

PART - II (1)

The Tamil Nadu Recognised Private Schools (Regulation) Act, 1973.

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CHAPTER I.

PRELIMINARY

1. (1) This Act may be called the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973.
- (2) It extends to the whole of the State of Tamil Nadu.
- (3) It applies to all private schools.
- (4) It shall come into force on such date as the Government may by notification, appoint.
2. In this Act unless the context otherwise requires:-
 - (1) “academic year” means the year commencing on the first day of June;
 - (2) “competent authority” means any authority, officer or person authorized by the Government, by notification, to perform the functions of the competent authority under this Act for such area or in relation to such class of private schools, as may be specified in the notification;
 - (3) “Educational agency” in relation to__
 - (a) any minority school, means any person who, or body of persons which, has established and is administering or proposes to establish and administer such minority school; and
 - (b) any other private school, means any person or body of persons or a company or corporation owned or controlled by the central or state government permitted or deemed to be permitted under this Act to establish and maintain such other private school;
 - (c) Corporate Body Any Educational Agency running, or Established and administering more than one school, which wants to be treated as “Corporate Body” shall obtain a declaration from the Director concerned which be granted only if the following conditions are fulfilled.

- (1) All the schools under the Educational Agency in each Revenue District shall be treated as one unit for the purposes of seniority, promotion, transfer, etc., Where there are more than one such units, transfer from one unit to other may be made after obtaining prior approval of the Chief Educational Officers of the respective District.
- (2) In the case of existing schools, the willingness of the existing teachers and other persons shall be obtained in writing and filed in the school Records.
- (3) Each school, should have a school committee
- (4) For the purpose of creation of Endowment each school will be treated as a unit
- (5) In respect of Teachers including Heads of Institutions and other persons a common seniority list for all the members in all schools in each category shall be maintained which will be a permanent one to be up dated as and when there are additions or deletions.
- (6) A declaration by the staff members shall be obtained in the form of additional item in the Agreement Form VII-A.
- (7) "Government " means the State Government;
- (8) "grant" means any sum of money paid as aid out of State Funds to any private School;
- (9) "minority school" means a private school of its choice established and administered by any such minority whether based on religion or language as has the right to do so under clause (1) of Article 30 or Article 26 of the Constitution; and which obtained a declaration to that effect from government which will be issued only if the conditions specified in this behalf are satisfied.
- (10) "private school " means a pre-primary, primary, middle or high school (or higher secondary school) or any other institution imparting education or training, established and administered or maintained by any person or body of persons, and recognized by the competent authority under this Act but does not include a school or an institution- -
 - a. Imparting technical or professional education;
 - b. Established and administered or maintained by the Central Government or the State Government or any local authority;
 - c. Maintained or approved by, or affiliated to, any University established by law; or
 - d. Giving, providing or imparting religious instruction alone, but not any other instruction;

- (11) "school committee", in relation to a private school, means the school committee constituted under section 15;
- (12) "secretary", in relation to a private school, means the secretary referred to in section 16;
- (13) Tribunal means a Tribunal constituted under section 42 and having jurisdiction.
- (14) "Director" means
 - (i) Director of School Education in respect of High and Higher Secondary School; including Anglo Indian Schools,
 - (ii) Director of Elementary Education in respect of pre-primary and Middle schools;
 - (iii) Director of Matriculation schools in respect of Matriculation schools;

CHAPTER II

Establishment, Permission For Establishment And Management of Private Schools

3. The Government may regulate the different stages of education and courses of instruction in private schools.
4. Save as otherwise expressly provided in this Act, no person shall, without the permission of the competent authority and except in accordance with the terms and conditions specified in such permission, establish, on or after the date of the commencement of this Act, any private school.
5. The educational agency of every private school proposed to be established on or after the date of the commencement of this Act shall make an application to the competent authority for permission to establish such school by the 30th September of the year preceding the year of opening of the school.
- (2) Every such application shall—
 - (a) be in the prescribed form;
 - (b) be accompanied by such fee as may be prescribed and
 - (c) contain the following particulars, namely;
 - (i) the name of the private school ,its locality, the name and address of the educational agency;
 - (ii) the need for the private school in the locality;
 - (iii) the course for which such private school proposes to prepare, train or guide its pupils for appearing at any examination conducted, by or under the authority of the Government;

