the school under his charge and carry out all administrative duties required of a head of office;

(ii) be the drawing and disbursing officer for the employees of the school except that, in the case of an unaided school, he may perform only such functions as drawing and disbursing officer as may be specified in the instructions issued by the Director;

1. Ins. by DSE(A)R, 1990, R. 15(b) (i)
2. Subs. by DSE(A)R, 1990, R. 15(b) (ii).

(iii) be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other registers, returns and statistics as may be specified by the Director from time to time;

(iv) handle official correspondence relating to the school and furnish, within the specified dates, the returns and informations required by the Director;

(v) makes, in the case of unaided schools, all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payment :

Provided that where he is so authorised by the Administrator, make, in the case of an aided school, all such payments according to the instructions governing such payments;

(vi) ensure that the tuition fees, where levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they were levied;

(vii) make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinize the bills and make payments;

(viii) conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately;

(ix) be responsible for proper utilisation of the Pupils' Fund;

(x) make satisfactory arrangements for the supply of goods, drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained;

(xi) supervise, guide and control the work of the teaching and non-teaching staff of the school;

(xii) be in charge of admissions in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance with the instructions issued by the Director from time to time; and he shall discharge these duties in consultation with his colleagues;

(xiii) plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month,

review the work done during the month and assess the progress of the pupils;

(xiv) help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation in courses designed for in-service education;

(xv) promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound;

(xvi) supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter-subject co-ordination;

(xvii) arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children who need such remedial teaching;

(xviii) arrange for informal and non-class room teaching;

(xix) plan and specify a regular time-table for the scrutiny of pupils' written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively;

(xx) make necessary arrangements for organising special instructions for the pupils according to their needs;

(xxi) organise and co-ordinate various co-curricular activities through the house system or in such other effective way as he may think fit;

(xxii) develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness;

(xxiii) send regularly the progress reports of the students to their parents or guardians;

(xxiv) promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians;

(xxv) devote at least twelve periods in a week to teaching of the pupils;

(i) the educational and other qualifications of the manager and his duties and responsibilities; the position of the manager *viz-a-viz* the managing committee;

(j) no employee of an aided school (other than the head of school) shall be appointed as the manager, the head of school may be appointed the manager of a school, whether aided or unaided;

(k) appointment of the manager; the terms and conditions of his appointment; removal of the manager; filling up of casual vacancy in the office of the manager, duties and responsibilities of the manager;

(l) bills (including bills relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the manager and the head of the school; but where the head of the school is also the manager, such bills shall be signed jointly by the head of the school and another member of the managing committee specially authorised by that committee in this behalf;

(m) that the administration and academic work of the school shall be attended to by the head of school, and except where the head of school is the manager, the manager shall not interfere with the day-to-day administration and academic work of the school;

(n) members of the managing committee of an aided schools shall not be entitled to any remuneration, honorarium or allowance but may be permitted to draw allowances for attending meetings of the managing committee at a rate not exceeding the rate of daily allowance or travelling allowance admissible to the non-official members of the committees, boards and the like in accordance with the orders issued by the Government of India from time to time :

Provided that if the head of school or a teacher happens to be a member of the managing committee, he shall draw his remuneration in his capacity as the head of school or teacher, as the case may be :

Provided further that the allowances paid to the members of the managing committee for attending meetings thereof shall not be a charge on the school fund;

(o) no members of the managing committee shall be entitled to participate in any meeting at which his personal conduct is under discussion;

(p) in the case of an unaided minority school, the form of the contract referred to in sub-section (1) of section 15 and the manner in which every contract of service shall be preserved;

(q) the managing committee shall be subject to the control and supervision of the trust or society by which such school is run.

(r) manager shall not be at the same time the manager of any other school and a person shall not be at the same time the chairman of the managing committee and the manager.

(3) The managing committee of an existing school shall make the draft of scheme of management after the commencement of these rules and shall, within 90 days from such commencement, submit such draft to the appropriate authority for its approval :

Provided that the appropriate authority may, after giving to the managing committee a reasonable opportunity of being head, make such alterations or modifications in the draft scheme of management as the circumstance of the case may require.

[1][Provided further that the provisions of this sub-rule relating to the approval and alterations or modifications in the sphere of management by the appropriate authority shall not apply to a minority school in which case such approval and alterations or modifications shall be advisory and the draft scheme *of management shall be valid.*]

(4) The managing committee of an existing school shall bring, within ninety days from the date of approval of the scheme of management by the appropriate authority the composition thereof in conformity with the scheme of management as approved by the appropriate authority.

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CHAPTER VI

GRANT-IN-AID

60. Aid to existing schools to continue— Every aided school shall, so long as it fulfils the conditions for receiving aid, continue, subject to the provisions of these rules, to receive such aid.

61. Power of Administrator to determine the number of aided schools— The Administrator or any other officer authorised by him in this behalf shall determine, every year, the total number of recognised unaided schools to which grant-in-aid may be given.

*62. **Application for grant-in-aid**— Every application for grant-in-aid by a* school shall be made in Form II and shall be addressed to the Administrator or any officer authorised by him in this behalf, and every application for the yearly assessment of grant shall be made in Form III.

63. Power of Administrator to cause the school to be inspected— Where an application is made for any grant-in-aid in relation to a school, the Administrator shall cause such school to be inspected by an officer authorised by him in this behalf as regards the suitability or otherwise of the school to receive such aid.

[1] **64. No aid to be given unless suitable undertakings are given by the managing committee.**— [2][(1) No school shall be granted aid unless its managing committee gives an undertaking in writing that :

(a) it shall comply with the provisions of the Act and these rules;

(b) it shall fill in the posts in the school with the Scheduled Castes and the Scheduled Tribes candidates in accordance with the instructions issued by the Central Government from time to time and also maintain the roster and other connected returns in this behalf;

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1. Ins. by DSE(A)R, 1990, R. 15(b)(iii).
2. Subs. by DSE(A)R 1990, R. 16.

(c) it shall deposit its five percent share towards pay and allowances, medical facilitates, pension, gratuity, provident fund and other prescribed benefits with the Administrator every month;

(d) it shall disburse or cause to be disbursed the dues maintained in clause (c), within the first week of every month to the employees of the school;

(e) while filling up the posts in the school, it shall give first preference to such of the employees of other aided schools as have become surplus in pursuance of the provisions of rule 47;

(f) it shall comply with the directions given by the Director under sub-section (3) of Section 24 of the Act;

(g) it shall fill in such number of posts in the school as have been approved by the Director, in accordance with the post fixation in pursuance of rule 75, without any discrimination or delay as per the Recruitment Rules prescribed for such posts;

(h) it shall ensure that the head of the school possesses the necessary papers of an employee who is due to retire from service after attaining the age of superannuation or otherwise, with a view to avoid any delay in sanctioning the pension, gratuity, provident fund to such employee of his/her family, as the case may be; and

(i) it shall attend to all the claims of the service matters of the employees of its school as and when they become due, promptly without any delay or discrimination, strictly in accordance with the Recruitment Rules or the instructions issued by the Central Government from time to time on the subject.

(2) The breach of any constitution specified in sub-rule (1) shall render such school liable to be removed from the grant-in-aid list.]

65. Conditions for grant-in-aid— A school seeking grant-in-aid shall have—

(a) a permanent income, whether from endowments or other sources (excluding fees and the Pupils Funds) which, when supplemented by grant-in-aid, shall be adequate to discharge its obligations under the Act and to enable it to carry on its work efficiently;

(b) a reserve fund of an amount which shall not be less than the amount indicated in the Table below or the amount specified by rules and regulations of the Affiliating Board, whichever is higher :

Provided that the amount specified in the Table below shall be subject to review, every five years, by the Advisory Board;

(c) the reserve fund shall be the property of the school, shall be maintained in its name and shall be kept deposited in a scheduled bank or a nationalised bank or a post office and such account shall

ordinarily be operated jointly by the Director or any officer authorised by him in this behalf and the manager of the school :

Provided that where it is urgently necessary to draw any money from the reserve fund to meet any emergent expenditure or to meet the salary and allowance of the employees of the school in the event of the omission or failure of the managing committee to discharge the obligations imposed upon it by sub-section (2) of section 10, the account may be operated by the Director alone.

Table

Scale of minimum obligatory reserve fund

[1][Senior Secondary Schools/Secondary schools] having up to 500 students	Rs. 10,000
[1][Senior Secondary Schools/Secondary schools] having 501 to 750 students	Rs. 12,000
[1][Senior Secondary Schools/Secondary schools] having 751 to 1000 students	Rs. 15,000
[1][Senior Secondary Schools/Secondary schools] having more than 1000 students	Rs. 20,000
Middle schools, irrespective of the number of students	Rs. 5,000

66. No grant-in-aid for unqualified staff— (1) In order to be eligible receive grant-in-aid, a school shall employ adequate number of qualified teaching and other staff as approved by the Director under the norms of post fixation or as has been specified by him from time to time.

(2) Save as otherwise provided in sub-rule (5) of rule 98, the pay of unqualified teachers shall not be an admissible charge for the assessment of grant-in-aid for the school unless an exemption has been made by Director in this behalf.

67. Enrolment and attendance— The number of students on the rolls on an aided school shall not fall below the number on the basis of which aid was initially granted to such school, and the number of working days of such school shall not fall below 210 in a year; and where the number of students fall, below seventy-five per cent of the first mentioned number or the number of working days falls below 210, a proportionate reduction may be made in the grant-in-aid payable to such school.

68. Grant-in-aid for a stage of education— Where a school receiving grant-in-aid for classes, comprising one stage wishes to secure grant-in-aid for another stage, the managing committee or the manager of such school submit a fresh application in respect of the stage for which such grant is desired.

69. Stoppage, reduction or suspension of grant-in-aid— [2][Subject to the provisions of rule 65 any grant-in-aid to a school may be stopped, reduced or suspended at any time by the administrator—

(a) if one or more of the conditions for the recognition, discipline, organisation or instructions in school is unsatisfactory; or

(b) if the managing committee of the school fails, without any reasonable excuse, to comply with any provisions of the Act or these rules; or

1. Subs. by DSE(A)R, 1990, R. 17.
2. Subs. by DSE(A)R.1990, R. 18.

(c) if, as a result of lack of discipline, the academic standards are likely to be adversely affected; or

(d) if one more of the conditions for the recognition of school or the grant of any aid to a school have been violated;

(e) if the managing committee of the school fails to initiate or finalise disciplinary action against an employee who has been placed and or suspension, pending contemplation of such disciplinary action, in accordance with the provisions of rule 118 and 120 within a period of one year of the date of suspension; or

(f) if the procedure as laid down under sub-section (3) of section 8 of the Act or rule 118 or 120 have not been followed in the case of termination or dismissal from service of an employee or in the case of compulsory retirement or reduction in rank of an employee, notwithstanding that any or such employee is reinstated in service or restored to his original position as a result of the decision of the Court of Law or any Competent Authority.

Provided that no aid shall be stopped, reduced or suspended except after giving to the managing committee of the school a reasonable opportunity of showing cause against any of the proposed action .]

70. Managing committee to pay its share towards salary and allowances of employees, etc.— The managing committee of a school, in relation to which aid has been reduced or suspended, shall, if it runs the school after such reduction or suspension of aid, discharge the obligation referred to in sub-section (2) of section 10.

71. Power of Administrator to withdraw from the reserve fund and make payment of managing committee's share of salaries and allowances— (1) Where the managing committee omits or fails to deposit its share of the salaries and other allowances of the employees of the school, the Administrator may authorise the Director to draw such amount from the reserve fund as would be sufficient to meet the managing committee's share of the salaries and allowances of the employees.

(2) The Administrator may also authorise the Director to draw any sum from the reserve fund where such withdrawal from the reserve fund becomes necessary to make any emergent repairs in the buildings of the school or for any other emergent purpose.

72. Payment of managing committee's share of salaries and allowances where aid has been stopped, reduced or suspended— Where aid to any school has been stopped, reduced or suspended, and the managing committee of the school has, by reason of such stoppage, reduction, or suspension omitted or failed to deposit its share of the salaries and allowances of the employees of the school, the Administrator shall pay, or cause to be paid, the managing committee's

share of the salaries and allowances of the employees and authorise the Accounts Officer of the Directorate of Education, Delhi, to draw in part or in full the aid which would have been payable to the school but for such stoppage, reduction or suspension and utilise the sum so drawn towards payment of the managing committee's share of the salaries and allowances of the employees of the school, and where such withdrawal and payment is made by the Accounts Officer he shall keep separate accounts for the withdrawal and expenditure.

73. Categories of aid— (1) Aid shall be of two categories, namely :—

(a) maintenance grant; and

(b) building grant.

(2) Maintenance grant shall be of two kinds, namely :—

(a) recurring maintenance grant; and

(b) non-recurring maintenance grant.

(3) The recurring maintenance grants are :—

(a) *staff grant;*

(b) provident fund grant;

(c) pension and retirement benefit grant;

(d) medical benefit grant;

(e) benefits specified in Chapter X;

(f) grants for the purpose of books and journals which are essential for the library; and

(g) grants for the acquisition of essential equipments of the school.

74. Recurring maintenance grant— (1) Recurring maintenance grant shall be given to aided schools at the rate of ninety-five per cent, of the difference between the approved expenditure on the items in relation to which recurring maintenance grant may be made and the income from fees and such other items as may be specified by the Director.

(2) Special fee, if any, levied with the approval of the Director for the teaching of sciences, music or any other subject shall be included in the total fee income and such special fee shall be expended in full for the purpose for which it has been levied :

Provided that no special fee shall be levied for teaching in the primary or middle stage.

75. Approved expenditure— The approved expenditure for recurring maintenance grant shall comprise salaries of the staff appointed with the approval of the Director to the extent of the number of posts which have been sanctioned and approved by the Director for the purpose of aid in accordance with the post-fixation rules made by the Director from time to time.

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76. Non-recurring maintenance grant— Non-recurring maintenance grant shall be of the following categories, namely :—

(a) contingent grant;

(b) *rent grant;*

(c) depreciation grant for school;

(d) hostel grant and depreciation hostel grant;

(e) grant for equipment, furniture, games and sports materials and the like;

(f) biennial or triennial grants for the purchase of books for the library and for the setting up of a book bank.

77. Contingent grant— (1) Contingent grant shall be admissible to a school to the extent of the ninety-five per cent, of the actual expenditure incurred during the period of twelve months immediately preceding the financial year for which the grant is made, subject to such ceiling on items as may be approved by the Director from time to time.

(2) The approved items of contingent expenditure shall be such as are specified in Appendix I.

[1][(3) Relevant contingent grant may not be paid unless the audited annual accounts and sundry records, like vouchers, receipts and the like, are produced.]

78. Rent grant— Rent grant for buildings taken on hire (not being a building taken on hire from any person managing the school) and used for instructional purposes shall be assessed annually and shall be an amount equal to ninety-five per cent, of such assessed rent, subject to a maximum limit of three hundred rupees per month, or such higher limit as the Central Government may, from time to time, specify :

Provided that no charge on account of upkeep and repairs of the building shall be added to the rent charged by the landlord.

79. Depreciation grant for the school— School using their own buildings which have been constructed without any grant from public funds shall be allowed depreciation grant at the rate Rs. 12.00 per month for each room used for instructional purposes but not exceeding Rs. 300.00 per month for the whole building or such higher sum as the Central Government may, from time to time, specify.

80. Hostel grant— Maintenance grant to a hostel attached to an aided school shall be made at the rate not exceeding ninety-five per cent of the excess of approved expenditure over the income from hostel fees specified by the Director, subject to condition that the average attendance of students in residence for the period of twelve months immediately preceding the financial year for which the grant is made is not less than ten.

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1. Subs by DSE(A)R, 1990, R. 19.

81. Depreciation grant for hostel— The aided schools which have their own hostel buildings and which have been constructed without any grant from public funds shall be allowed depreciation grant at the rate of Rs.12.00 per month for such 150 square meters of area under actual occupation by boarders and for kitchen buildings at the rate of Rs. 8.00 per month and at the rate of Rs.15.00 per month for the Superintendent's quarters or at such higher rates as the Central Government may, from time to time, specify.

82. Depreciation fund— Depreciation grant given to a school or its hostel shall be deposited by the managing committee in a depreciation fund account to be opened in a scheduled bank or a nationalised bank in the joint name of the Director or any other officer authorised by him in this behalf and the manager of the school, and no money shall be withdrawn from the said account for the normal maintenance expenditure :

Provided that the Director may, in special circumstances permit an aided school to utilize the said fund for extraordinary repairs, additions or alterations to the building or for such other purposes as might yield regular income to the school.

83. Grant for equipment, furniture etc.— (1) Grant for the purpose of equipment, furniture, appliances or games and sports materials or the like shall be paid annually and shall be not less than two-thirds of the total expenditure actually incurred in the purchase of approved articles of such specifications as may be laid down by the Director.

(2) No grant shall be admissible on the expenditure for the conveyance or cartage of such equipment, furniture or appliances.

(3) No grant shall also be admissible under this head for ordinary repairs of furniture and equipment and purchase of consumable articles for science, drawing, domestic science or agriculture; and the expenditure on these items shall be incurred from the contingent grant or from the special fee, if any, levied for the teaching of such subject.

84. Conditions relating to the payment of grant for equipment etc.— The grant for the purchase of furniture, equipment or appliances, games and sports materials or the like, shall be paid subject to the following conditions, namely :—

(a) that the Director is satisfied that the purchase for which the grant is made has actually been made and that the articles are of the approved kind and specification;

(b) the managing committee of the school gives an undertaking, in writting, that—

(i) no article purchased with the grant shall be struck off from the school property register or the stock register and no book shall be removed from the catalogue of library books unless it has been previously declared as unserviceable by a properly constituted Condemnation Board constituted by the Directorate of Education, Delhi;

(ii) all such unserviceable articles shall be written off and disposed off by the managing committee in accordance with the instructions of the Director;

Provided that where the value of any unserviceable article exceeds rupees five hundred, it shall not be written off without the previous sanction of the Director;

(iii) the scale proceeds, if any, shall be refunded to the Government in the same proportion in which the grant was drawn for the purchase of the articles;

(iv) if the school ceases to be a school of the status approved by the Director or an aided school or it has been maintained in a state of inefficiency, or the articles are used for purposes other than those for which they have been purchased, then the Director shall have a lien on the articles for the recovery of a sum which bears such proportion to the present market value of the articles as the grant bears to the market value of such articles at the time when the grant was made;

(v) non-recurring grant may be sanctioned by the Director at the rate of not less than two-thirds of the approved expenditure subject to a maximum of one thousand rupees in each individual case.

85. Application for grant of furniture, etc.— (1) Applications for grant for the purchase of furniture, equipments, appliances and games and sports materials shall be submitted in Form II to the Administrator by the Ist day of September of the financial year preceding that in which the grant, if approved, is to be paid, and a detailed list, with the coast of each item, shall be invariably furnished with each application.

(2) The decision of the Director shall be communicated to managing committee of the school by the 31st day of December of the year in which the application is made.

86. Procedure for purchase of furniture— [1][The purchase of equipment, furniture appliances, games and sports materials and the submission of grant papers shall be made in accordance with such procedure, as may be laid down from time to chime.]

87. Building grant— (1) Building grant may be paid for the following purposes only to those schools which are qualified to receive maintenance grant, for—

(a) purchase, construction or extension of school or hostel buildings;

(b) payment of debts incurred in the purchase, construction or extension of school or hostel building.

(2) No grant shall be admissible under sub-rule (1) for ordinary and extraordinary repairs and for the upkeep of a school building, and any grant made under clause (b) of sub-rule (1) shall be made only in special cases.

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1. Subs. by DSE(A)R, 1990, R. 20.

88. Quantum of building grant— No buildings grant shall ordinarily exceed two-thirds of the total expenditure actually incurred subject to a maximum of rupees one lakh or any higher amount which may, after the commencement of these rules, be approved by the Central Government.

89. Application for building grant— (1) Applications for building grant shall be submitted, along with plans estimates and specifications for the building, in such form, as may be specified by the Administrator.

(2) Every application for building grant shall comply with such conditions, including execution of an agreement, as may be specified by the Administrator.

90. Income from building— Any income derived by letting out a portion or whole of the building used for instructional purpose or for hostel shall be regarded as miscellaneous income of the school and shall be deducted from the total rent or depreciation grant due to it, in accordance with the following criteria, namely :—

(i) in the case of school buildings which have been constructed after obtaining building grant from the Administrator, or public funds, only two thirds of the total amount recovered from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against in grant payable to the school;

(ii) in the case of school buildings which have been constructed without assistance from building grant or public funds, one-third of the total amount of income derived by the school from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against the depreciation grant payable to the school;

(iii) in the case of schools which are housed in rented buildings, the entire income derived by the school from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against the rent grant if the rent of the school building is within the specified limit; but where the rent paid is in excess of the specified limit, that part of the income which reduces the liability to the specified limit, shall be taken into account for adjustment against rent grant.

91. Grant not admissible on the salary of manager— (1) If the manager of a school is a person other than the head of the school and such manager is working on a salaried basis, no grant shall be admissible in relation to the salary to such manager.

(2) Where the head of the school also functions as the manager thereof, no salary or other remuneration shall be payable to him for function as such manager.

92. Conditions of inadmissibility of grants.— (1) No aid shall be admissible on any special increment, allowance or financial benefit given to the employees unless the same has been previously approved by the Director.

(2) No aid shall be granted in respect of any employee who is retained in service subsequent to the attainment by such employee of the age of superannuation, unless such retention is made in accordance with these rules or with prior approval of the Director or in accordance with the general instructions issued by the Director.

(3) No aid shall be admissible in the case of an employee rendering gratuitous service :

Provided that if an employee is approved by the Director to work on part-time and salaried basis the admissible grant in his case shall be calculated at the rate of pay specified for similar category of teachers employed in Government schools and in proportion to the time spent by him for teaching work other than religious instruction.

(4) The minimum number of weekly period of actual secular instruction required to qualify a teacher for full staff grant, shall not be less than that laid down from time to time for a teacher of a similar grade in a Government school:

Provided that the staff grant may be reduced or disallowed if this condition is not fulfilled.

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CHAPTER VII
SCHOOL PROPERTY

93. Particulars of school property to be furnished to the appropriate authority— The manager or managing committee of every aided school shall furnish to the appropriate authority, in Form IV, statements (in triplicate) of all movable and immovable properties of the school.

94. Transfer of school property— Where any school property, movable or immovable, has been acquired wholly or partly out of the funds provided by the Administrator by way of aid, such property may be transferred without the previous approval of the appropriate authority if such school property is declared by the appropriate authority to be obsolete, surplus or unserviceable, and every such disposal shall be made by public auction or in such other manner as may be specified by the appropriate authority.

95. Form and time for appeal— Any person aggrieved by the grant of refusal of permission under sub-section (2) of section 7 may prefer an appeal to the Administrator within thirty days from the date of communication of the grant of refusal of permission to transfer school property, and every such appeal shall be preferred in the form of an application and contain the particulars of the school property proposed to be transferred :

Provided that the Administrator may, if he is satisfied, that the appellant was prevented by sufficient cause from preferring the appeal within the said period of thirty days, extend the period by such further period not exceeding thirty days, as he may think fit.

CHAPTER VIII

RECRUITMENT AND TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE PRIVATE SCHOOLS OTHER THAN UNAIDED MINORITY SCHOOLS

96. Recruitment— (1) Nothing contained in this Chapter shall apply to an unaided minority school.

(2) Recruitment of employees in each recognised private school shall be made on the recommendation of the Selection Committee.

(3) The Selection Committee shall consist of :—

(a) in the case of recruitment of the head of the school,—

(i) the Chairman of the managing committee;

(ii) in the case of an unaided school, an educationist is nominated by the managing committee, and an educationist nominated by the Director;

(iii) in the case of an aided school, two educationists nominated by the Director, out of whom at least one shall be a person having experience of school education;

(iv) a person having experience of the administration of schools, to be nominated, in the case of an unaided school by the managing committee, or in the case of an aided school, by the Director;

(b) in the case of an appointment of a teacher (other than the head of the school),—

(i) the Chairman of the managing committee or a member of the managing committee nominated by the Chairman;

(ii) the head of the school;

(iii) in the case of a primary school, a female educationist having experience of school education;

(iv) in the case of an aided school, one educationist to be nominated by the Director, and one representative of the Director;

(v) in the case of appointment of a teacher for any class in the middle stage or any class in the higher secondary stage, an expert on the subject in relation to which the teacher is proposed to be appointed, to be nominated, in the case of an unaided school by the managing committee, or in the case of an aided school, by the Director.

(c) in the case of an appointment of any other employee, not being an employee belonging to [1]["Group D"].

1. Subs. by DSE(A)R, 1990, R.21(1)(a)

(i) the Chairman of the managing committee or a member of the managing committee, to be nominated by the Chairman;

(ii) head of the school;

(iii) a nominee of the Director;

(iv) in the case of an aided school, two officers having experience of the administration of school, to be nominated by the Director;

[1][(d) in the case of an appointment of a Group 'D' employee :—

(i) the Chairman of the Managing Committee or a member of the Managing Committee nominated by the Chairman;

(ii) the head of the school;]

[2][(3-A) Notwithstanding anything contained in sub-rule (3), in the case of an aided minority school, the educationists nominated under paragraph (iii) of clause (a) of sub-rule (3), persons nominated by the Director under paragraph (iv) of clause (a) of sub-rule (3), educationists nominated under paragraph (iv) of clause (b) of sub-rule (3), an expert nominated under paragraph (v) of clause (b) of sub-rule (3), a person nominated under paragraph (iii) of clause (c) of sub-rule (3), officers nominated under paragraph (iv) of clause (c) of sub-rule (3), a person nominated under paragraph (iii) of clause (b) of sub-rule (3), shall act only as advisers and will not have the power to vote or actually control the selection of an employee.

(3-B) Notwithstanding anything contained in sub-rule (3), the selection committee of a minority school shall not be limited by the number specified in the said sub-rule and its managing committee may fix such number.]

(4) Nomination of any educationist or expert as a member of the Selection Committee shall be made out of a panel prepared for the purpose by the Advisory Board.

(5) The Chairman of the managing committee, or, where he is not a member of the Selection Committee, the member of the managing committee who is nominated by the Chairman to be a member of the Selection Committee, shall be the Chairman to the Selection Committee.

(6) The Selection Committee shall regulate its own procedure.

(7) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school, the managing committee shall record its reasons for such non-acceptance and refer the matter to the Director for his decision and the Director shall decide the same.

(8) Where a candidate for recruitment to any post in a recognised school is related to any member of the Selection Committee, the member to whom he is

1. Subs. by DSE(A)R, 1990, R. 21(1)(b).
2. Ins. by DSE(A)R, 1990, R. 21(2).

related shall not participate in the selection and a new member shall be nominated, in the case of any aided school, by the Director, and in the case of any other school, by the managing committee, in place of such member.

(9) No managing committee shall entertain any application for employment from a person who is already serving as teacher in a recognised school, whether aided or not, unless the application from such person is duly forwarded by the manager of the school in which such applicant is serving :

Provided that every application from such person shall be forwarded by the manager, but any application in excess of three in a year shall not be forwarded unless the managing committee, for reasons to be recorded by it in writing, so directs :

Provided further that no such teacher shall be relieved of his duties except after the expiry of a period of :—

(i) three months, in the case of a permanent teacher, from the date on which notice of intimation to leave the school is given; and

(ii) one month, in the case of a teacher who is not permanent, from the date on which notice of intimation to leave the school is given :

Provided also where the managing committee is in a position to provide for a substitute for such teacher earlier than the respective period specified in the foregoing proviso, the managing committee may relieve the teacher of his duties on the expiry of such earlier period.

97. Relaxation to be made with the approval of the director— Where the relaxation of any essential qualification for the recruitment of any employee is recommended by the appropriate selection committee, the managing committee of the school shall not give effect to such recommendation unless such recommendation has been previously approved by the Director.

98. Appointing authority— (i) The appointment of every employee of a school shall be made by its managing committee.

[1][(2) Every appointment made by the managing committee of an aided school shall, initially, be provisional and shall require the approval of the Director :

Provided that the approval of the Director will be required only where Director's nominee was not present in the Selection Committee/DPC or in case there is difference of opinion among the members of the Selection Committee :—

Provided further that the provision of this sub-rule shall not apply to a minority aided school].

(3) The particulars of every appointment made by the managing committee of an aided school shall be communicated by such committee to the Director (either by registered post acknowledgment due or by messenger who will obtain an acknowledgment of the receipt thereof), within seven days from the date on which the appointment is made.

1. Subs. by DSE(A)R, 1990, R. 22(a).

(4) The Director shall be deemed to have approved an appointment made by the managing committee of an aided school if within fifteen days from the date on which the particulars of the appointment are communicated to him under sub-rule (3), he does not intimate to the managing committee his disapproval of the appointment, [1][and the person so appointed shall be entitled for his salary and allowance from the date of his appointment.]

(5) Where any appointment made by the managing committee of an aided school is not approved by the Director, such appointment may (pending the regular appointment to the post) be continued on an *adhoc* basis for a period not exceeding three months and the salary and allowances of the person so continued on an *adhoc* basis shall qualify for the computation of the aid to be given to such school.

99. Prohibition against the employment of dismissed employees— No aided school shall employ, except with the previous approval of the Director, an employee who has been dismissed from service by another aided or Government school.

100. Minimum qualifications for appointment of teachers— Until separate rules specifying the minimum qualifications of teachers of schools, whether aided or not, are made by the Administrator in consultation with the Advisory Board and after giving the Affiliating Board or the appropriate authority, as the case may be, a reasonable opportunity of being heard, the minimum qualifications for employment as a teacher—

(a) in a recognised unaided school shall not be lower than those specified by the Affiliating Board :

Provided that where no minimum qualifications have been specified by the Affiliating Board, the minimum qualifications shall be such as have been specified by the appropriate authority :

Provided further that the managing committee of such school may specify qualifications higher than those or in addition to those, specified by the Affiliating Board or the appropriate authority, as the case may be, but no such higher or additional qualification shall be specified in relation to a teacher who is already serving the school;

(b) in an aided school, shall be those as have been specified by the Administrator for appointment to corresponding posts in Government schools;

[2][(c) where a post (other than that of a teacher) in a school, whether aided or not, corresponds to any post in the Government Schools, the minimum qualifications for recruitment to such post shall be such as has been specified for such corresponding post in the Government school.]

1. Added by DSE(A)R, 1990, R.22(b).
2. Subs. by DSE(A)R, 1990, R.23.

101. Appointment of part-time teachers to be permitted in primary schools or primary stage of any schools— (1) It shall be lawful for the managing committee of a primary school or the managing committee of a school having a primary stage to appoint for the primary stage, a female teacher on a part-time but regular basis :

Provided that not more than twenty per cent of the total strength of teachers of the primary school or primary stage, as the case may be, shall be appointed on a part-time basis.

(2) The salary and allowances admissible to a female teacher appointed on a part-time but regular basis shall be one-half of those of a full-time teacher appointed on a regular basis :

Provided that medical facilities and other benefits (not being pensionary,, provident fund or retirement benefits) admissible to a part-time female teacher shall be the same as are admissible to a full-time teacher.

(3) If any part-time female teacher is appointed on a whole-time basis, one-half of the period of service rendered by such female teacher on a part-time basis shall be reckoned as qualifying service for the purpose of computation of pension and other retirement benefits admissible to her.

102. Minimum qualifications for recruitment to other posts— In the case of an employee other than a teacher the qualifications for recruitment shall be the same as are specified by the Administrator for appointment to corresponding posts in Government schools.

103. Power to relax qualifications— (1) The Affiliating Board, or in the case of primary or middle schools, the appropriate authority, may, in case of non-availability of trained or qualified teachers in a particular subject, relax the minimum qualifications for such period as it may think fit :

Provided that no such relaxation shall be made except with the previous approval of the Director.

(2) The minimum qualifications may also be relaxed by the Affiliating Board or the appropriate authority, as the case may be, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes :

Provided that such relaxation shall be made in accordance with the orders on the subject made by the Central Government from time to time.

104. Age limit— The minimum and maximum of age of the limit for recruitment to a recognised private school, whether aided or not, shall be the limits specified by the Administrator for appointment to corresponding posts in Government schools :

Provided that the age limit may be relaxed in the case of a candidate belonging to the Scheduled Castes or Scheduled Tribes or any other special category of persons in accordance with the orders on the subject made by the Central Government from time to time.

105. Probation— (1) Every employee shall, on initial appointment, be on probation for a period of one year which may be extended by the appointing authority [1][with the prior approval of the Director] and the services of an employee may be terminated without notice during the period of probation if the work and conduct of the employee, during the said period, is not, in the opinion of the appointing authority, satisfactory :

[2][Provided that the provisions of this sub-rule relating to the prior approval of the Director in regard to the extension of the period of probation by another year, shall not apply in the case of an employee of a minority school :

Provided further that no termination from the service of an employee on probation shall be made by a school, other than a minority school, except with the previous approval of the Director.]