- (iii.a) the extent of the playground available to pupils and the adequacy of the playground with reference to the strength of the pupils in the school
 - (iv) the amenities available to pupils and teachers;
 - (v) the equipment, laboratory, library and other facilities for instruction;
 - (vi) the sources of income to ensure the financial stability of the private school;
 - (vii) the situation and the description of the buildings in which such private school is proposed to be established; and
 - (viii) such other particulars as may be prescribed;
3. (a) The Educational Agency of every private Higher Secondary School proposed to introduce new groups or change of groups or courses shall make an application to the competent authority before the commencement of the academic year of introduction.
- (b) Every such application shall
- i. be in the prescribed form
 - ii. be accompanied by such fee as may be prescribed in the Rules.
- 5.A (1) The educational agency of every higher secondary school which is a private school and in existence on the date of publication of the Tamil Nadu Recognised Private Schools (Regulation) Amendment Act, 1987, in the Tamil Nadu Government Gazette, shall, before the expiry of six months from that date, make an application to the competent authority for permission to continue to run such school.
- (2) Every such application shall be in the prescribed form;
- (a) be accompanied by such fee, as may be prescribed; and
 - (b) contain the following particulars, namely—
 - (i) the name of the higher secondary school, and the name and address of the educational agency;
 - (ii) the need for the continuance of such higher Secondary school in the locality;
 - (iii) the course for which such higher secondary school prepares, trains or guides its pupils for appearing at any examination conducted by or under the authority of the Government;
 - (iv) the extent of the playground available to pupils and the adequacy of the playground with reference to the strength of the pupils in the school;

- (v) the amenities available to pupils and teachers;
 - (vi) the equipment, Laboratory, library and other facilities for instruction;
 - (vii) the situation and the description of the buildings in which such higher secondary school is being run; and
 - (viii) such other particulars as may be prescribed.
6. On receipt of an application under sub section (1) of section 5 or subsection(1) of section 5-a, as the case may be, the competent authority;
- (a) may, after considering the particulars contained in such application, grant or refuse to grant the permission; and
 - (b) shall communicate its decision giving reasons therefor to the applicant within a period of four months from the date of such receipt in complete shape by the competent authority; provided that the permission shall not be refused under the section unless the applicant has been given an opportunity of making the representations;
- 7 Deleted
- 8 (1) (a) whenever there is any change in the constitution of the educational agency that agency shall apply to the competent authority for approval of such change.
- (b) Whenever the management of any private school is proposed to be transferred, the educational agency and the person representing it, to whom the management is proposed to be transferred may, before such transfer, apply jointly to the competent authority for approval of the transfer;
 - (c) On any transfer of the management of private school without approval having been obtained for such transfer under clause(b), the transferee shall, if he desires to run it as such, without altering its status and adversely affecting the service conditions of the staff employed in it, apply to the competent authority within three months of the date of the transfer, for approval of the transfer.
 - (d) An application under clause (a), clause (b), or clause (c) shall be in such form and contain such particulars as may be prescribed.
- (2) On receipt of an application under subsection
- (1), the competent authority shall--;
 - (a) if it is satisfied after making such inquiry as it deems fit, that the educational agency will continue to maintain and manage or, as the case may be, that the transferee will maintain and manage, the

private school in accordance with the provisions of this Act and the rules made there under, approve the change or, as the case may be the transfer, subject to such conditions as it may impose; and

- (b) Communicate its decision to the applicant within a period of three months from the date of such receipt.
- 9. Any minority whether based on religion or language may establish and administer any private school without permission under section 4.
- 10. Every minority school established and administered after the date of the commencement of this Act shall send to the competent authority a statement containing the particulars specified in clause sub section (2) of section 5 within such time as may be prescribed.
- 10-A. The educational agency of every higher secondary school which is a minority school in existence immediately before the date of publication of the Tamil Nadu Recognised Private Schools (Regulation) Amendment Act, 1987, in the Tamil Nadu Government Gazette shall send to the competent authority a statement containing the particulars specified in the clause (c) of sub-section (2) of section 5 within such period as may be prescribed.

CHAPTER III

RECOGNITION OF PRIVATE SCHOOL

- 11 (1) On receipt of an application by—
 - (a) any private school in respect of which permission has been granted under section 6 or
 - (b) any minority school; which should reach the competent authority in a complete shape before the 31st December of the year in which the school was established, the competent authority may, after satisfying itself, that proper arrangements have been made for the maintenance of academic standard in the school, that the provisions of this Act are complied with and that the prescribed conditions have been satisfied grant a certificate, recognizing the private school for the purposes of this Act.
- (2) The Certificate under sub-section(1) shall be granted within such period as may be prescribed.
- 11-A The competent authority shall, before passing orders on an application for recognition under section 11, also take into consideration—
 - (a) the adequacy of schools already existing in the locality;
 - (b) the need for the private school in the locality;