(2) If the work and conduct of an employee during the period of probation is found to be satisfactory, he shall be on the expiry of the period of probation or the extended period of probation as the case may be, confirmed with effect from the date of expiry of the said period.

(3) Nothing in this rule shall apply to an employee who has been appointed to fill a temporary vacancy or any vacancy for a limited period.

106. Medical certificate and character certificate— (1) Every appointment in a recognised private school, whether aided or not, shall be subject to the physical fitness and good character of the appointee.

(2) A candidate selected for appointment shall be required to produce a medical certificate of fitness from a hospital established or maintained by Government or any local authority or from a registered medical practitioner approved for the purpose by the Director and two certificates from two different members of Parliament or members of Metropolitan Council of Delhi or gazetted officers or member of a local authority, no related to the candidate, certifying the character of the appointee.

(3) In the case of an aided school, a copy of the medical certificate and a copy each of the certificates of character shall be enclosed with the grant-in-aid papers claiming, for the first time, the salary grant of the appointee.

107. Fixation of pay— (1) The initial pay of an employee, on first appointment, shall be fixed ordinarily at the minimum of the scale of pay :

Provided that a higher initial pay, in the specified scale of pay, may be given to a person by the appointing authority :

Provided further that no higher initial pay shall be granted in the case of an aided school except with the previous approval of the Director.

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1. Ins. by DSE(A)R, 1990, R. 24(a).
2. Subs. by DSE(A)R, 1990, R. 24(b).

(2) The pay of an employee on promotion to a higher grade or post shall be determined by the same rules as are applicable to the employee of Government school.

108. Filling of vacancies— Every vacancy in an aided school shall be filled by promotion or by the direct recruitment in accordance with such rules as may be made by the administrator in this behalf.

109. Seniority— [1][(i) There shall be a seniority roster for each grade and the names of the employees appointed to posts in each grade shall be arranged in the roster in accordance with this rule.

(ii) Seniority of employees shall be determined by the order of merit in which they were selected for appointment to the concerned post, these selected on an earlier occasion being ranked senior to those selected later :

Provided that in a case where a joint seniority roster of employees of each grade common to all schools used to be maintained by society or trust running such schools prior to the commencement of these rules, inter-se-seniority of all employees of such schools shall continue to be maintained jointly.

(iii) Inter-se-seniority between direct recruits and promotees shall be determined according to the rotation of vacancies between direct recruities and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

(iv) Inter-se-seniority of employees of any grade shall be determined by the managing committee in accordance with the rules applicable to the employees of corresponding posts appointed in the Government schools :

Provided that in a case where a joint seniority roster of employees of each grade common to all schools used to be maintained by the society or trust running such schools prior to the commencement of these rules, such inter-se-seniority shall be determined by such society or trust.

Explanation— In this rule the word 'grade' means a post or a group of posts created for work of the same nature in a school :

[1][Provided that where posts are created for work of the same nature in different schools run by the same society or trust all such posts shall be deemed to be in a single grade, if they were treated as such by the society or trust prior to the commencement of these rules.]

110. Retirement age— (1) Except where an existing employee is entitled to have a higher age of retirement, every employee of a recognised private school, whether aided or not, shall hold office until he attains the age of 58 years.

Provided that the managing committee may grant extension to a teacher for a period not exceeding two years in the aggregate, if in the opinion of the

1. Subs. by DSE(A)R, 1990, R. 25.

managing committee such teacher is fit for such extension and has no mortal or physical incapacity which would disentitle him to get such extension :

Provided further that no such extension shall be granted in the case of a teacher of an aided school except with the previous approval of the Director :

[1](2) Notwithstanding anything contained in sub-rule (1), every teacher, laboratory assistant, librarian, Principal or Vice-Principal employed in such school shall continue to hold office until he attains the age of 60 years :

Provided that where a teacher, Principal or Vice Principal attains the age of superannuation on or after the 1st day of November of any year, such teacher, Principal or Vice Principal shall be re-employed upto the 30th day of April of the year immediately following.

(3) Notwithstanding anything contained in sub-rule (1) and sub-rule (2), where a teacher, Principal or Vice Principal has obtained National or State Award for rendering meritorious service as a teacher, Principal or Vice Principal or where he has received both the National and State Awards as aforesaid, the period of service of such teacher, Principal or Vice Principal may be extended by such period as the Administrator may, by general or special order, specify in this behalf.

111. Leave of absence— Every employee of a recognised private school, whether aided or not, shall be entitled to such leave as are admissible to employees of a corresponding status in government schools.

112. Confidential reports— (1) Confidential reports in relation to the heads of schools and other employees or recognised schools, whether aided or not, shall be maintained in form specified by the Administrator in this behalf.

(2) The form referred to in sub-rule (1) shall consist of two parts, of which the first part shall contain factual assessments with regard to the work done by the employee concerned and the second part shall contain the opinion with regard to the performance of the employee concerned.

(3) The signature of the concerned employee shall be obtained on the first part of the confidential report before any opinion with regard to his performance is recorded in the second part of the report :

Provided that if the head of the school or other employee refuses to affix his signature to the factual assessment of his work, the authority recording the confidential report shall make a record of such refusal and complete the confidential report.

(4) The confidential report shall be recorded, every year, by the head of the school in respect of the employees working under him and every such confidential report shall be reviewed by the managing committee.

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1. For details readers are advised to consult the text of Not. No. F.5/15 15/72 Edn. 538-2037, dt. 29.1.1985, F.5-84/85 UTI Min. of Education, Deptt. of Education, dt. 28.4.1984, F.5-228/83 UTI *Min. of Education, Deptt. of Education, dt. 6.9.1983 & F/ACT/2876-3676 Directorate of Education*, Dt. 30.6.1989 with the concerned Government department for further clarification.

(5) The confidential report in respect of the head of the school shall be recorded, every year, by the chairman of the managing committee and every such confidential report shall be reviewed by the managing committee.

(6) Any adverse entry in the confidential report, in relation to any head of the school or other employee shall be communicated to him by the chairman of the managing committee and every such communication shall be made in accordance with the instructions issued by the Central Government in respect of the employees of that Government.

(7) Any employee of an aided school who is aggrieved by any adverse entry in his confidential report may, within thirty days from the date on which such adverse entry is communicated to him, prefer an appeal against such entry to the Director, and the Director may, after giving to the managing committee a reasonable opportunity of showing cause, make such alterations in the entries in the confidential report as he may think fit and may, for that purpose require the managing committee to produce the concerned confidential report.

(8) The confidential report in relation to the head of the school shall be kept in the safe custody of the chairman of the managing committee and the confidential reports in relation to the other employees of the school shall be kept in the safe custody of the head of the school.

113. Private tuitions— No teacher shall undertake private tuitions or private employment or otherwise engage himself in any business.

114. Number of hours to be devoted to the teaching of students— (1) Every teacher shall devote in a year not less than 1200 hours to the teaching of students, out of which not more than 200 hours may be devoted for the coaching, in the school premises, of weak or gifted students, whether before or after the school hours :

Provided that if any teacher is required to devote more than 1200 hours to the teaching of students, extra remuneration shall be paid to him at such rate as may be determined by the managing committee, for every hour in excess of 1200 hours devoted by him to the teaching of students.

(2) In the case of an aided school, the extra remuneration referred to in sub-rule (1) shall be subject to the previous approval of the Director and shall qualify for aid at the rate of 95 per cent of such extra remuneration, and in the case of an unaided school, such extra remuneration may be recovered from the students at such proportionate rates as may be determined by the managing committee.

[1][**114A. Resignation**— The resignation submitted by an employee of a recognised private school shall be accepted within a period of thirty days from the date of the receipt of the resignation by the managing committee with the approval of the Director :

Provided that if no approval is received within 30 days, then such approval would be deemed to have been received after the expire of the said period.]

1. Ins. by DSE(A)R, 1990, R. 26.

115. Suspension— (1) Subject to the provision of sub-sections (4) and (5) of section 8, the managing committee may place an employee of a recognised private school, whether aided or not, under suspension :—

(a) where a disciplinary proceeding against such employee is contemplated or pending; or

(b) where a case against him in respect of any criminal offence is under investigation or trial; or

(c) where he is charged with embezzlement; or

(d) where he is charged with cruelty towards any student or other employee of the school; or

(e) where he is charged with misbehaviour towards any parent, guardian, student or employee of the school; or

(f) where he is charged with the breach of any other code of conduct.

(2) No order for suspension shall remain in force for more than six months unless the managing committee, for reasons to be recorded by it is writing, directs the continuation of the suspension beyond the period of six months :

Provided that where a suspension is continued beyond a period of six months, the Director may, if he is of opinion that the suspension is being unreasonably prolonged, revoke the order of suspension.

(3) An employee of a recognised private school, whether aided or not, shall be deemed to have been placed under suspension by an order of the appointing authority :

(a) with effect from the date of his detention, if he is detained in custody for a period exceeding forty-eight hours on a charge of an offence which in the opinion of the managing committee involves moral turpitude;

(b) with effect from the date of his conviction, if in the event of a conviction for an offence involving, in the opinion of the managing committee, moral turpitude, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent on such conviction.

Explanation— The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose, intermittent periods of detention shall be taken into account.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or rendered void, in consequence of or by, a decision of a court of law or of the Tribunal; and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, such employee shall be

deemed to have been placed under suspension by the managing committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders :

Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

(5) (a) An order of suspension made or deeded to have been made in these rules shall continue to remain in force until it is modified or revoked by the managing committee or the Director.

(b) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the managing committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

(c) An order of suspension made of deemed to have been made under these rules may, at any time be modified or revoked by the managing committee or in the case of an aided school, by the Director.

116. Subsistence allowance— (1) An employee, under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely :—

(a) a subsistence allowance at an amount equal to one-half of the pay last drawn by him and in addition to such pay, dearness allowance at the appropriate rate to be paid in the same manner as salary :

Provided that where the period of suspension is extended beyond [1][six months], the managing committee shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of past [1][six months] as follows :

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible for the period of first [1][six months], if, in the opinion of the managing committee, to be recorded in writing, the period of suspension has been prolonged, for reasons not directly attributable to the employee;

(ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty per cent of the subsistence allowance admissible for the first [1][six months), if, in the opinion of the managing committee, to be recorded in writing the period of suspension has been prolonged due to reasons directly attributable to the employee;

1. Subs. by DSE(A)R, 1990, R. 27.

(b) any other compensatory allowance admissible, from time to time, on the basis of pay of which the employee was in receipt on the date of suspension :

Provided that the employee shall not be entitled to the compensatory allowance unless the managing committee is satisfied that the employee continues to meet the expenditure for which such compensatory allowance is admissible;

(c) no payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation;

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him; where these subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

(2) If the managing committee fails to pay any subsistence allowance or compensatory allowance within thirty days from the date from which the payment becomes due, the employee may appeal to the Director, who may pass appropriate orders :

Provided that in the case of an aided school, the managing committee shall deposit with the Administrator its share of the subsistence allowance and the Administrator shall make arrangements for the payment of the subsistence allowance admissible to an employee under suspension.

(3) If any doubt arises with regard to the application of this rule, the same shall be resolved in accordance with the orders issued by the Central Government in respect of its employees.

(4) Where a suspended employee is exonerated after disciplinary proceeding or where any criminal prosecution against a suspended employee ends with an honourable acquittal the salaries and allowances of such employee minus the subsistence allowance received by him shall be paid to him from the date on which he was suspended.

117. Penalties and disciplinary authority— The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of conduct, be imposed upon an employee of a recognised private school, whether aided or not, namely :—

(a) Minor penalties,—

(i) censure;

(ii) recovery from pay the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;

(iii) withholding of increments of pay;

(b) *Major penalties,—*

(i) reduction in rank;

(ii) compulsory retirement;

(iii) removal from service, which shall not be a disqualification for *future employment in any other recognised private school;*

(iv) dismissal from service, which shall ordinarily be a disqualification for future employment in any aided school.

Explanation— The following shall not amount to a penalty within the meaning of this rule, namely :—

(a) stoppage at the efficiency bar on the ground of unfitness to cross the bar;

(b) retirement of the employee in accordance with the provisions relating to superannuation or retirement;

(c) replacement of a teacher, who was not qualified at the date of his appointment, by a qualified one;

(d) discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.

118. Disciplinary authorities in respect of employees— The disciplinary committee in respect of every recognised private school, whether aided or not, shall consist of—

(i) the chairman of the managing committee of the school;

(ii) the manager of the school;

(iii) a nominee of the Director, in the case of an aided school, or a nominee of the appropriate authority, in the case of an unaided school;

(iv) *the head of the school, except where the disciplinary proceeding is* against him and where the disciplinary proceeding is against the Head of the school, the Head of any other school, nominated by the Director;

(v) a teacher who is a member of the managing committee of the school; nominated by the Chairman of such managing committee.

119. Procedure for imposing minor penalties— No order imposing a minor penalty shall be made except after informing the employee in writing of the proposal to take action against him and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

120. Procedure for imposing major penalty— (1) No order imposing on an employee any major penalty shall be made except after an inquiry, held, as far as may be, in the manner specified below :—

(a) the disciplinary authority shall frame definite charges on the basis of the allegation on which the inquiry is proposed to be held and a copy of the charges together with the statement of the allegations on which they are based shall be furnished to the employee and he shall be required to submit within such time as may be specified by the disciplinary authority, but not later than two weeks, a written statement of his defence and also to state whether he desires to be heard in person;

(b) on receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if considers it necessary so to do, appoint an inquiry officer for the purpose;

(c) at the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding his findings on each of the charges together with the reasons therefor;

(d) the disciplinary authority shall consider the record of the inquiry and record its findings on each charge and if the disciplinary authority is of opinion that any of the major penalties should be imposed, it shall—

(i) furnish to the employee a copy of the report of the inquiry officer, where an inquiry has been made by such officer;

(ii) give him notice in writing stating the action proposed to be taken in regard to him and calling upon him to submit within the specified time, not exceeding two weeks, such representation as he may wish to make against the proposed action;

(iii) on receipt of the representation, if any, made by the employee, the disciplinary authority shall determine what penalty, if any, should be imposed on the employee and communicate its tentative decision to impose the penalty to the Director for his prior approval;

(iv) after considering the representation made by the employee against the penalty, the disciplinary authority shall record its findings as to the penalty which it proposes to impose on the employee and send its findings, and decision to the Director for his approval and while sending the case to the Director, the disciplinary authority shall furnish to him all relevant records of the case including the statement of allegations charges framed against the employee, representation made by the employee, a copy of the inquiry report, where such inquiry was made, and the proceedings of the disciplinary authority.

(2) No order with regard to the imposition of a major penalty shall be made by the disciplinary authority except after the receipt of the approval of the Director.

(3) Any employee of a recognised private school who is aggrieved by any order imposing on him the penalty of compulsory retirement or any minor penalty may prefer an appeal to the Tribunal.

121. Payment of pay and allowances on reinstatement— (1) When an employee who has been dismissed, removed or compulsorily retired from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal, removal or compulsory retirement, as the case may be, the managing committee shall consider and make a specified order—

(a) with regard to the salary and allowances to be paid to the employee for the period of his absence from duty, including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and

(b) whether or not the said period shall be treated as the period spent on duty.

(2) Where the managing committee is of opinion that the employee who had been dismissed, removed or compulsorily retired from service had been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired from service or suspended prior to such dismissal, or compulsory retirement from service, as the case may be :

Provided that where the managing committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representations and after considering the representation, if any, made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowances as it may determine.

(3) The payment of allowances shall be subject to all other conditions under which such allowances are admissible and the proportion of the full salary and allowances determined under the proviso to sub-rule (2) shall not be less than the subsistence allowance and other admissible allowances.

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CHAPTER IX

CODE OF CONDUCT FOR TEACHERS AND OTHER EMPLOYEES

122. Employees of recognised Schools to be governed by the Code of Conduct— *Every employee of a recognised school, whether aided or not, shall be* governed by the Code of Conduct, as specified in this Chapter, and every such employee shall be liable to the disciplinary action, specified in rule 115, for the breach of any provision of the Code of Conduct :

Provided that in the case of an employee of an unaided minority school the penalties for the breach of any provision of the Code of Conduct shall be as may be specified in the contract of service between the management of the school and the concerned employee.