- (c) the number of pupils studying in such school;
- (d) the extent of the playground available to pupils and the adequacy of the playground with reference to the strength of the pupils in the school;
- (e) the amenities available to pupils and teachers;
- (f) the equipment, laboratory, library and other facilities for instruction and training and (g) such other factors as may be prescribed.
- 12 (1) The competent authority may withdraw permanently or for any specified period the recognition of any private school—
 - (i) which does not comply with any of the provisions of this Act or any rules made or directions issued thereunder in so far as such provisions, rules or directions are applicable to such private school., or
 - (ii) in respect of which the pay and allowances payable to any teacher or other person employed in such private school are not paid to such teacher or other person in accordance with the provisions of this Act or the rules made thereunder, or
 - (iii) which contravenes or fails to comply with any such conditions as may be prescribed.
- (2) Before withdrawing the recognition under sub-section(1), the competent authority shall give the educational agency an opportunity of making its representation.
- 13. Any private school, the recognition of which has been withdrawn shall not be entitled to—
 - (i). receive any grant or other financial assistance from the Government; or
 - (ii) prepare, train or guide pupils for appearing at any examination conducted by, or under the authority of the Government.
- 14. (1) Notwithstanding anything contained in this Act or in any other law for the time being in force, or in any decree, order or direction of any court or other authority,--
 - (i) no private school shall, only on the ground of having been granted recognition under this Act, be entitled to any grant or other financial assistance from the Government;
 - (ii) The Government may, subject to,--
 - (a) the availability of funds;

- (b) the norms and conditions specified in the Grant-in-aid Code of Tamil Nadu Education Department;
 - (c) the condition that every private school receiving any grant or financial assistance from the Government levies and collects from the pupils only such fee, charge or other payment as may be specified by the competent authority, which shall not be in excess of the fee, charge or other payment, levied and collected from the pupils studying in the schools or institutions established and administered or maintained by the State Government, or any local authority in the locality;
 - (d) the rules, orders and notifications issued by the Government from time to time; and
 - (e) such other conditions as may be prescribed. Pay to the private school grant or other financial assistance at such rate and for such purposes as may be prescribed)
- (2) The Government or the competent authority may withhold permanently or for any specified period the whole or part of any grant referred to in sub-section (1) in respect of any private school;--
- (i) which does not comply with any of the provisions of this Act or any rules made or directions issued thereunder in so far as such provisions, rules or directions are applicable to such private school or
 - a. in regard of which the pay and allowances payable to any teacher or other person employed in such private school are not paid to such teacher or other person in accordance with the provisions of this Act or the rules made thereunder; or
 - b. which contravenes or fails to comply with any such condition as may be prescribed.
- (3) Before withholding the grant under sub-section (2), the Government or the competent authority shall give the educational agency an opportunity of making its representation.

CHAPTER IV.

SCHOOL COMMITTEE AND ITS CONSTITUTION AND FUNCTIONS

15. (1) every private school shall have a duly constituted school committee which shall include the headmaster of the private school and the senior most teachers employed in the private school provided in sub-section(2). Provided that where an educational agency is a company or corporation owned or controlled by the central or state government and such educational agency has established and administering or maintaining more than one private school, such private schools may with the prior permission of the Director concerned have a common school committee consisting of all heads of such private schools and such number of senior most teachers employed in such private schools as provided in sub section (2).
- (2) The number of representatives of the teachers on such constituted school committee shall be such as may be prescribed in the Rules issued under this Act and different number of representatives may be prescribed for different classes of private schools.
16. (1) Every school committee shall have a secretary who shall exercise such powers and perform such functions as may be prescribed.
- (2) Every person holding office as president, secretary, manager or correspondent of private school or exercising the powers of secretary under this Act on the date of the commencement of this Act shall be deemed to be a secretary under this Act.
17. (1) The school committee shall meet at such time and places and shall subject to the provisions of sub-sections (2) and (3) observe such rules of procedure in regard to transaction of business at its meeting (including the quorum at meetings) as may be prescribed.
- Provided that the school committee shall meet atleast once in every three months.
- (2) The president of the school committee or, in his absence, any member chosen by the members present, shall preside at a meeting of the school committee.
- (3) All questions at any meeting of the school committee shall be decided by a majority of the votes of the members present and voting and in the case of an equality of votes, the president or, in his absence, the member presiding, shall have and exercise a second or casting vote.

18. Functions of the school committee and responsibility of educational agency under the Act,-(1) Subject to the provisions of this act and the rules made thereunder the school committee shall have the following functions, namely:-
- (a) to carry on the general administration of the private school excluding the properties and funds of the private school.
 - (b) To appoint teachers and other employees of the private school, fix their pay and allowances and define their duties and the conditions of their service; which shall not contravene any of the provisions made in the Rules or directions issued under this Act, and
 - (c) to take disciplinary action against teachers and other employees of the private school following the prescribed procedure.
 - (2) The educational agency shall be bound by anything done by the school committee in the discharge of the functions of that committee under this Act.
 - (3) For the purposes of this Act, any decision or action taken by the school committee in respect of any matter over which the school committee has jurisdiction shall be deemed to be the decision or action taken by the educational agency.
 - (4) The Secretary of the school committee shall send a quarterly Return showing the decisions taken at the meetings of the school committee held during the Quarter under report and enclose it to that monthly staff grant Statement ending with that quarter.

CHAPTER IV-A

APPOINTMENT OF SPECIAL OFFICER IN CERTAIN CASES.

18. A.(1) (A) where the Government, on receipt of a report from the Director or otherwise, are satisfied that the management of any private school-
- (i) is responsible, whether on or after the date of commencement of the Tamil Nadu Recognised Private School (Regulation) and Private Colleges (Regulation) Amendment Act, 1982, for the mal administration, lapses or irregularities of such private school; or
 - (ii) has neglected whether on or after the date of commencement of the Tamil Nadu Recognised Private Schools (Regulation) and Private Colleges (Regulation) amendment Act, 1982 to discharge any of the duties imposed or to perform any of the functions entrusted to such

management by or under this Act, or any rule or order made or direction issued thereunder, the Government may, after giving to such management an opportunity to make representation and for reasons to be recorded in writing, by an order suspend the management and appoint a special officer for a period not exceeding one year or till the reconstitution of the management (in accordance with the law applicable to the reconstitution of such management), whichever is later:

Provided that in no case the maximum period of such suspension of management shall exceed two years irrespective of the reconstitution of the management in accordance with the law applicable to the reconstitution of such management:

Provided further that where, the management of any minority school is suspended, the Government shall appoint a special officer belonging to that minority which has been administering the said minority school immediately proceeding such suspension.

- (iii) The special officer to be appointed under sub section (ii) shall be a District Educational officer in respect of High and Higher Secondary Schools. The authority competent to accord approval wherever necessary as contemplated in these rules on matters arising from the orders of the Special Officer shall be the Chief Educational Officer in whose jurisdiction such school lies
- (ii) shall be the District Elementary Educational Officer of the District in the case of primary and middle schools. The authority competent to accord approval wherever necessary as contemplated in these rules, shall be a Deputy Director of Elementary Education nominated by the Director of Elementary Education for the purpose.
- (iv) (b) On the making of an order under clause (a), suspending the management of a private school-
 - (i) the management shall cease to discharge the duties imposed on, and to perform the functions entrusted to it; and
 - (ii) the special officer-
- (A) shall take all such steps as may be necessary to efficiently manage and run the private school in accordance with any law applicable to the private school in so far as such law is not inconsistent with this Act; and
- (B) may afford such special educational facilities as were immediately before the making of the order under clause

- (a) afforded at the private school. Explanation,-In item (A) of sub-clause (ii) of clause
 - (b) the expression “law” includes any byelaw, rules, regulation, custom, usage or instrument having the force of law.
 - (C) where the Government are satisfied that the manager alone, is whether on or after the date of commencement of the Tamil Nadu Recognised Private Schools (regulation) and Private Colleges (Regulation) Amendment Act, 1982, responsible for the lapses or irregularities of the private school, action shall be taken against him by the management, as recommended by the Government.
- (2) The Government may, for reasons to be recorded in writing, by an order declare a person to be unfit to be the manager of private school after giving to such person an opportunity of making his representation against such declaration and under intimation to the management and on such declaration, the person aforesaid shall cease to be the manager of the private school, shall nominate another person as a manager in his place.
- (3) For the removal of doubts it is hereby declared that any willful failure or willful negligence on the part of a management to take action against the manager as required under clause (c) of subsection (1) or to nominate another person as manager under subsection (2) shall constitute an act of maladministration and action shall be taken against the management of private school under this Act accordingly.
- Explanation.- For the purpose of this Chapter- 2.“management” includes the school committee or any person, body of persons, committee or any other governing body, by whatever name called, in whom the power to manage or administer the affairs of a private school is vested:

Provided that the Board of Trustees, or the governing body of Wakf Board, by whatever name called, constituted or appointed under any other law for the time being in force relating to the charitable and religious institutions and endowments and wakfs, shall be deemed to be a management for the purposes of this Chapter;

- (3) “manager” means the secretary, or any person holding office as president, manager or correspondent of a private school, who is managing or administering the affairs of such private school;
- (4) “private school” includes minority school.

- (5) Sub-sections (1) and (2) shall apply to a minority school, in so far as they are not repugnant to clause (1) of Article 30 of the Constitution.

18.B. Appeal to Special Tribunal,-(1) Any person aggrieved by an order passed by the Government under section 18-A, may within one month from the date of receipt of such order, prefer an appeal to the Special Tribunal consisting of two judges of the High Court nominated from time to time by the Chief Justice in that behalf:

Provided that the Special Tribunal may in its discretion allow further time not exceeding one month for the filing of such appeal.