123. Code of Conduct for teachers— (1) The Code of Conduct for the teachers of the recognised schools including unaided minority schools, shall be as follows :—

(a) No teacher shall—

(i) knowingly or wilfully neglect his duties;

(ii) propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;

(iii) discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them;

(iv) indulge in, or encourage, any form of malpractice connected with examination or any other school activity;

(v) make any sustained neglect in correcting class-work or home-work done by students;

(vi) while being present in the school, absent himself (except with the previous permission of the head of the school) from the class which is required to attend;

(vii) remain absent from the school without leave or without the previous permission of the head of the school :

Provided that where such absence without leave or without the previous permission of the head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if, on return to duty, the teacher has applied for and obtained, *ex post facto*, the necessary sanction for the leave.

(viii) accept any job of a remunerative character from any source other than the school or give private tuition to any student or other person or engage himself in any business;

(ix) prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication;

(x) engage himself as a selling agent or canvasser for any publishing firm or trader;

(xi) ask for or accept (except with the previous sanction of the Director, in the case of an aided school, or of the managing committee, in the case of an unaided school), any contribution, or otherwise associate himself with the raising of any funds or

make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;

(xii) enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends; nor shall be conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay;

(xiii) accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school.

Explanation—

(a) The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him in connection with the school.

Note— A casual meal, lift or other social hospitality of a casual nature shall not be a gift.

(b) On occasions, such as weddings, anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gift if the value thereof does not exceed Rs. 25.00;

(xiv) practice, or incite any student to practice, casteism, communalism or untouchability;

(xv) cause, or incite any other person to cause, any damage to school property;

(xvi) behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises;

(xvii) be guilty of, or encourage, violence, or any conduct which involves moral turpitude;

(xviii) be guilty of misbehabiour or cruelty towards any parent, guardian, student teacher or employee of the school;

(xix) organise or attend any meeting during the school hours except where he is required, or permitted by the head of the school to do so;

(c) every teacher shall :—

(i) be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the head of the school;

(ii) abide by the rules and regulations of the school and also show due respect to the constituted authority.

(2) Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of a teacher,—

(a) to appear at any examination to improve his qualifications;

(b) to become, or to continue to be, a member of any literary, scientific or professional organisation;

(c) to make any representation for the redressal of any *bona fide* grievance, subject to the condition that such representation is not made in any rude or indecorous language;

(d) [1][* * * * * * * *]

Provided that where any teachers' organisation or association does not have any facility to hold any meeting outside the school premises, a meeting of such organisation or association, for the *bona fide* purposes, may be held within the premises but before or after the school-hours, with the previous permission of the head of the school.

(3) The breach of any condition specified in sub-rule (1) shall be deemed to be a breach of the Code of Conduct.

124. Code of Conduct for other employees— The Code of Conduct specified for teachers shall, so far as may be, apply to other employees of a recognised private school, including an unaided minority school.

CHAPTER X

ADDITIONAL BENEFITS

125. Every employee of a recognised private school, not being an unaided minority school, shall be entitled to the following additional benefits, namely:

	Middle and Higher Secondary Schools	Primary Schools
1	2	3
(1) Children's Education Allowance	As payable by Delhi Administration to its employees.	As payable by the appropriate authority to its employees.
(2) Re-imbursement of Tuition Fees	Free education or re-imbursement of tuition fee as payable by Delhi Administration to its employees.	Free education or re-imbursement of tuition fee as payable by the appropriate authority to its employees.
(3) Travelling Allowance and Daily Allowance	According to the rules made by the Delhi Administration.	According to the rules made by the appropriate authority.
(4) Leave Travel Concession	According to the rules made by the Delhi Administration.	According to the rules made by the appropriate authority.

1. Omitted by DSE(A)R, 1990, R. 28.

126. Power to specify procedure for payment of salaries etc.— (1) The Administrator shall, in consultation with the Accountant General, Central Revenues, specify the detailed procedure for payment of pay and allowances, pension and gratuity, re-imbursement of medical bills, accounting of Provident Fund and payment of other allowances, such as children's educational allowance to the employees of aided schools.

(2) The Administrator shall, in like manner, specify the detailed procedure for the deposits made by the managing committees of recognised aided schools, (not being unaided minority schools) of their share of the pay and allowances, pension, gratuity, provident fund and the benefits specified in rule 125.

CHAPTER XI
UNAIDED MINORITY SCHOOLS

127. Recruitment— (1) Recruitment of employees in each recognised unaided minority school shall be made on the recommendation of a Selection Committee to be constituted by the managing committee of that school.

(2) The Selection Committee shall include :—

(a) in the case of recruitment of the head of the school,—

(i) the Chairman of the managing committee;

(ii) an educationist, nominated by the managing committee; and

(iii) a person having experience of administration of schools, nominated by the managing committee;

(b) in the case of recruitment of any teacher other than the head of the school—

(i) the Chairman of the managing committee;

(ii) the head of the school; and

(iii) an educationist, nominated by the managing committee;

(c) in the case of recruitment of any other employee :—

(i) The Chairman of the managing committee or any member of the managing committee nominated by the Chairman;

(ii) the head of the school.

(3) The Selection Committee shall regulate its own procedure, and, in the case of any difference of opinion amongst the members of the Selection committee on any matter, it shall be decided by the trust or society running the school.

(4) Where a candidate for recruitment to any post in an unaided minority school is related to any member of the Selection Committee, the member to whom he is related, shall not participate in the selection and a new member shall be nominated in his place by the managing committee of the school.

(5) The appointment of every employee of a school shall be made by its managing committee.

(6) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school the managing committee shall record its reasons for such non-acceptance and refer the matter to the trust or society running the school and the trust or society, as the case may be, shall decide the same.

128. Minimum qualifications— (1) The minimum qualifications for appointment as a teacher of an unaided minority school shall not be less than those as are specified by the Affiliating Board.

(2) In the case of any employee, other than a teacher, the minimum qualifications for appointment shall be the same as are specified by the Administrator for appointment to the corresponding post in the Government schools.

(3) Where no minimum qualifications have been specified by the Affiliating Board in respect of the post of any teacher, the minimum qualifications for recruitment to such post may be specified by the Administrator after considering such recommendations or suggestions as may be made by the unaided minority school in this behalf.

(4) Where a post (other than that of a teacher) in an unaided minority school does not correspond to any post in the Government schools, the minimum qualifications for recruitment to such post may be specified by the Director after considering such recommendations or suggestions as may be made by the unpaid minority school in this behalf.

129. Power to Relax— The Affiliating Board, or where no qualifications have been specified by the Affiliating Board for the post of a teacher in a particular subject, the appropriate authority may, in the case of non-availability of trained or qualified teachers in that subject, relax the minimum qualifications for such period as it may think fit.

130. Contract of Service— (1) Every contract of service, referred to in sub-section (1) of section 15, shall be entered into in the form specified in the scheme of management before the employee is called upon to join his duties.

(2) A copy of the contract of service, referred to in sub-section (1) of section 15, shall be forwarded to the Administrator by the managing committee of the concerned unaided minority school either by registered post, acknowledgement due, or by a messenger within thirty days from the date on which the contract is entered into.

(3) On receipt of a copy of the contract of service, the Administrator shall cause the particulars of such contract to be entered in a register to be maintained for the purpose, to be known as the "Register of contracts".

(4) The Administrator shall also cause the copies of contracts received by him to be preserved in such manner as he may specify.

(5) If on a scrutiny of the copies of contract received by him, the Administrator is of opinion that the contract does not comply with the provisions of sub-section (3) of section 15, he may draw the attention of the school concerned to the deficiencies in the contract and require the school to modify the contract so as to bring it in conformity with the provisions of sub-section (3) of section 15, and thereupon the school shall take urgent steps for the rectification of the contract.

(6) When a contract has been rectified under sub-rule (5), a copy of the contract, as so rectified shall be forwarded to the Administrator for registration and on receipt of the copy of such contract the Administrator shall cause the contract to be registered in the manner specified in sub-rule (3).

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CHAPTER XII

ADMISSION TO RECOGNISED SCHOOLS

131. Power of Director to regulate admissions to aided schools— The Director shall regulate admissions to aided schools or to a class thereof either on the basis of an admission test or on the basis of the results of a student in a class.

132. Admission test not to be held by aided schools— Save as otherwise provided in this Chapter, no aided school shall hold any test for admission to any class except with the written approval of the Director :

Provided that nothing in this rule shall prevent the holding of tests for the admission to any class higher than class I of such candidates as have not studied in any recognised school prior to their seeking admission.

133. Power to Director to regulate manner of admission— (1) The Director may specify the manner in which students shall be admitted to an aided school.

(2) The Director may prepare, in each year, a plan for the admission of students to the various classes in the aided schools in Delhi.

(3) Admission of students to any aided school from an unrecognised private school may be regulated or prohibited by the Director.

(4) The Director may exclude any recognised aided school from the purview of the admission plan.

(5) The managing committee of an aided school shall not refuse admission of any student who is assigned to that school under the admission plan.

(6) Where the circumstances of a case so require, the Director may, notwithstanding anything contained in the admission plan, direct the admission of any student to an aided school, and, on receipt of the direction, the head of such school shall admit such student in the school.

134. Admissions to be without any distinction— Admission of students in aided schools shall be made without any distinction of religion, race, caste, place of birth, or any of them.

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135. Manner of Admission— (1) No student shall be admitted to an aided school unless an application in the prescribed form, signed by his parent or guardian, has been submitted to such school.

(2) The parent or guardian shall state the exact date of birth of his child or ward in the application for admission, [1][and the statement shall be supported by a certificate of birth issued by a local authority, or where it is not available, the statement shall be supported by an affidavit.]

(3) Every application for admission to an aided school shall be kept in a separate file and form part of the permanent record of the school.

136. Entry on the Rolls— A newly admitted student shall have his name entered on the rolls of the school on the date on which he first attends his class after making payment of all specified dues.

137. Admission to be made once a year— Admissions shall ordinarily be made once a year and shall not be made after 31st day of August of the year, except where the Director being satisfied that for special reasons, like migration of a student from a school outside Delhi, the delay in seeking admission has been unavoidable and was due to circumstances beyond the control of the parent or the guardian of the student, directs the admission of such student after that date.

138. Admission of failed students not to be refused— A student who fails at any public examination shall not, on that account, be refused re-admission in the school or class by the school from which he had appeared at such examination.

139. Admission on transfer certificate— (1) No student who had previously attend any recognised school shall be admitted to any aided school unless he produces a transfer or school leaving certificate from the school which was last attended by him.

(2) Where a student seeks admission to an aided school on the basis of a transfer certificate granted by a school in any State orUnion-Territory, other than Delhi, such transfer certificate (except where such certificate has already been verified) be sent, for verification and counter signature, by the head of the school in which admission is sought, to the education authority of the district in which the school from which the transfer certificate was obtained, is situated.

(3) If such transfer certificate has not already been countersigned or verified by such authority, the student may be admitted provisionally pending the verification of the transfer certificate and his admission shall be confirmed only on the receipt of the verified transfer certificate for the State or Union Territory concerned.

140. When migrating students may be admitted to higher class— A student coming from another recognised school shall not be admitted to a class

1. Added by DSE (A)R, 1990, R. 29

higher than the one in which he was studying at his former school unless the transfer certificate states that he has been promoted to the next higher class.

141. Parent or guardian to submit an affidavit— (1) Where a candidate who had not previously attended any recognised school, applies for admission to class II or to any higher class up to class VIII of a recognised school, the parent or guardian of such candidate shall give full history of the previous education of such candidate and furnish an affidavit on a non-judicial stamp paper duly attested to the effect that such candidate for admission had not attended any recognised school till then and he shall also be required to state in affidavit the exact date of birth of such candidate.

(2) If a seat is available in the class to which an admission is sought, the head of the school, in consultation with the Zonal Education Officer, shall arrange for a test to determine the suitability of the student for admission to that class and admission shall be granted if the student passes in this test.

142. Regulation of admission to class IX— (1) No student shall be admitted to class IX unless he has passed class VIII of a school.

(2) Students who, without having passed the examination for promotion from class VIII of a recognised school, have appeared as private candidates at any public examination, and have failed to pass such examination shall not be admitted to class IX or to any class higher than class IX.

143. Power of Administrator to grant exemptions— The Administrator may, if he is satisfied that the circumstances of a school are such that it is not possible for it is comply with all or any provision of this Chapter, exempt any aided school for a limited period, not exceeding two years, from the operation of all or any of the provisions of this Chapter.

144. Power to issue departmental instructions— The Director may issue instructions with regard to any matter, not covered by this chapter, relating to admissions to aided schools.

145. Admission to recognised unaided schools— (1) The head of every recognised unaided school shall regulate admissions to a recognised unaided school or to any class thereof either on the basis of admission test or on the basis of result in a particuiar class or school.

(2) Subject to the provisions of sub-rule (1), the provisions of this chapter shall, so for as may be, apply to admission to a recognised unaided school as they apply to admissions to an aided school.

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CHAPTER XIII

PART A

FEES AND OTHER CHARGES IN AIDED SCHOOLS

146. Admission Fees— (1) No admission fee shall be charged or collected by an aided school for admission to any class up to class VIII.

(2) An admission fee of Rs. 3/- per student shall be charged and collected by the aided school for admission to any class in the [1][Secondary or Senior Secondary stages]' but where a student has already paid an admission fee, no admission fee shall be charged on his promotion to any higher class in the same school; but if he joins any other aided school that other school may charge and collect admission fee from him.

(3) No admission fee shall be charged or collected by an aided school from a student who is exempted from payment of tuition fees, and, only one-half of the specified admission fee shall be charged from a student who is required to pay tuition fees at the rate of one-half of the specified rate.

[2][**147 Tuition Fees**— Subject to such alterations in the school of fees as may be made by the Director from time to time, the rate of tuition fees for all classes in aided schools shall be as followings :—

Class	Boys' School (Per month)	Girls' School (Per month)
I to VIII	Nill	Nill
IX	Rs. 8-00	Rs. 4-00
X	Rs. 9-00	Rs. 5-00
XI	Rs. 10-00	Rs. 6-00
XII	Rs. 11-00	Rs. 7-00

In co-educational institutions by students shall pay tuitions fees at the rates prescribed for boys in the corresponding class in the boy's schools and the girl students at the rate obtaining for corresponding classes in the girl's schools :

Provided that no tuition fee shall be charged for any class from any student who belongs to the Scheduled Caste or the Scheduled Tribe.]

148. Additional fee for science, music, etc.— Every student of any class in the [3][Secondary or Senior Secondary stage] shall pay an additional fee of fifty paise per month for each Science or other subject requiring practical work or for Music.

149. Pupil's Fund— (1) Until the Administrator, by notification, otherwise directs, every school maintained or aided by Government or any local authority shall be authorised to charge from each student contribution, to the Pupils Fund :—

(i) in any class in the Primary stage, at the rate of [4][forty paise] per month;

(ii) in any class in the Middle stage, at the rage of one rupee and fifty paise per month; and

1. Subs. by DSE (A)R, 1990, R. 31.
2. Subs. by DSE (A)R, 1990, R. 31.
3. Subs. by DSE (A)R, 1990, R. 32.
4. Subs. by DSE (A)R, 1990, R. 33(a)i.

(iii) in the [1][Secondary or Senior Secondary stage] at the rate of rupees two per month, in addition to the fees referred to in rules 147 and 148.

(2) The managing committee of every aided school shall prepare, before the commencement of each academic year, a budget of items as are debitable to the pupils fund and submit such budget to the Director for approval.

(3) If the collections made by the school towards pupils fund fall short of the budgeted amount as approved by the Director, the deficiency shall be made good by the Director.

[2][(4) The amount standing to the credit of the pupil's fund shall be at the disposal of the head of the school and shall be spent in the interest of the students for various physical and co-curricular activities of the school or for purposes and in the manner specified below :—

(a) The maximum accumulation in the pupil's fund shall not exceed one year's collections or rupees twenty thousands whichever is more. If unspent balance exceeds one year's collection or rupees twenty thousands whichever is more charging of further subscription shall be discontinued and shall be restarted when the balance is below rupees five thousands.

(b) Prior sanction for purchases exceeding rupees five thousands out of the Pupil's Funds shall be obtained from the Director.

(c) The Pupil's Fund account shall be maintained and operated by the head of the school. The balance shall be deposited with a branch of the State Bank of India or in a post office Saving Bank Account or with a Co-operative Bank approved by the Registrar, Co-operative Societies, Delhi. Only in absolutely unavoidable circumstances the balance may be retained in hand.

(d) The Pupil's Fund Accounts shall be got audited like other accounts of the school and the audit fees shall be paid out of the Pupil's Fund.

(e) The head of the school may incur expenditure out of the Pupil's Fund broadly in accordance with G.F.R. for the welfare of the students on activities like sports, co-curricular and cultural activities, physical health of students, examinations and stationery, hobbies, reading room, scouting, Junior Red Cross, etc.]

150. Domestic Science and Home Science Fund— (1) Every School offering Home Science as a subject in the school may charge a Home Science fee from the girl students of the classes in the [3][Secondary and Senior Secondary stages] at the rate of fifty paise per month and the fee so collected shall be credited to a Fund, to be opened by the school and to be known as the "Home Science Fund".

1. Subs. by DSE(A)R, 1990, R. 33(a)ii.
2. Subs. by DSE(A)R, 1990, R. 33(b).
3. Subs. by DSE(A)R, 1990, R. 34(a).

[1][(2) The money standing to the credit of Home Science Fund shall be spent from time to time by the head of the institution in the general interest of the students.]

151. Development Fees— (1) The managing committee of an aided school may charge, with the previous approval of the Director, a development fee from the students in order to cover expenses incurred by it in effecting special improvements on which no aid in admissible under these rules.

(2) Development fee may be charged at such flat rate as may be specified by the Director and shall be utilised for one or more of the following purposes, *namely* :—

(a) appointment of additional or more qualified teachers in excess of the number admissible under the rules relating to post-fixation or aid;

(b) provision for teaching of special subjects approved by the Director for which no aid is admissible under these rules;

(c) purchases of any special teaching or audio visual aids and other equipments which are not possessed by the school;

(d) provision of special amenities to students, such as, additional fans, supply of cool drinking water, provision of materials for hobbies, craft and medical aid.

(3) Where any development fee is levied to meet the pay and allowances of additional or more qualified teachers, such teachers shall be appointed on *ad hoc* basis and shall have no claim whatsoever for regular appointment, seniority or benefits of provident fund, pension gratuity or any other benefit admissible to the regular teachers of the school :

Provided that such teachers may apply for regular appointment as and when a regular vacancy arises in the school.

(4) Where any such teacher is selected for regular appointment, such appointment shall have effect from the date of the regular appointment and not from the date from which such teacher is working in the school as a teacher paid from the development fee.

(5) Appointment of teachers who are paid from the development fee shall be subject to these rules is so far as they relate to the appointment of regular teachers in the school.

152. Separate accounts for Development Fee— The managing committee of an aided school levying development fee shall maintain a separate account of the development fee levied and collected by it and such separate account shall be open to inspection or audit at any time by the Director or any officer authorised by him in this behalf or by the Accountant General, Central Revenues.

1. Subs. by DSE(A)R, 1990, R. 33(b).

153. Utilisation of Development Fee— Development fee shall be utilised exclusively for the purpose for which it is levied and collected and shall, in on circumstances whatsoever, be used for meeting the managing committee's share of expenditure on the maintenance of the school.

154. Ban on the levy of unauthorised fees or fund— No fee, fund or contribution, other than those specified by these rules, or permitted by the Director in writing, shall be charged by any aided school.

155. Donations not to be levied compulsorily— (1) No aided school shall levy or collect any donation compulsorily from any student or any parent or guardian of any student.

(2) No aided school shall collect any donation through its students for the aid of teachers or for any fund for the aid of teachers.

(3) Voluntary donations collected by the managing committee of an aided school shall be accounted for separately and may, at the discretion of the managing committee, be utilised for meeting the managing committee's share of the expenses referred to in sub-section (2) of section 10.

(4) In computing the grant-in-aid, voluntary donations collected by the managing committee of an aided school not be taken into account.

156. Collection of fees or donation with the approval of the Director— (1) The managing committee of an aided school may, with the previous approval of the Director, also invite voluntary contributions from the parents or guardians of the construction of any building for the school or its hotel [1][or for the extension of any such building or hotel.

(2) No appeal for any such contribution as is referred to in sub-rule (1) shall be made at the time when admissions are made to the concerned school or when results are declared by the school.

PART B
FEE CONCESSIONS

157. Definition of fees— In this Part, the expression "fees" includes science fee, music fee or any other fee which may be levied and collected from a student.

158. Fee Concession— (1) The head of the school may exempt deserving students, whose parents or guardians are not financially solvent to pay the fees specified by these rules, from payment of the whole or one-half of such fees for a period of twelve months commencing from the Ist day of May of each year or from the date of admission of the child or ward, whichever is later, and such exemption shall be regulated in the manner specified in sub-rule (3).

(2) Exemption made to any student under sub-rule (1) shall, so long as the conditions for eligibility for exemption are fulfilled and the student continues in the school, be renewed from year to year.

1. Added by DSE(A)R, 1990, R. 35.

(3) Up to a limit of twenty per cent of the total number of students on the rolls of the school in all the classes in the [1][Secondary or Senior Secondary stage] as on the 7th day of May of the year may be exempted from the payment of the whole or one half of the fees, and where any student in admitted after the 7th day of May but before the 31st day of August of that year, up to a limit of twenty per cent of the students so admitted may be exempted from the payment of the whole or one-half of the fees.

(4) The proportion of the students receiving exemption from the payment of the whole or one-half of the fees may be varied in any of classes in the [1][Secondary or Senior Secondary stage] at the discretion of the head of the school, so however, that the number of students enjoying exemption from payment of the whole of the fee shall not exceed fifteen per cent of the students at any time of the year.

(5) The percentage of the students receiving exemption from payment of the fee shall be calculated on the total number of students in all the classes in the [1][Secondary or Senior Secondary stage] reduced by the number of students granted exemption from payment of fee under the provision relating to :—

(a) the concessions to students belonging to the Scheduled Castes or Scheduled Tribes;

(b) students having brothers or sisters studying in the same school or a school under the same managment;

(c) students who are wards of teachers.

(6) In calculating the number of exemptions, the fraction of one-half or more shall be treated as one.

(7) The number of exemptions from payment of the fee shall not be altered during the year except where, owing to the departure from the school of any student enjoying exemption, a vacancy arises, it shall be permissible to pass on the exemption enjoyed by the student so departing, to any other deserving student of the school.

(8) Where the number of students eligible for receiving exemption from payment of fee is in excess or the number of students to whom exemption is admissible under these rules, the exemption shall be made in order of merit on the basis of the results of the immediately previous annual examination or, if necessary, on the basis of a special competitive examination held to determine the order of merit of the eligible students.

159. Brothers' and sisters' concession— (1) When two or more full brothers or sisters or step-brothers or step-sisters are studying in the same Government or aided school in Delhi, the brother or sister, as the case may be, in the higher class shall pay the specified fee at the full rates and other brothers or sisters shall pay fees at one-half of the specified rates.

1. Subs. by DSE(A)R, 1990, R. 36.

Explanation— If two or more brothers or sisters are studying in the same class, the specified fee shall be paid by the elder brother or sister at full rates, and at one-half of the rates by the others.

(2) Where any exemption from fee in claimed in any Government or aided school by any parent or guardian on the ground that other children or wards of such parents or guardians are studying in any other Government school, or aided school, the head of the school, in which such exemption is sought, shall, before making any exemption from the payment of fees, obtain a declaration from such parent or guardian to the effect that his other children or wards are studying in other Government school or aided school and no effect shall be given to such declaration unless it is countersigned by the head of the other Government school or aided school.

160. Concessions to children or wards of employees— (1) No fee shall be charged from the children or wards of the employees of an aided school.

(2) No fee shall also be charged from the children of the employees of the aided school who have retired from service or have died.

161. Withdrawal of exemption— Any exemption from the payment of fee granted to a student under these rules may be withdrawn on the ground of his misconduct, irregular attendance or failure at the annual examination.

162. Contributions to Pupils' Fund not to be exempted— (1) Any student, who is exempted from payment of any fee, whether in full or in part, shall not be exempted from contributing to the Pupils' Fund.

(2) Nothing in sub-rule (1) shall apply to students belonging to the Scheduled Castes or Scheduled Tribes.

163. Scholarship holders not eligible for any fee concession— (1) Students who hold scholarships shall not be eligible for exemption from the payment of any fee except where such exemption becomes necessary in the very special circumstances of the case, and in such a case no such exemption shall be made except with the previous sanction of the Director.

(2) Nothing in sub-rule (1) shall apply to students belonging to the Scheduled Castes or Scheduled Tribes.

164. Fees payable for twelve months— All fees and funds shall be charged for a full period of twelve months, from the students at the rates specified in these rules except in the following cases, namely :—

(a) a student, who has been expelled or rusticated during a session shall not be required to pay fees and funds beyond the month in which he was expelled or rusticated;

(b) in the case of re-admission of a student to the school last attended or in any other school, fee shall be payable from the month from which he had left school in the same session;

(c) a second fee for the same month shall not be charged from a student on transfer from one Government or aided school to another Government or aided school :

Provided that he gives proof of payment of fees and funds in the former school.

165. Last date for payment of fees and contributions— All fees and contributions payable to a school by a student shall be payable by the 10th day of the month in which they are due :

Provided that where the school remains closed on the 10th day to the month, such fees of contributions shall be payable on the date following the 10th day on which the school reopens :

Provided further that where the school remains closed for the long vacation, fees and contributions shall be payable within ten days from the day on which the school re-opens after the long vacation.

166. Fine for late payment of fees, etc.— (1) A fine for late payment of the fees or contributions due to a school shall be charged from the student at the rate of five paise for every day, after the 10th, for which the default continues.

(2) The head of the school may, if satisfied that the delay in payment of the fees and contributions was unavoidable, remit the whole or any part of the fine referred to in sub-rule (1).

167. Name of the student to be struck off for non-payment of fees and contributions— If a student omits or fails to pay the fees and contributions due to a school together with the fine due thereon by the last working day of the month in which they are due, his name shall be struck off the rolls of the school on the last working day of the month and may be re-admitted on payment of all school dues including fresh admission fee :

Provided that in the case of non-payment of fees for the month of May in which the school closes in the middle of the month for long vacation, the name of the student shall be struck off on the last working day of the month of July, if the fees remains unpaid up to that day.

168. Receipt to be granted for collection of fees and contributions— (1) A printed receipt, in the form specified by the Director, shall be granted to a student for every fee or contribution collected by the school.

(2) The head of every aided school shall authorise one or more of the employees of the school to collect fees and contributions from the students and the receipt referred to in sub-rule (1) shall be given and signed by the person so authorised.

(3) Every employee collecting any fee or contribution from a student shall, immediately after such collection, enter the particulars of such collection in the attendance register of the class.

169. Collected amount to be deposited on the same day— (1) Every employee collecting any fee or contribution shall deposit the amount collected by him with the cashier of the school by whatever name called, on the same day on which the collections are made and it shall be the duty of the cashier to enter the amount so received, immediately in the fee collection register and thereafter in the cash book and to append his initials thereto for the amount received.

(2) The attendance register, fee collection register and the cash book shall be submitted by the cashier to the head of the school for comparison and the need of the school shall after verification, countersign the entries in those registers.

170. Maintenance of accounts of fees and contributions— Accounts of fees and contributions collected by a school shall be maintained at the office of the school in accordance with the Government rules for the maintenance of public accounts and such accounts shall be liable to be inspected by the Director or any person authorised by him in this behalf and also by an officer from the office of the Accountant General, Central Revenues.

PART C

PUPIL'S FUND

171. Pupil's Fund Advisory Committee— (1) The administration and expenditure of the Pupils' Fund [1][in all recognised schools] shall vest in the head of the school, who shall be assisted and advised by a committee, to be called the "Pupils' Fund Advisory Committee".

(2) The Pupils' Fund Advisory Committee shall consist of :—

(a) the head of the school;

(b) at least two teachers employed in the school to be nominated by the head of the school;

(c) two students of the classes in the [2][Secondary and Senior Secondary stage], to be nominated by the head of the school.

(3) One of the teacher members of the Pupils' Fund Advisory Committee shall function as the secretary of the Committee and shall maintain the minutes of the decisions taken at the meetings of the Committee in a properly maintained Minutes Book.

(4) The Minutes Book of the Pupils' Fund Advisory Committee shall be liable to inspection by the Director or any officer authorised by him in this behalf or by any officer of the office of the Accountant General, Central Revenues.

(5) The function of the Pupils' Fund Advisory Committee shall be,—

(a) to discuss and pass budget for expenditure from the Fund;

(b) to deal with all other matters relating to the proper utilisation of the Pupils' Fund.

1. Subs by DSE (A) R, 1990, R. 37(a).
2. Subs. by DSE (A) R, 1990, R. 37(b).

(6) The Pupils' Fund Advisory Committee may also give advice with regard to—

(a) applications from the students, parents or guardians for exemption from the payment of any fee subject to such limit, as may be specified by the Director, or

(b) any other matter which may be referred to it by the head of the school.

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CHAPTER XIV
SCHOOL FUND

172. Trust or society not to collect fees, etc. schools to grant receipts for fees, etc., collected by it— (1) No fee, contribution or other charge shall be collected from any student by the trust or society running any recognised school; whether aided or not.

(2) Every fee, contribution or other charge collected from any student by a recognised school, whether aided or not, shall be collected in its own name and a proper receipt shall be granted by the school for every collection made by it.

173. School fund how to be maintained— (1) Every School Fund shall be kept deposited in a nationalised bank or a scheduled bank or any post office in the name of the school.

(2) Such part of the School Fund as may be approved by the Administrator, or any officer authorised by him in this behalf, may be kept in the form the Government securities.

(3) The Administrator may allow such part of the School Fund as he may specify in the case of each school, (depending upon the size and needs of the school) to be kept as cash in hand.

(4) Every Recognised Unaided School Fund shall be kept deposited in a nationalised bank or a scheduled bank or in a post office in the name of the school, and such part of the said Fund as may be specified by the Administrator or any officer authorised by him in this behalf shall be kept in the form of Government securities and as cash in hand respectively :

Provided that in the case of an unaided minority school, the proportion of such Fund which may be kept in the form of Government securities or as cash in hand shall be determined by the managing committee of such school.

174. Withdrawal from School Fund— Withdrawals from the School Fund or Recognised Unaided School Fund, as the case may be, shall be made jointly by the head of school and the manager of such school, or jointly by the head of the school and by any duly authorised member of the managing committee, where the head of the school is also the manager of the school.

175. Accounts of the school how to be maintained— The accounts with regard to the School Fund or the Recognised Unaided School Fund, as the case may be, shall be so maintained as to exhibit, clearly the income accruing to the school by way of fees, fines, income from building rent, interest, development fees, collections for specific purposes, endowments, gifts, donations, contributions to Pupils' Fund and other miscellaneous receipts, and also, in the case of aided schools, the aid received from the Administrator.

176. Collections for specific purposes to be spent for that purpose— Income derived from collections for specific purposes shall be spent only for such purpose.

177. Fees realised by unaided recognised schools how to be utilised— (1) Income derived by an unaided recognised schools by way of fees shall be utilised in the first instance, for meeting the pay, allowances and other benefits admissible to the employees of the school :

Provided that savings, if any from the fees collected by such school may be utilised by its managing committee for meeting capital or contingent expenditure of the school, or for one or more of the following educational purposes, namely :—

(a) award of scholarships to students;

(b) establishment of any other recognised school, or

(c) assisting any other school or educational institution, not being a college, under the management of the same society or trust by which the first mentioned school is run.

(2) The savings referred to in sub-rule (1) shall be arrived at after providing for the following, namely :—

(a) pension, gratuity and other specified retirement and other benefits admissible to the employees of the school;

(b) the needed expansion of the school or any expenditure of a developmental nature;

(c) the expansion of the school building or for the expansion or construction of any building or establishment of hostel or expansion of hostel accommodation;

(d) co-curricular activities of the students;

(e) reasonable reserve fund, not being less than ten per cent, of such savings.

(3) Funds collected for specific purposes, like sports, co-curricular activities, subscriptions for excursions or subscriptions for magazines, and annual charges, by whatever name called, shall be spent solely for the exclusive benefit of the students of the concerned school and shall not be included in the savings referred to in sub-rule (2).

(4) The collections referred to in sub-rule (3) shall be administered in the same manner as the monies standing to the credit of the Pupils Fund as administered.

178. Amount received for scholarships to be spent for that purpose— Every amount received by the managing committee of any school, whether aided or not, for payment of scholarships to the students shall be utilised solely for payment of such scholarships and proper receipts shall be obtained from the students to whom scholarships are paid and shall be preserved by the managing committee for the inspection of the Director or any officer authorised by him in this behalf.

179. Aided schools to keep accounts of all income— (1) Every aided school shall keep accounts of income from all sources and of all expenditure in the form in which such accounts are maintained immediately before the commencement of these rules.

(2) The accounts of the school shall be open to inspection by the auditors and inspecting officers authorised by the Director, and also by any officer authorised by the Comptroller and Auditor General of India.

180. Unaided recognised schools to submit returns— (1) Every unaided recognised private school shall submit returns and documents in accordance with Appendix II.