- (2) The members of the Special Tribunal shall hear the appeal on all points whether of law or of fact, where on any such point or points, the members are divided in their opinion they shall state the point or points together with their opinion thereon shall then be laid before one or more judges nominated for the purpose by the Chief Justice and such Judge or Judges shall hear the appeal in so far as it relates to such point or points and on each such point, the decision of the majority of the Judges who have heard the appeal including those who first heard it shall be deemed to be the decision of the Special Tribunal.
- (3) The Special Tribunal shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (Central Act V of 1908) when hearing an appeal.
- (4) Every order made by the Special Tribunal under this Act shall be deemed to be a decree of a civil court and shall be executable in the same manner as a decree of such court.
- (5) The decision of the Special Tribunal shall be final.

CHAPTER V

TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND OTHER PERSONS EMPLOYED IN PRIVATE SCHOOLS.

- 19. The Government may make rules regulating the number, qualifications and conditions of service (including promotion, pay, allowances, leave, pension, provident fund, insurance and age of retirement and rights as respect to disciplinary matters) of the teachers and other persons employed in any private school. The fundamental Rules, The Tamil Nadu leave Rules, The Tamilnadu Pension code ,and the Govt. orders issued

from time to time regulating various allowances unless otherwise specifically ordered shall mutates mutandis apply to the teachers and other persons employed in the posts approved by the department and admitted to aid.

20. (1) No person who does not possess the qualifications prescribed under section 19 shall on or after the date of the commencement of this Act, be appointed as teacher or other employee in any private school.
- (2) Nothing contained in this section or any rule made thereunder shall apply to any person who, on or before the date of the commencement of this Act is employed as teacher or other employee in any private school.
21. Every teacher and every other person employed in any private school shall be governed by such code of conduct as may be prescribed and if any teacher or other person so employed violates any provision of such code of conduct, he shall be liable to such disciplinary action as may be prescribed.
22. (1) Subject to any rule that may be made in this behalf, no teacher or other person employed in any private school shall be dismissed, removed or reduced in rank nor shall his appointment be otherwise terminated except with the prior approval of the competent authority.
- (2) Where the proposal to dismiss, remove or reduce in rank or otherwise terminate the appointment of any teacher or other person employed in any private school is communicated to the competent authority, that authority shall, if it is satisfied that there are adequate and reasonable grounds for such proposal, approve such dismissal, removal, reduction in rank or termination of appointment and communicate its decision within 2 months, after getting all the relevant materials for taking a decision.
- (3) (a) No teacher or other person employed in any private school shall be placed under suspension, except when an inquiry into the gross misconduct, within the meaning of the Code of Conduct prescribed under sub-section (1) of section 21, of such teacher or other person is contemplated.
- (b) No such suspension shall remain in force for more than a period of two months from the date of suspension and if such inquiry is not completed within that period, such teacher or other person shall, without prejudice to the inquiry, be deemed to have been restored as teacher or other employee:

Provided that the competent authority may, for reasons to be recorded in writing, extend the said period of two months, for a further period not exceeding two months, if in the opinion of such competent authority, the inquiry could not be completed within the said period of two months for reasons directly attributable to such teacher or other person

23. Any teacher or other person employed in any private school-
 - (a) who is dismissed, removed or reduced in rank or whose appointment is otherwise terminated; or
 - (b) whose pay or allowances or any of whose conditions of service are altered or interpreted to his disadvantage by any order may prefer an appeal against such order to such authority or officer as may be prescribed and different such authorities or officers may be prescribed for different classes of private schools.

Explanation. – In this section, the expression ‘order’ includes any order made on or before the date of the commencement of this Act in any disciplinary proceedings which was pending on that date.

24. If the appeal under section 23 was against the dismissal, removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any private school, such teacher or other person or the educational agency aggrieved by any order made in any such appeal, may prefer an appeal against the appellate order to the Tribunal.
25. (1) if, before the date of the commencement of this Act, any teacher or other person employed in any private school has been dismissed or removed or reduced in rank or his appointment has been otherwise terminated and any appeal preferred before that date.-
 - (a) by him against such dismissal or removal or reduction in rank or termination; or
 - (b) by him or the educational agency against any order made before that date in the appeal referred to in clause (a) is pending on that date, such appeal shall –
 - (i) in a case falling under clause (a) stand transferred to the appellate authority prescribed under section 23; or
 - (ii) in a case falling under clause (b), stand transferred to the Tribunal.
- (2) If any such appeal as is referred to in sub-section(1) has been disposed of before the date of the commencement of this Act the order made in any such appeal shall be deemed to be an order this Act and shall have effect accordingly.

26. Where any retrenchment of any teacher or other person employed in any private school is rendered necessary consequent on any order of the Government relating to education or course of instruction or to any other matter (or consequent on the reduction in strength of the pupils studying in any such private School) it shall be competent for the Government or the school committee of any private school to appoint such teacher or other person in any school or institution maintained by the government or in such private school, as the case may be.