(2) Every return or documents referred to in sub-rule (1), shall be submitted to the Director by the 31st day of July of each year.

(3) The account and other records maintained by an unaided private school shall be subject to examination by the auditors and inspecting officers authorised by the Director in this behalf and also by any officers authorised by the Comptroller and Auditor General of India.

CHAPTER XV

OTHER DUTIES AND RESPONSIBILITIES OF MANAGERS AND MANAGING COMMITTEES OF SCHOOLS

181. Managing committee how to run schools— Every managing committee shall run the school managed by it in the best interests of education of children and for the better organisation and development of school education in Delhi.

182. Managing committee not to create adverse situations— Every managing committee shall allow a school managed by it to function normally and smoothly and shall not cause any situation by which, or due to which, the normal and smooth functioning of the school may be hampered nor shall it interfere in the day-to-day affairs of the school.

183. Managing committee to comply with the rules regarding recognition of schools, receipt and utilisation of the aid, etc.— Every managing committee shall comply with the provisions of the Act and these rules with regard to the recognition of the schools and shall also comply with the provisions of these rules with regard to the receipt and utilisation of aid and shall maintain in accordance with these rules, proper accounts of all fees and contributions received by it.

184. Managing committee to offer facilities for inspection— Every managing committee shall provide all reasonable facilities for the inspection of the school and also for the inspection of its account books, registers and other documents required by these rules to be maintained by such schools.

185. Managing committee not to act adversely to the interests of the school— The managing committee shall not conduct the affairs of the school in such a way as to adversely affect the interests of the school.

CHAPTER XVI

TERM OF OFFICE OF THE MEMBERS OF THE ADVISORY BOARD AND THE TRAVELLING AND OTHER ALLOWANCES ADMISSIBLE TO THEM

186. Term of office— (1) Every member of the Advisory Board shall hold office for a period of three years from the date on which he is nominated by the Administrator and shall be eligible for re-nomination for a like period and shall, notwithstanding the expiry of the term of his office, continue to hold such office, until his successor is nominated by the Administrator.

(2) No member of the Advisory Board shall hold office consecutive for more than two terms.

187. Resignation— (1) A member of the Advisory Board may, by giving notice in writing to the Administrator, resign his membership of the Board.

(2) A resignation shall take effect from the date of communication to the member concerned of its acceptance or on the expiry of thirty days from the date of resignation, whichever is earlier.

188. Vacancy in the office of a member— (1) A member of the Advisory Board shall be deemed to have vacated his office,—

(a) if he is of unsound mind and stands so declared by a competent court;

(b) if he is an undischarged insolvent;

(c) if he is convicted of an offence which, in the opinion of the administrator, involves moral turpitude;

(d) if he does not attend three consecutive meetings of the Advisory Board without obtaining leave of absence from the Administrator; or

(e) if he ceases to have the status on the basis of which he was nominated by the Administrator.

(2) Any vacancy in the membership of the Advisory Board whether caused by resignation or by any of the reasons specified in sub-rule (1) or by death shall be filled by nomination and the person so nominated shall hold office for the remainder of the term of office of the member in whose place he is nominated.

(3) The Advisory Board shall be functioning notwithstanding any vacancy in the membership thereof.

189. Travelling and other allowances— The members of the Advisory Board shall be entitled to such travelling or daily allowances as are admissible to non-official members of the committees, boards or the like in accordance with the orders issued by the Central Government from time to time and shall not be entitled to any other remuneration.

CHAPTER XVII

INSPECTION OF SCHOOLS

190. Inspection and supervision of schools— (1) The Director shall be responsible for the supervision and inspection of all recognised schools, whether aided or not.

(2) For the purposes of sub-rule (1), the Director may assign all or any of his functions relating to supervision and inspection to such officers subordinate to him, and as may be authorised by him in this behalf.

(3) Every officer authorised by the Director under sub-rule (2) shall discharge his powers of supervision and inspection under the direction, control and supervision of the Director.

(4) The Director may also form a team or panel of persons with special knowledge and experience of different subjects taught in schools, to carry out inspection of a school.

(5) The Director may also carry out surprise inspections through any officer authorised by him in this behalf.

(6) Every person, other than the Director, inspecting a school shall, within fifteen days from the completion of the inspection, submit to the Director, the report as to the results of the inspection, and shall simultaneously send a copy of the report to the school concerned.

(7) Where the Director himself makes the inspection, he shall make a note of the defects or deficiencies noticed by him and shall send a copy of that note to the head of the concerned school.

191. Advance notice of inspection to be given to school— Except where a surprise visit is considered to be necessary, advance intimation of the proposal to carry out inspection of a school shall be given to the head of the school.

192. Inspection how to be made— (1) Every inspection shall be as objective as possible and shall be aimed at bringing about improvements in the standards of teaching in the school.

(2) In making the inspection the following items shall be critically examined, namely :—

(a) academic work, that is to say, actual teaching and its different aspects;

(b) library and its service to students and teachers;

(c) games and sports and their organisation;

(d) co-curricular activities;

(e) cordiality or otherwise of the teachers of the school with the parents of the students and the community in general;

(f) administration of the school;

(g) accounts of the school and their maintenance;

(h) the school plant and physical needs of the school;

(i) discipline, tone and tenor of the school;

(j) observation by the school of the rules and instructions.

(3) The inspecting officer shall go to each class and watch the teaching by each teacher in at least two classes and shall specifically note the matters specified in Form No. V

193. Number of schools to be inspected by an inspecting officer in a year— Every inspecting officer shall inspect not less than fifty schools in a year and not less than ten per cent of the schools shall be inspected every year by an officer above the rank of an inspecting officer.

194. Inspection report— The report of very inspection shall be made in Form No. V and shall contain information with regard to each matter specified in that Form.

CHAPTER XVIII
MISCELLANEOUS

195. Fees for appeal to the Tribunal— Every appeal to the Tribunal shall be filed on a non-judicial stamp paper of rupee one and shall be presented in the form of a petition.

196. Provisions of certain rules to apply to Government schools— (1) The Provisions of these rules, in as far as they relate to the matters specified in sub-rule (2) shall also apply to Government schools and to schools run by local authorities.

(2) The matters referred to in sub-rule (1) are :—

(a) regulation of education;

(b) admission to recognised schools;

(c) fees and other charges to be levied in recognised aided schools, including fee concessions;

(d) pupils' fund;

(e) inspection and supervision of schools.

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FORM I

APPLICATION FOR GRANT OF RECOGNITION

To

The ..... (Give the name of appropriate authority)

..... Delhi .....

Sir,

I forward herewith an application in the prescribed proforma for the grant of recognition to ..... (name of the school) ..... with effect from the commencement of the school year 19.....

Enclosure : one

Yours faithfully,

Place :
Date :

Chairman of Managing Committee/Manager.

PROFORMA

1. Name of the school.
2. Name of the District and Zone in which it is situated.
3. Date of First opening of the school.
4. Special aims to the school.
5. State upto which educational facilities provided (primary, middle or higher secondary).
6. Medium of instruction at various stages.
7. Stage of education upto which recognition desired (primary, middle or higher secondary).
8. In case recognition is desired upto middle and higher secondary stages, subjects in which recognition is desired.
9. Number and categories of recognised schools already functioning in that locality.
10. General desirability of the school with reference to the suitability and sufficiency of the existing schools in the locality and the probable effect on them.
11. Whether the school in run on commercial basis for profit to any individual or group of individuals ?
12. Constitution of the Managing Committee of the school together with the names of the members of the Committee and their occupations.
13. (a) Is the Society running the school registered under the Societies Registration Act, 1860?
    (If registered, an attested copy of the certificates of registration to be attached).
    (b) Name of the Manager of the school.
    (c) Whether the school has a duly approved scheme of the management ?

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14. Has the school its own building or is housed in a rented building?
15. Total area of the school campus with the total built-up area.
16. Accommodation provided in the school building (dimensions to be indicated in all cases).
17. (a) Number of class-rooms with seating capacity in each.
    (b) Details of furniture, fans, ventilation, provided in each class-room.
    (c) School library and reading room.
    (d) Science laboratories.
    (e) School Hall.
    (f) Staff room.
    (g) Room for head of school.
    (h) Office room.
    (i) Store room.
    (j) Refreshment room for students.
    (k) Bath room and lavatories for day scholars.
    (l) Drinking water facilities.

17. Total area of play grounds and the number of play grounds available and the games played.
18. Details of apparatus and equipment for :
    (a) Physics.
    (b) Chemistry.
    (c) Physiology and Hygiene.
    (d) Home Science.
    (e) Drawing, Painting, etc.
    (f) Music
    (g) Biology.
    (h) Agriculture.
    (i) History.
    (j) Geography.
    (k) Cookery.
    (l) Craft.
    (m) Commerce.
    (n) Technical subjects.
19. Number of books in the Library.
20. Is there a separate section of library of teachers?
    If so, how many books are there in the section?
21. Amount spent on the purchase of books for the library every year from the date the school was opened.

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22. Financial position of the school.
    (a) Reserve Fund.
    (b) Average monthly income from (i) fees (ii) other sources (sources to be specified).
    (c) Total monthly income.
    (d) Average monthly expenditure (details to be given).
23. Number of students :

Name of the class	Number of Sections	Number of Students in each section	Average attendance in each Section during the last 6 months.

24. Whether admission in the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them ?
25. Whether any religious instruction in imparted and if so, whether it is compulsory ?
26. Details of curriculum and syllabus followed in each-class.
27. Educational and vocational guidance facilities available.
28. Whether the management maintains a provident fund scheme or any other similar scheme for the staff ?
29. Rates of fees and other funds charges (Class-wise).
30. Number of students residing with their parents/guardians and arrangements made for their residence.
31. Details of staff including Head of school.

Name	Date of Birth	Academic qualifications, training previous teaching experience, if any	Subject teaching at present	Date of appointment	Present pay with the scale of pay	Whether wholetime or Part time
1	2	3	4	5	6	7

32. Details of facilities available for Physical Education and recreating.
33. Medical facilities for students.
34. Details of co-curricular, cultural and other activities organised in the school.
35. Any other information.

Sd/-
Chairman/Manager
Managing Committee
School

Place :
Date :

FORM II

[(*See* Rules 62, 85 (1)]

GRANT-IN-AID FORM

PART I

Application for Aid

1. Name of School.
2. Name and designation of the person authorised to draw the grant.
3. Whether the Managing committee would collect the sanction letter through their representative or it may be despatched ?
4. Period up to which school is recognised.
5. Year up to which accounts of the school is finalised.
6. Year up to which audited accounts have been submitted to (a) the Administrator.
7. Amount of Reserve fund deposited in the joint account.
8. Number of teacher. who have opted for the Triple Benefit Scheme.
9. Expenditure incurred during the month as per salary, etc. Provident Fund and arrears statement enclosed.

			Plan	Non-Plan	Total
(i)	Teaching Staff	Salary			
		Provident Fund			
(ii)	Ministerial Staff	Salary			
		Provident Fund			
(iii)	Class IV	Salary			
		Provident Fund			
(iv)	Add difference between 8.1/3% and 5% Provident Fund (Column 5 of Part VII)				

Total .....

Less tuition fee, etc .....
Net expenditure .....
Less 5% .....
[(Management's contribution) Less amount .....
shown at item 9 (iv) Above) .....
Amount of grant payable .....

Certified that I have checked the above particulars with the records and found them in order.

Place :
Date :

Chairman of Managing
Committee/Manager

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PART II

Grant-in-Aid

Staff statement for the Month/Year ..... School, Delhi/New Delhi

Trial No.	Name	Date of Birth in figures	Qualifications Academic and teaching	No. of Letter of approval of appointment from the Zonal Education Officer	Date of Appointment in the school in the present post	In case teacher has left, date of leaving
1	2	3	4	5	6	7

Basic Pay as on 1st March	Date of next increment	Total Salary paid during the month/ year	Total Provident Fund deposited (management's share)	Period and nature of leave taken during the year	Remarks
8	9	10	11	12	13

Place :
Date :

Chairman of Managing Committee/Manager

PART III

Grant-in-Aid

Statement showing expenditure on pay, allowances and provident fund for the month of .....

Sl. No.	Name of the teacher Designation	Salary paid in							
		Pay	Dearness Pay	Dearness Allowance	House rent Allowance	City Allowance	Interim Relief	Children Education Allowance	Reimbursement of Travelling Fare
		1	2	3	4	5	6	7	8

Salaries Paid in (contd.)				Provident Fund				
Travelling Allowance Daily Allowance	Leave Travel Concession	Arrears, if any	Total	Whether opted for Triple Benefit Scheme, Contributory Provident Fund or Government Pension Rules	Govt. contribution	Arrears of Provident Fund, if any	Total	Remarks
9	10	11	12	13	14	15	16	17

Place :
Date :

Chairman of Managing Committee/Manager

PART IV

Certificate of disbursement of salaries

1. Certified that the salaries for the months of ..... as detailed in the salary statement were disbursed to all the members of the staff on the dates noted against each month and the Provident Fund deposited in Bank/Post Office.

Month ... Date of disbursement of salary ... (Date of deposit of Provident Fund).

2. The salaries to the following members of staff however, could not be disbursed on account of reasons stated against each :—

Name of the teacher ..... Amount ..... Reasons for Non-disbursement.

3. Certified that the management has contributed not less than 5% of the total expenditure of the previous quarter.

Place : Chairman of Managing
Date : Committee/Manager

PART V

Grant-in-aid

Statement showing income from fees and fines etc. during the month/Year.....

No. of Students in:

(i) [1][Secondary and Senior Secondary *Department* IX A B C X A B C XI A B C [2][XII A B C Total

(ii) Middle Department VI A B C VII A B C VIII A B C

Fees and fines actually realised Rs. ..... (as detailed below):

Class	Ist Month Rs.	II Month Rs.	III Month Rs.	Total Rs.
[3][XIIA				
XIIB				
XIIC]				
XIA				
XIB				
XIC				
XA				
XB				
XC				
IXA				
IXB				
IXC				
IXD				
Total				
VIIIA				
VIIIB				
VIIIC				
VIIID				

1. Subs. by DSE (A)R, 1990, R. 38 (a)i.
2. Ins. by DSE (A)R, 1990, R. 38 (a)i.
3. *Ins. by DSE (A)R, 1990, R. 38 (b)i.*

VIIA
VIIB
VIIC
VIA
VIB
VIC
VID
Total
Grand Total

Place :
Date :

Chairman of Managin
Committee/Manage

PART VI

Grant-in-aid

Statement showing the officiating arrangement made ..... For the month of .....

Whether post of leave reserve sanctioned ..... Yes/No.

Sl. No.	Name of the teacher proceeded on leave	Designation	Period of leave	Name of teachers employed in the leave vacancy
1	2	3	4	5

No. & date of appointment letter of Department	Date of Appointment	Date of Discharge	Total salary paid during the months
6	7	8	9

Place :
Date :

Chairman of Managing
Committee/Manage

PART VII

Grant-in-aid

Statement of Provident fund in respect of employees opted for triple benefit scheme

Name of Employee	Basic Pay Plus Dearness pay during the month	Provident Fund contribution of 8.1/3% of Basic Pay plus Dearness Pay	Provident Fund contribution of 5% of Basic Pay plus Dearness Pay	Diffe-rence (3-4)	5% of Column 5
1	2	3	4	5	6

Place :
Date :

Chairman of Managing
Committee/Manager

FORM III

GRANT-IN-AID

PART A

Application Form for Yearly Assessment of Aid for the Year....

1. Name of School.
2. Name and Designation of the person authorised to draw the grant.
3. Whether the Managing Committee would collect the sanction letter through their representative or it may be despatched ?
4. Period upto which school recognised.
5. Year upto which accounts of the school finalised.
6. Year upto which audited accounts submitted to the Director.
7. Amount of Reserve Fund deposited in the joint Account.
8. Number of teachers who have opted for Triple Benefit Scheme.
9. Expenditure incurred during the year as per salary.
10. Provident Fund and arrear statement enclosed:

			Plan	Non-Plan	Total
(i)	Teaching Staff	Salary			
		Provident Fund			
(ii)	Ministerial Staff	Salary			
		Provident Fund			
(iii)	Class IV	Salary			
		Provident Fund			
(iv)	Add: Difference between 8.1/3% and 5% Provident Fund (Column 5 of Part I)				
	Expenditure incurred on contingencies during the year				.....
				Total	.....
	Less: Tuition fee, etc				.....
	Net expenditure				.....
	Less 5%				.....
	Management's contribution				.....
	Less: amount shown at Column(4)				.....
	Amount of grant payable				.....

Certified that I have checked the above particulars with the record and found them in order.