(Explanation – For the purpose of this section, the strength of the pupils shall be determined in accordance with the norms fixed in the Grant-in-Aid code of the Tamil Nadu Education Department or under any rule, regulation or order as may be made or issued by the Government or the Director of School Education, from time to time, for appointment of teachers or others in any private school)

27. The pay and allowances of any teacher or other person employed in any private school shall be paid on or before such day of every month, in such manner and by or through such authority, officer or person, as may be prescribed.
28. (1) This Chapter or any rule providing for all or any of the matters specified in this Chapter or any order made in relation to any such matter shall have effect notwithstanding:-
- (a) anything contained in any –
- (i) other law for the time being in force, or
 - (ii) award, agreement or contract of service, whether such award, agreement or contract of service was made before or after the date of the commencement of this Act, or
 - (iii) judgement, decree or order of court, Tribunal or authority, or
- (b) that the rules relating to recognition of or payment of grant, to private schools, had or have no statutory force:

Provided that where, under any such award, agreement, contract of service or otherwise, any teacher or other person employed in any private school is entitled to benefits in respect of any matter which are more favourable to him than those to which he will be entitled under this chapter, such teacher or other person shall continue to be entitled to the more favourable benefits in respect of that matter, notwithstanding that he receives benefits in respect of other matters under this chapter.

- (2) Nothing contained in this chapter shall be construed as precluding any such teacher or other person from entering into an agreement for granting him rights or privileges in respect of any matter which

are more favourable to him than those to which he would be entitled under this chapter.

- (3) When a school under non-minority educational agency is transferred to the management belonging to a minority along with the teachers and other persons appointed against posts approved by the department and admitted to aid, such teachers and other persons will continue to be governed by the Rules applicable to non minority schools, and their service rights in that school will be protected. When a school under minority or non-minority Educational agency is transferred to the management belonging to another non-minority Educational agency which has already established or maintaining one or more schools, it will continue to be a separate single unit with protection of service rights in that school, unless the educational agency has obtained from Government a declaration that it is a corporate body which will be issued only if the conditions specified in this behalf are satisfied.

CHAPTER VI

CONTROL OF PRIVATE SCHOOL

29. (1) No Private school and no class and no course of instruction therein in a private school shall be closed without obtaining the prior approval arrangements as may be prescribed or the continuance of the instructions of the pupils of private school or the class or the course of instructions, as the case may be, for the period of study for which the pupils have been admitted.
- (2) No prior approval under sub-section (1) shall be given unless a notice in writing is given to the competent authority. The period of notice shall be such as may be prescribed and different periods of notice may be prescribed for different classes of private schools. The notice shall be in such form, contain such particulars and given in such manner as may be prescribed.
- (3) The competent authority shall dispose of the notice given under sub-section (2) as expeditiously as possible, and in any case, within six months from the date of receipt of the notice.
- (4) On receipt of the notice under sub-section (2) and after considering the same:-
- (a) the competent authority may give the prior approval for closure of the Private School, class or course of instruction, as the case may be, and while giving the said prior approval it may impose such conditions as it deems fit; or

- (b) if the competent authority is satisfied that –
- (i) the notice given under sub-section (2) is defective;
 - (ii) no arrangements have been made as required under sub-section (1), for the continuance of the instruction of the pupils of private school or the Class or the course of instruction as the case may be, for the period of study for which the pupils have been admitted; or
 - (iii) the reasons given for closure of the private school class or course of instruction as the case may be, are directly attributable to the mismanagement or maladministration on the part of the management or
 - (iv) the financial position of the management is sound, in cases where the lack of finance has been adduced as a ground for closure of the private school, class or course of instruction, as the case may be; or
 - (v) the reason given for closure of the private schools, classes or course of instruction as the case may be, are not bonafide, in
 - (vi) the closure of the private school, class or course of instruction, as the case may be shall adversely affect the educational opportunity available to the pupils of the local area in which such private school is situated.

It may refuse to give the prior approval for closure of the private school, class or course of instruction as the case may be after recording in writing the reasons for such refusal;

Provided that the competent authority shall not refuse to give the prior approval unless the applicant has been given an opportunity of making his representations.

- (5) Where the competent authority refuses to give the prior approval for closure of the private school, class or course of instruction, as the case may be, the management shall continue to run the private school, class or course of instruction as the case may be.
- (6) Where the competent authority gives approval for closure of the private school, class or course of instruction, as the case may be, during the course of an academic year, such closure shall take effect from the expiry of the said academic year.

Explanation – For the purpose of this section, the expressions of “management” and “private school “ shall have the same meaning as in the Explanation to sub-section (3) of section 18-A

30. The educational agency shall on or before the prescribed date in each year, furnish to the competent authority a statement (with such particulars as may be prescribed) of every -
- a. movable property of not less than such value as may be prescribed; and
 - b. movable property of the private school.
 - c.
31. (1) Notwithstanding anything contained in any other law for the time being in force in any deed, document or instrument having effect by virtue of such other law -
- (a) no property of a private school shall except with the previous permission in writing of the competent authority, be transferred by way of sale, exchange, mortgage, charge, pledge, lease, gift or any other manner whatsoever; and
 - (b) if any such property is transferred without such permission, the transfer shall be null and void.
- (2) The competent authority may –
- (a) grant the permission under clause (a) or sub-section (1) if the transfer is made in furtherance of the purposes of the private school or of similar purpose approved by the competent authority and the assets resulting from the transfer are to be wholly utilized in furtherance of the said purpose; and
 - (b) when granting such permission, impose such conditions as it deems fit to ensure that such assets are wholly utilized in furtherance of such purposes; but a contravention of any such condition shall not invalidate the transfers.

Provided that the permission shall not be refused under this section unless the applicant has been given an opportunity of making his representations.

For the purpose of this section, ‘property’ means any –

- (a) movable property of not less than such value as may be prescribed; and
 - (b) such immovable property as may be specified in the rules made in this behalf.
32. (1) Subject to the provisions of sub-section (2) no private school shall levy any fee or collect any other charge or receive any other payment except a fee, charge or payment specified by the competent authority.

- (2) Every private school in existence on the date of the commencement of this Act and levying different rates of fees or other charges or receiving any other amount on such date, shall obtain the prior approval of the competent authority before continuing to levy such fees or charges or receive such payment.
33. (1) All the money collected, grants received and other property held by or on behalf of a private school shall be utilized for the purposes for which they are intended and shall be accounted for by the educational agency in such manner as may be prescribed.
- (2) A private school may invest or deposit its funds –
- in the State Bank of India constituted under the State Bank of India, Act, 1955 (Central Act 23 of 1955); or
 - in a subsidiary bank as defined in the State Bank of India (Subsidiary Banks) Act, 1959 (Central Act 38 of 1959); or
 - in any corresponding new bank as defined in the Banking companies (Acquisition and transfer of Undertaking) Act, 1970 (Central Act 5 of 1970) or Post Office Savings Banks; or
 - in any of the securities specified in section 20 of the India Trust Act, 1982 (Central Act II of 1882) or
 - in such mode as may be prescribed
34. (1) If on receipt of a report from the competent authority or otherwise the Government are satisfied that the Educational agency of any private School has neglected to discharge any of the duties imposed on or, to perform any of the functions entrusted to that agency by or under this Act or any rule or order made or direction issued, thereunder and that it is expedient in the interests of School education to take over the management of such private School, the Government may by order, in writing, take over the management of such private School.

(Provided that the Government shall not initiate any proceeding under this section to take over the management of any private School unless they are satisfied that suspension of the management under section 18-A will not be sufficient)

- (2) Before making an order under sub-section (1) the Government shall give the Educational agency an opportunity of making its representation.

- (3) Any order made under sub-section(1), shall have effect unless it is cancelled for such period as may be specified in the order;

Provided that the period so specified shall not, in the first instance exceed two years but may, by a like order, be extended from time to time, by any period not exceeding one year at any one time of it appears to the Government that the interest of school Education requires such extension; so, however, that no such order as so extended shall in any case remain in force for more than five years in the aggregate.

- (4) On the making of an order under sub-section (1) taking over the management of a private School;
- the Educational agency and the school Committee shall cease to discharge the duties imposed on and to perform the functions entrusted to that agency and that Committee and
 - the Government
 - shall take all such steps as may be necessary to efficiently manage and run the private School in accordance with any law applicable to the private School in so far as such law is not inconsistent with this Act and the rules made thereunder and to take into the custody or control of the Government all the property, effects and actionable claims to which the private School is or appears to be entitled and all the property and effects of the private School shall be deemed to be in the custody of the Government as on and from the date of the order; and
 - may afford such special Educational facilities as were immediately before the making of the order under sub-section (1) afforded at the private School .

Explanation – In sub-clause (i) of clause (b) the expression “Law” includes any by-law, rule, regulation custom or usage.

- (5) If at any time it appears to the Government that the purpose of the order made under subsection (1) has been fulfilled or that for any other reason, the order should be cancelled, the Government may, by order in writing, cancel the order made under sub-section (1) and on such cancellation, the maintenance and management of the private School shall stand restored to the Educational agency.
- (6) Any person aggrieved by any order of the Government under this section may prefer any appeal against such order to the Tribunal.