Head of the School

Chairman of Managing Committee/Manager

PART B

Grant-in-aid Form

(To be filled and submitted alongwith the annual grant-in-aid-papers).

1. Name of the School.
2. Name of the Society/Trust running the School.
3. Whether the school is housed in a rented/owned building or in tents ?
4. The amount of grant, if any, obtaining for the construction of school building (Quote the sanction)
   (i) Delhi Administration.
   (ii) Govt. of India.
   (iii) Other States.
5. If the school is housed in a building owned the Society/Trust running the school
   (i) The amount of depreciation at credit in the fund on 31 st March of the year.
   (ii) Depreciation Grant applied for the current year.
   (iii) No. of rooms with full details as to how they are being utilised.
6. If the school is housed in a rented building.
   (i) The name of the Landlord.
   (ii) The amount of rent payable annually.
   (iii) Whether any rent deed has been executed with the Landlord ?
   (iv) Year upto which rent has been paid to the Landlord.
7. If the school is housed in the tents.
   (i) Number and date of sanction letter under which the Management has been permitted to hire tents (copies of sanction to be attached).
   (ii) Number of tents hired and the period of hire and the hire charges.

Signature of the Chairman of
Managing Committee/Manager

PART C

Grant-in-aid

Staff statement for the year .....

Sl. No.	Name	Date of Birth	Qualifications academic teaching	No. of letter of approval of appointment of the Education Officer	Date of appointment in the school	Date of appointment to the present post	in case teacher has left, date of leaving
1	2	3	4	5	6	7	8

Basic Pay as on March 1st	Date of next increment	Total salary paid during the year	Total Provident Fund deposited (management's share)	Period and nature of leave taken during the year	Pay Fixed on 27-5-70	Remarks
9	10	11	12	13	14	15

Place :
Date :

Chairman of Managing
Committee/Manager

PART D
Grant-in-aid
Staff Statement for the year .....

Sl. No.	Name of the employee	Designation	Pay as on 1st March	Date of next increment
1	2	3	4	5

Detailed salary paid for the month of March

Pay	Dearness Pay	Dearness Allowance	City Compensatory Allowance	House Rent Allowance	Interim Relief	Other allowance	Total
			6				

Consolidated Salary Paid in

Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.
7	8	9	10	11	12	13	14	15	16	17

Arrears Paid	Grand Total	Remarks
18	19	20

Place :
Date :

Chairman of Managing
Committee/Manager

PART E
Grant-in-aid
Certificate of Disbursement of Salaries

1. Certified that the salaries for the year of ..... as detailed in the salary statement were disbursed to all the members of the staff on the dates noted against each month and the Provident Fund deposited in Bank.

Month	Date of disbursement of Salary	(Date of deposit of Provident Fund). in Bank/Post Office

2. The salaries to the following members of staff however, could not be disbursed on account of reasons stated against each :—

Name of the teacher	Amount	Reasons for non-disbursement

3. Certified that the management has contributed not less than 5% of the total expenditure of the previous quarter.

Place :
Date :

Chairman of Managing
Committee/Manager

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PART F

Grant-in-aid

Statement showing Income from Fees and Fines etc. during the year .....

No. of Students in:

(i)	[1][Secondary and Senior Secondary Department	IX A B C	X A B C	XI A B C	[2][XII A B C D]	Total
(ii)	Middle Department	VI A B C D	VII A B C D	VIII A B C D	Total	
		Total :—				

Fees and fines actually realised Rs. ..... (as detailed below) :

Class	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Tota
[2][XIIA													
XIIB													
XIIC													
XIA													
XIB													
XIC													
XA													
XB													
XC													
IXA													
IXB													
IXC													
IXD													
Total													
VIIIA													
VIIIB													
VIIIC													
VIIID													
VIIA													
VIIB													
VIIC													
VIID													
VIA													
VIB													
VIC													
VID													
Total													
Grand Total													

Place :
Date :

Chairman of Managing
Committee/Manager

1. Subs. by DSE (A) R, 1990, R. 39(a)i.
2. Ins. by DSE (A) R, 1990, R. 39(a)ii.

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PART G

Grant-in-aid

Statement showing the Officiating Arrangement Made During the year .....

Whether post of leave reserve sanctioned Yes/No.

Sl. No.	Name of the teacher Proceeded on leave	Designation	Period of leave	Name of teachers employed in the leave vacancy
1	2	3	4	5

No. & date of appointment letter of Department	Date of Appointment	Date of discharge	Total salary paid during the year
6	7	8	9

Place :
Date : Chairman of Managing Committee/Manager

PART H

Grant-in-aid

Details showing the Regular Appointment Made of School During the Year .....

Sl.	Post to which appointed	Date of appointment	Chain of vacancy	No. & date of the approval of Education Officer	Total Salary paid during the year	Remarks
1	2	3	4	5	6	7

Place :
Date : Chairman of Managing Committee/Manager

PART I

Grant-in-aid

Statement of Provident Fund in respect of Employees Opted for Triple Benefit Scheme

Name of employees	Basic Pay drawn plus Dearness Pay during the year	Provident Fund contribution of 8.1/3% of Basic pay	Provident Fund contribution of 5% of Basic pay	Difference (3-4)	5% of column	REMARKS
1	2	3	4	5	6	7

Place :
Date : Chairman of Managing Committee/Manager

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PART J
Grant-in-aid

Statement of Provident Fund for the Year .....

Sl. No.	Incumbent's name	Balance as on 1st April	School's share during the year	Incumbent's share
1	2	3	4	5

Interest	Total 3+4+5+6	Amount withdrawn	Balance as on 31 st March in the pass book
6	7	8	9

Place :
Date :

Chairman of Managing Committee/Manager

PART K
Grant-in-aid

Statement Showing the Details of Monthly Subscription to the Contributory Fund by the Management

Sl. No.	Name of the employees	Date of appointment	Date of Confirmation	Whether opted for (Triple Benefit Scheme) (Pension)
1	2	3	4	5

Pay as on 1st March		March	April	May	June
Pay	Dearness Pay				
	6	7	8	9	10

July	August	September	October	November	December
11	12	13	14	15	16

January	February	Arrears deposited during the year	Total	Remarks
17	18	19	20	21

Place :
Date :

Chairman of Managing Committee/Manager

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PART L

Grant-in-aid

Statement Showing the Details of Employees of the School Under Suspension

Sl. No.	Name of the employee	Period From To	Number and date of approval of the Department for Suspension
1	2	3	4

Action taken to finalise the case in brief	Total allowance paid during the year	Remarks
5	6	7

PART M

Grant-in-aid

Statement showing the Contingent Expenditure during the year .....

Name of the school .....

1. Total Number of Sections .....
2. Additional Sections .....
3. Total Number of Science Sections .....
4. Additional Science Sections .....

Item	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Total
1. Repairs of furniture.													
2. Stationery.													
3. Library Books.													
4. Electricity.													
5. Water Charges.													
6. Postage.													
7. Periodicals.													
8. Science Contingencies.													
9. Petty Repairs.													
10. Annual Repairs.													
11. Miscellaneous.													
12. Agriculture.													
13. Audit Fees.													
14. Telephone.													
15. Liveries.													
16. Building Rent.													
17. Hire Charges of Tents.													

Place :
Date :

Chairman of Managing
Committee/Manager

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FORM IV

(*See* Rule 78)

Statement of Movable and Immovable Properties*

Name and address of the school : .....

As at the time of ..... grant-in-Aid as on .....

1. Extent of site including playgrounds and nature of ownership.
2. Total area of
   (a) Class rooms
   (b) Other building including hostels, if any.
3. Number of class rooms and size of each.
4. Whether the buildings are tiled, and floor is cemented or paved or otherwise?
5. **Furniture :**
   Table
   Chairs
   Almirahs
   Benches
   Desks
   Black boards
   Boxes
   Stools, etc.
6. Science and other apparatus.
7. Appliances :
   Maps
   Charts
   Pictures
   Models, etc.
8. Number of books in the school library.
9. Particulars of electric fittings, water supply and sanitation.
10. Equipments for games and athletics.
11. Audio-Visual equipments such as :
    Television sets
    Film Strips Projectors
    Radios
    Magic lanterns
    Epidiascopes, etc.
12. Craft equipment
13. Investments in Government securities, etc.
14. Other items, if any.

Chairman of Managing Committee/Manager

Place : .... School,

Date : ....

* School includes the land, buildings, playgrounds, and hostels of the school as immovable properties and the movable properties such as furniture, books, apparatus, maps, and equipments pertaining to the school.

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FORM V

[SEE RULE 192 (3) AND RULE 194]

FORM OF INSPECTION REPORT

PART A

1. (a) Name of the School.
   (b) Date of establishment.
   (c) Date of last recognition as : Primary/Middle [1][Secondary/Senior Secondary School.]
   (d) Subjects taught (group-wise/stream-wise).
   (e) Area from where students come to the School.
   (f) Names of feeder schools.
   (g) Date of last inspection.
   (h) Date of present inspection.

*2. Follow up action taken by the school or Managing Committee on the last Inspection Report :

Suggestions given	Steps taken for improvement	Evidence of improvement

*3. Staff statement giving qualifications of the teaching staff :
   (a) Teaching Staff— showing the name of the teacher, qualifications (showing subjects taken in B.A. and M.A.); Date of first appointment with grade; Date of posting at the school; present grade and pay and the date from which appointed; classes and subjects taught and number of periods per week.
   (b) Clerical and other Class IV staff— showing name, qualifications date of first appointment in school with grade, present pay, date from which present post held :
      (i) Total Number.
      (ii) Teacher-pupil ratio.
      (iii) Minimum, maximum and average periods per teacher per week.
      (iv) Whether teaching staff is adequate?
      (v) Period for which posts lying vacant—categorywise.
      (vi) Names of teachers transferred from the school during the year and last two years.

*4. Scale of fees and contributions to Pupils' Fund, stage-wise :
   (a) (i) Whether fees and funds charged are in accordance with the rates prescribed under the rules?
      (ii) Whether any compulsory levy or other charges have been collected from students, if so, the details.
   (b) **Pupils' Fund :**
      (i) Details of various funds.

---

1. Subs. by DSE(A) R 1990, R. 40.

* A separate sheet may be attached for giving information.

(ii) Whether accounts maintained properly?

5. Total amount spent out of Pupils' Fund and balance on the day of inspection.

*6. **Furniture :**

(a) Requirements.
(b) Available in stock.
(c) Unserviceable.

7. **Managing Committee :**

(a) Names of members and address of the Managing Committee.
(b) Whether Committee formed according to the Rules?
(c) Number of meetings held in the post one year.

8. **Finances :**

Source of income—

(i) Grand-in-aid.
(ii) Fees' contributions.
(iii) Other charges and payments.
(iv) Endowments.
(v) Donations.
(vi) Gifts.
(vii) Any other.

9. **The School Plant :**

(i) Is the building adequate?
(ii) Are playgrounds available, if not, how are games and other physical training programmes organised?
(iii) No. of rooms required.
(iv) Any repairs or other needs urgently to be attended to.

10. **Service conditions of staff :**

(a) Whether the Managing Committee is following the specified rules of recruitment, promotion, confirmation, superannuation and agreement forms duly executed?
(b) Whether payment of salaries are made regularly and in time ?
Indicate : the dates on which salaries were paid during the last 12 months.
(c) Whether provident fund accounts maintained and subscribed regularly?

*11. **Examinations :**

Class	1st year	2nd year	3rd year
(a) Class-wise pass percentage for the last three years.			
No. of students remaining in the same class for more than a year.			

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(b) What percentage of school funds are utilised in conducting :
  (i) Periodical tests.
  (ii) Half-yearly and annual examinations.

12. **Remedial teaching and other help given to weak students :**
  (i) Class.
  (ii) Subject.
  (iii) Number of students.

PART B

Supervision/Inspection of the Academic Work
(Actual teaching and its different aspects)

The Supervisor/Inspector whether alone or in a team shall thoroughly supervise the teaching of an individual teacher and the work done by students. Inspection shall be as objective and critical as possible. It shall be effective and aimed at bringing about improvements in the standards of teaching-learning situation.

Points to be observed and notes made on the following :—

(1) (a) How has the teacher planned his lesson?
  (b) The type of lesson/notes written by the teacher and how far are they useful?

(2) Whether the teacher has covered the specified course and syllabus for the term and has adhered to it in the programme of teaching?

(3) Was the lesson taught on the day of inspection already scheduled and planned for the day?

(4) (a) Were the questions put to the students through-provoking and well-distributed?
  (b) How far the teacher encouraged the students to put questions to him on the subject?

(5) What types of audio-visual aids were used by the teacher in the class and how far were they effectively used?

(6) (a) Did the teacher write a proper black-board summary?
  (b) How far was it a true synopsis of the lesson taught?

(7) Are the assignments given by the teacher and if so, are they judicious and scientifically given?

(8) (a) Does the teacher give the class-work to students regularly?
  (b) If so, is it regularly corrected and corrections followed up?

(9) (a) How much home work is given by the teacher?
  (b) Is it regularly corrected and followed up?

(10) (a) How far is the assignment for class work and home work assessed and evaluated ?

(b) Has any record of such assessment been kept by the teacher and if so, how?

(11) (a) What methods were used by the teacher in teaching the lesson and how far was the method effective?

(b) How far was the lesson taught by the teacher effective?

(c) How far did the students grasp the subject?

(d) How far did the teacher achieve the objectives of the lesson?

(12) (a) Are periodical tests held? If so, at what intervals?

(b) What type of papers are given to the students?

(c) How are they evaluated?

(13) How are the tests and examinations in schools organised?

(14) How far are modern techniques in setting and evaluation of papers used?

(15) How is the record of tests and examinations kept in the school ? Is it properly maintained ?

(16) (a) Are progress reports of students regularly sent to the parents?

(b) Are they signed by the Class teacher and the Head of the Institution?

(c) Are they kept in proper and safe custody?

(17) (a) What remedial steps have been taken by the teacher to remove the weakness of students in different areas?

(b) Does he keep any record of such students and of the progress achieved by them?

(18) (a) What efforts has the teacher made in helping the gifted children?

(b) Is there any record of their progress and achievement kept?

(19) (a) What projects, if any, has the teacher taken up in the school?

(b) How far are the students and teacher involved in the project?

(c) How far have the objects of the project been achieved?

(20) (a) Have any innovations and new experiments been made by the teacher?

(b) If so, with what results?

(21) How does the teacher encourage love for the subject and love for reading amongst the students?

(22) (a) What efforts has the teacher made in improving the hand-writing of his students?

(b) How far has he succeeded in it?

(23) (a) Does the teacher write his diary properly and regularly?

(b) How far does it help him and the authorities in assessment in his work?

(24) (a) Did the teacher keep a class-library?

(b) If so, how is it organised and with what results?

(25) (a) How does the teacher control his class?

(b) How are his relations with his students?

(26) (a) Has the teacher participated in any seminars, refresher courses, summer-institutes or in-service training programmes?

(b) If so, give details.

(27) (a) Has the teacher contributed any articles or published any text-book, etc. ?

(b) If so, give particulars.

(28) (a) Has the teacher (in the case of Primary School) been able to ensure optimum enrolment in his class and avoid drop-outs by retaining those children who have joined the school?

(b) If so, indicate steps taken by him in this direction.

(29) (a) Has the teacher received any recognition, award or prize from the School, community or the Government?

(b) If so, give particulars.

(30) A critical and objective impression as a whole of the teaching learning situation observed by the Inspector may be recorded.

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PART C

Library Facilities

1. Does the school have an adequate library, standard books and a reading room for students and teachers both?

2. What kinds of dailies, weeklies and educational and other journals subscribed by the school?

3. How far are they used by the students and with what results?

4. How has the library service been organised in the school?

5. What is the system of issue of books, reference books and journals, etc.?

6. How far has the librarian succeeded in inculcating the habit of general reading amongst the students who go to the library?

7. (a) What help is being rendered by the librarian and the teacher to the students so far as reading of books and journals, etc. is concerned?

(b) How far has it been effective?

8. (a) What is the system of purchase of books in the school?

(b) Is it proper and helpful in building up a good library?

9. How are the books and new arrivals displayed by the librarian?

10. Are the seating arrangements in the Library and Reading Room adequate and proper?

11. Is there any library period in the school time-table? If so, who attends it?

12. The average number of books issued by the Librarian daily to the students.

13. (a) Is physical verification made every year?

(b) Who makes it?

(c) Has it been properly done?

PART D

Physical Activities, Games and Sports in the School

1. Does the school have adequate play-grounds?

2. If so, how are they maintained.

3. If not, how is the physical education programme including physical training exercises, gymnastics, games and sports organised by the school?

4. How are the games and sports organised by the school? (If the play-ground is available).

5. Are games available to all the students or only to a few?

6. How does the school, propose to provide games for all?

7. (a) Are games and sports materials adequate in the school?
   (b) If not, give the deficiencies.

8. What percentage of the school-fund are utilised for :
   (a) Organisations of games and sports;
   (b) Purchase of games material and other equipment;
   (c) Participation in the tournaments and competitions;
   (d) Refreshment to the players?

9. What are the achievements of the school at :
   (a) Zonal
   (b) District
   (c) State
   (d) National level competitions or tournaments?

PART E

Co-curricular Activities

1. What specific co-curricular programmes of activities are organised by the school? Give particulars?

2. What is the percentage of the participation in each programme by the :
   (i) Students
   (ii) Teachers

3. On what system are the co-curricular activities organised (House system, class or perfect system)?

4. How do these activities fit within the school time-table?

5. How much time is devoted on these activities by the students and teachers:
   (i) Within the school hours.
   (ii) Outside the school hours.

6. How are Group activities organised by the School?

7. How far do these programmes help individual talent to grow?

8. How and in what manner are these activities evaluated?

9. What record is kept of the participation :
   (i) of students;
   (ii) of teachers along with names?

10. How far does it give the correct picture of the achievements of the students and the teachers?

11. Is any weightage given for achievement in this programme to the students for promotion to the next class?

12. What facilities, if any, have been provided for :
   (i) Work Experience Programme.
   (ii) Workshop Practice.
   (iii) Development of Hobbies.
   (iv) Dance, Drama and Music
   (v) Other activities, such as National Cadet Corps, Scouting, Girl Guides, etc. ?

13. What percentage of the school funds are utilised for various activities under the co-curricular programme?

14. How does school celebrate various functions and important days (i.e) United Nations Day, Independence Day, Republic Day, Anniversaries of great men etc.)

15. Is any record of such activities kept by the school and in what manner?

16. What types of incentives are given by the school to the students for the meritorious performance in :
   (i) Studies.
   (ii) Games and Sports.
   (iii) Co-curricular activities.
   (iv) Other activities.

PART F

Relation of school with parents and the communities in general

1. Does the school have a Parent-Teacher-Association?
   (i) How is it organised?
   (ii) What co-operation and help is received by the school from the parents in various school programmes?

2. How much and what is the involvement of parents in the school activities:
   (i) Academic.
   (ii) Games and Sports.
   (iii) Co-curricular programmes.

3. How are the Parent-Teachers-Association funds utilised and on what purposes?

4. How far does school participate in various activities of the community (in rendering Social Service or other types of help)?

5. What success has been achieved by the school in enlisting and ensuring support of the community in this programme?

PART G

School Administration

1. How has the Head of School distributed the school work amongst his colleagues?

2. Has the Time Table been drawn :

   (i) In advance of the academic year?

   (ii) Has the work been equally distributed amongst the teachers?

3. Does the Head of the school take classes himself and teach as required under rule 59(2) (xxv) :

   (i) Subjects and classes taught.

   (ii) Number of periods taught.

4. (i) How many subjects can the Head of School effectively supervise?

   (ii) What does he do in respect of other subjects, how are they supervised?

5. How have the subject faculties been organised?

6. (i) What type of record is kept by the Head of school for supervision of teaching work?

   (ii) Inspection of Home-Work.

   (iii) Class-Work of students.

   (iv) How does he plan the inspection of this work?

7. How far has his supervision been effective and useful?

8. (i) How are staff meetings organised by the Head of school and how often?

   (ii) How and in what manner is the record of such meetings kept?

   (iii) How far have these meetings been effective in bringing about cordial relations amongst the staff, students and the Head of school?

9. (i) How are other activities organised by the Head of School?

   (ii) Games and sports.

   (iii) Co-curricular Activities.

   (iv) Other activities involving the community.

   (v) National Cadet Corps, Scouting and such other activities.

10. How much co-operation and help is received by him from his staff, parents and the community in the school programme?

11. (i) How does he manage, control and organise the office work?

   (ii) How much time is devoted by him for :

      (a) Office work.

      (b) Supervision work.

      (c) Teaching work.

      (d) Other activities.

12. (i) How does he maintain the school record?

(ii) Is proper and upto date statistics maintained and if so, in what form?

(iii) Does he furnish statements, returns and other required statistics to various authorities in time?

13. (i) Has the Head of school formulated any "Institutional Plan" for the school?

(ii) If so, with what results?

14. What incentives have been given by the Head of school to the students for meritorious performance in studies, Games and Sports, Co-curricular and other activities of the school?

15. Are cumulative record cards of the students maintained by the school, if so, in what manner?

16. (i) Does the school publish a magazine? If so, how many times in the year.

(ii) What is the contribution of the students in it?

(iii) How much does an issue cost the school?

17. (i) What arrangements have been made by the school for a regular Medical check-up of the students?

(ii) Is their a qualified Doctor, Dispensor or Nurse?

(iii) How many times is the Medical Check-up done in a year?

18. What percentage of school funds are spent on Medical Aid and check-up of students?

19. What percentage of school funds is spent on purchase of medicine and other appliances every year?

20. Educational and Vocational Guidance :

(i) What facilities have been provided for Educational and Vocational guidance of students?

(ii) How far have they helped the students in the choice of subjects and vocations?

(iii) Is there a Guidance Counsellor in the school, if so, how much times does he devote in the school for providing guidance to the students?

21. (i) Are there any Career Masters in the School?

(ii) Do they maintain proper records of the psychological test served and guidance given?

(iii) Is this work followed up, if so, how?

22. Does the school use prescribed and recommended books duly verified by the Director or the Affiliating Board?

23. (i) How are his relations with the Members of the Managing Committee?

(ii) How does he maintain records and proceedings of the meetings of the Managing Committee?

24. How does the Head of school maintain the school plant?

25. What efforts have been made by Head of school to raise the academic and other standards of school?

26. What are his main problems and difficulties in running the school smoothly and efficiently?

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PART H

Accounts of the school and their Maintenance

(a) What are the sources of income of the school?

(b) Are payment of salaries of staff made by the 7th day of each month?

(c) How are the records pertaining to the fees and funds as specified by the Director maintained by the school?

(d) When was last Audit done?

(i) By A.G.C.R.

(ii) By Internal Auditors.

(iii) By Chartered Accountants.

(e) (i) Have the observations or requirements of the Audit been settled?

(ii) What are the pending Audit objections?

(iii) Reasons for delay, if any, in their settlement?

(f) Have the purchases been made according to rule?

(g) The Test check of the Vouchers, Cash Book and Stock Registers may be made and remarks about their maintenance be given.

(h) Are the stocks verified annually and if so, what action has been taken on the deficiencies, noted if any?

(i) Is the Cash Book regularly maintained and verified by the Head of school?

(j) Who handles the Cash in the school and what are the arrangements of keeping it safe?

(k) How are the accounts of fees and funds maintained in the school (General report may be given)?

PART I

The School Plant and its Maintenance

1. (i) Is the school being run under a Pukka Building or prefabricated Building?

(ii) Tents.

(iii) Partly in tents and partly in buildings.

2. Whether proper lighting, ventilation and laboratory facilities exist and if so, are they adequate?

3. Whether the class-rooms have enough space for existing enrolments?

4. (i) Whether drinking water facilities have been provided in the school?

(ii) Are the water taps sufficient in number to meet the requirements of school? If not, what other arrangements have been made by the Head of school for this purpose?

5. (i) Whether electric connection exists in the school and if so, are the electric installations kept safe from danger?

(ii) Are they regularly inspected by :

(a) The Head of School.

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(b) The C.P.W.D.

6. (i) Whether the minor repairs to the school building and its appurtenances being regularly done by the C.P.W.D.?

(ii) Does the school also get repairs done, at its own cost, and if so, how much money has been spent during the year?

7. Whether the school building and the school premises are kept neat and tidy?

8. Has any project for beautification of school been taken up by the Head of school, and if so, with what results?

PART J

Attendance and Discipline

1. Does the Head of the school and members of the staff come punctually to the school?

2. If not, what steps have been taken by the Head of the school to ensure punctuality and attendance of the whole teaching and non-teaching staff?

3. What is the average of students in the school?

4. What steps have been taken by the Head of the school to check amongst the employees and students :

(i) Late attendance.

(ii) Truancy.

(iii) Absenting without prior leave.

5. Does the Head of the school maintain discipline amongst students and employees of the school?

6. Brief remarks about the behaviour of the students and employees and on the general tone and tenor of the school may be recorded.

PART K

Observance of Rules and Instructions

1. Does the school maintain all the records and registers, etc. and other documents which have been specified by the Director?

2. Does the school have a copy of the Delhi School Education Act, 1973 and the Rules made thereunder?

3. Does the school possess necessary books of rules and regulations on different subjects, *viz.*, *[Fundamental Rules, General Financial Rules, Treasury Rules, Leave Rules, Latest Pension Rules, Classification Control & Appeal Rules, and the like] ?

4. How does the school maintain different orders and instructions issued by the Director or other authorities from time to time?

5. Does the Head of school maintain a table showing the statements, returns and statistics which he has to submit to the Director and other authorities on different dates of the year?

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* Available at : M/s. J.M. Jaina & Brothers, 3622, Mori Gate, Delhi - 110006. Ph. : 2516927, Fax : 2915064

6. Does the school follow the rules and regulations in so far as appointments, leave General Provident Fund, admissions, promotions to the next higher class and such other rules or instructions issued by the Director from time to time?

7. Have any lapses been found in carrying out the instructions of the Director? If so, give particulars.

Guidelines for the Supervisors and Education Officers

The Supervision or Inspection shall :—

(i) aim at providing academic guidance to the teachers and help the institution in promotion of higher standard of education;

(ii) not be fault-finding of teachers and their work, but concrete suggestions for improvement of teaching, class work, home work and its correction thereon shall be given;

(iii) help the institution in organisation of co-curricular and extra-curricular programme in a manner conducive to the all round development of the students, and help in co-curricular development of the school.

(iv) The Supervisor/Inspector shall :

(a) formulate a clear definite plan of supervising the subjects and classes of each teacher;

(b) focus his attention on the teaching-learning situation and not only upon the teacher as a person;

(c) emphasize upon the professional growth of teachers by developing powers of self-direction;

(d) give the teachers requisite freedom to try out new experiments, methods and innovations in the process of teaching;

(e) help the teachers to understand the role of the school, the objectives to be achieved through the teaching-learning process in this school.

Responsibility of the Supervisory Staff

(i) An objective assessment of the adequacy, efficiency and effectiveness of the work of teachers and also of the total school programme in all its aspects.

(ii) Encourage exchange between different schools and sharing all experiences in raising the standard of education.

(iii) To provide link between the Education Department and Delhi Administration schools, teachers and management and keep in close touch with the parents and community in general for ensuring their cooperation.

(iv) Ensure that public funds are utilized by the schools prudently for the purpose for which they were received and that the rules and departmental instructions are properly complied with by the school.

(v) So organize the administrative work pertaining to his office and conducting of enquiries, sending reports to the schools or Education Department and Delhi Administration in such a manner that it may not interfere with his supervisory work.

(vi) As provided under sub-section (1) of section 24 of the Delhi School Education Act, 1973 sub-clause (1), each school shall have to be inspected at least once in each financial year.

(vii) The Education Officer shall specify the months, dates and timing of inspection for the schools during which period the school shall be inspected.

(viii) At the commencement of the year each Education Officer or Inspector shall prepare a schedule of inspection for ensuing year, indicating the school within his jurisdiction which will be fully inspected either by a team or panel or by himself individually; and shall also mention the time and month when inspection is proposed to be carried out.

(ix) The Education Officer or Inspector shall submit a copy of his plan to the Deputy Director and to the Director of Education for their approval.

How Inspection to be made :

(i) During inspection the school work should be carried on as usual, so that the Inspecting Officer or a panel of Inspectors may be able to see all the aspects of the school programme and its organisation. No disturbance in the normal functioning of the school need be done, except under very special circumstances if the Inspector so considers necessary.

(ii) In addition to a full-fledged inspection which may last for two to three days, Education Officer/Inspector should also visit without advance notice, the school within his jurisdiction to see the working of the school or any particular aspect of its working or to observe the progress of any significant work or experiment taken up by the school or by way of follow-up action on the suggestions given by him earlier.

(iii) After each inspection, whether full-fledged or a surprise visit, Education Officer/Inspector shall point out the weakness or deficiencies noticed by him with a purpose to remedy those defects. The points of strength shall also be carefully described to enable other schools to derive benefit out of them. Work of merit shall be given commendations due to it and negligence or dereliction of the responsibility and incompetence shall be clearly marked out.

(iv) Every Inspecting Officer shall devote in a school as much time as a just assessment of its programme and nature of difficulty require him to do.

Panel Inspection :

(i) In secondary schools which provide instructions in a variety of school subjects, full inspection shall be made by a team or panel or subject experts.

(ii) The approval of the Director may be taken before the team or panel for inspection work in constituted.

(iii) The Zonal Education Officer or Inspector shall be the Chairman of the team which may consist of not less than three members, according to the size and organisation of the school to be inspected.

(iv) The members of the team or panel shall be selected from amongst those persons who have a special knowledge and experience of secondary education and who are considered to be experts in school subjects.

(v) The subject expert/specialist member of the team or panel shall inspect the work of the school relating to their own field of specialization. In addition, it shall be the responsibility of the whole team or panel to acquaint itself with the school programme in its totality, the academic side, the organization, corporate life and the quality of education it offers to the students.

Discussion with Heads of the Institutions, Teachers and others

The Education Officer or Inspector before concluding the inspection of a school shall discuss with head of the institution and teachers or wherever necessary with the manager, his impression of the working of the school and give concrete suggestions for improvement of standard and other activities.

Inspection Report

(i) The Zonal Education Officer shall receive the comments of the members of the team or panel and thereafter a Chairman shall prepare, on behalf of the panel and in consultation with them, a detailed report on the inspection or supervision carried out by the team or panel as given in Form V.

(ii) The inspection report shall be prepared in the final form within 15 days of the conclusion of the inspection and shall be sent to the Director of Education and copy to the Deputy Director of Education of the District and the school concerned. Notes on the visits or surprise inspection of the schools shall be sent by the Education Officer separately or may be recorded in the log-book of the school concerned.

(iii) A copy of this note shall also be sent for the persual of the Deputy Director of the District and the Director of Education.

(iv) The Zonal Education Officer shall add a summary of the salient features of its detailed inspection report and shall also indicate in margin the names of the authorities which are expected to take immediate action on the points and observations made in the inspection report.

(v) The Education Officer or Inspector shall see that follow up action is taken after the inspection is over.

APPENDIX I

[*See* Rule 72(2)]

List of approved items of contingent expenditure

1. Repairs and renewal of furniture and other appliances.
2. Stationery.
3. Library books and periodicals.
4. Electric charges.
5. Postage.
6. Petty repairs of school buildings.
7. Annual repairs to schools where on rent, actual or estimated, is allowed.
8. Science contigencies/(Consumable and non-consumable).
9. Equipment; appliances & material for teaching of :
   (a) History.
   (b) Geography.
   (c) Psychology.
   (d) Work Experience Programme.
   (e) Workshop Practice.
   (f) Geometrical and Mech. Drawing.
   (g) Drawing and Painting.
   (h) Games and Sports equipment and material.
10. Agricultural Farm.
11. Auditors Fee.
12. Liveries.
13. Telephone charges.
14. Water charges.
15. Miscellaneous.

APPENDIX II

[*See* Rule 180 (1)]

Returns to be Submitted by Un-Aided Recognised Schools

1. Budget estimates of receipts and payments of ensuing year.
2. Final Accounts *i.e.* receipts and payment account, income and expenditure and balance sheet of the preceding year, (duly audited by the Chartered Accountant).
3. Enrolment of students as on 30th April.
4. Pattern of concessions/scholarship, etc.
5. Staff statement.
6. Schedule of fees/fines/funds, etc.
7. Statement showing the dates of disbursement of salaries.

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Procedure for Payment of Salaries etc.

***Delhi Administration in Exercise of the Powers conferred by Rule 126 of the Delhi School Education Rules 1973, made the following procedure**

(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 preceeding 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

* Published in Delhi Gazette, Part IV, dated 29-10-74.

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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 allowances 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
1	2	3	4

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
5	6	7	8	9

7. Tuition Fees— (1) Free Education or re-imbursement 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-imbursement 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 along with 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. This 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 Rules, for annual assessment of the grant.

13. Accounting and Audit checks— Necessary checks would be conducted through internal audit and the Director shall ensure that the accounts maintained by the schools are proper and correct.

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