- (7) This section or any order made thereunder shall have effect not withstanding anything contained in any other law for the time being in force or in any deed, document or instrument having effect by virtue of such other law.
 - (8) An Educational agency which ceases to exist and where there is no legal claim for more than 3 years, Government shall take over the management of the school as a permanent measure.
35. (1) Where the control of any property taken over under section 34 is to be relinquished, the Government may, after making such inquiry, if any, as they consider, necessary by order in writing specify the person to whom possession of the property shall be delivered.
- (2) The delivery of possession of any such property to the person specified in the order made under sub-section (1) shall be a full discharge of the Government or the competent on any other authority or officer or servant of the Government from all liability in respect of such property, but shall not prejudice any rights in respect of such property which any other person may be entitled by due process of law, to enforce against the person to whom possession of the property is so delivered.
- (3) Where the person to whom possession of any property referred to in sub-section (1) is to be delivered cannot be found or has no legal agent or other person empowered to accept delivery on his behalf the Government shall cause to be published in the Tamil Nadu Government Gazette a notice declaring that the control of such property is relinquished; and in the case of any building or land, shall cause a copy thereof to be affixed on some conspicuous part of such building or land.
- (4) When the notice referred to in sub-section (3) is published in the Tamil Nadu Government Gazette;-
- (a) The property specified in such notice shall cease, on and from the date of such publication, to be subject to the control of the Government or the competent or any other authority or officer or servant of the Government;
 - (b) Possession of such property shall be deemed to have been delivered on that date to the person entitled to possession thereof; and
 - (c) The Government or the competent or any other authority or officer or servant of the Government shall not be liable for any rent, compensation or other claim in respect of such property for any period after the said date.

36. Notwithstanding anything contained in this chapter, the Government shall not take over the management of any minority School under section 34.

CHAPTER VII

ACCOUNTS, AUDIT, INSPECTION AND RETURNS

37. Every private School shall maintain accounts in such manner and containing such particulars as may be prescribed.
38. (1) The account of every private School receiving grant shall be audited at the end of every academic year by such authority, officer or person as may be prescribed and different authorities, officers or persons may be prescribed for different classes of private Schools.
- (2) (a) The authority, officer or person, prescribed under sub-section (1) shall send a copy of the report on the audit of the accounts under that sub-section to the competent authority which shall forward the report to the Educational agency.
- (c) The Educational agency shall, within such time as may be prescribed, submit that report together with the comments of that agency to the competent authority.
39. (1) The competent authority shall have the right to cause an inspection of, or, inquiry in respect of private School, its buildings, laboratories, libraries, workshops and equipment and also of the examinations, teaching and other work conducted or done by the private School, to be made by such person or persons as it may direct and to cause an inquiry to be made in respect of any other matter, connected with the private School and the Educational agency shall be entitled to be represented there at.
- (2) The competent authority shall communicate to the Educational agency the views of the authority with reference to the results of such inspection or inquiry and may, after ascertaining the opinion of the educational agency thereon, advise that agency upon the action to be taken.
- (3) The educational agency shall report to the competent authority the action, if any, which is proposed to be taken or has been taken upon the results of such inspection or inquiry. Such report shall be furnished within such time as the competent authority may direct.
- (4) Where the educational agency does not, within a reasonable time, take action to the satisfaction of the competent authority that authority may, after considering any explanation furnished or

representation made by the educational agency, issue such directions as that authority deems fit and the educational agency shall comply with such directions.

40. Every educational agency shall, within such time or within such extended time as may be fixed by the competent authority in this behalf furnish to the competent authority such returns, statistics and other information as the competent authority may, from time to time, require.

CHAPTER VIII

GENERAL PROVISIONS REGARDING APPEAL AND REVISION

41. (1) Any person aggrieved by any order, decision or direction of the authority under (Section 29 or under any other provision) (other competent than section 34) of this Act may prefer an appeal against such order, decision or direction, to such authority or officer as may be prescribed and different such authorities or officers may be prescribed for different classes of private schools.
- (2) If the competent authority omits to communicate its decision to any applicant within the period specified in clause (b) of section 6 or in clause (b) of sub-section (2) of section 8, (or in sub-section (3) of section 29) such applicant may perform an appeal against such omission to the appellate authority prescribed under this section.
42. (1) The Government may constitute as many Tribunals as may be necessary for the purposes of this Act.
- (2) Each Tribunal shall consist of one person only who shall be a judicial officer not below the rank of a subordinate judge.
- (3) Each Tribunal shall have such jurisdiction and over such areas or in relation to such class of private schools, as the Government may, by notification, from time to time, determine.
- (4) Every Tribunal shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (Central Act V of 1908) while hearing an appeal.
43. (1) No appeal under any provision of this Act shall be preferred after expiry of one month from the date on which the order, decision or direction appealed against, was received by the appellant:

Provided that the appellate authority may, in the discretion, allow further time not exceeding one month for preferring any such appeal if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

- (2) On receipt of any such appeal, the appellate authority shall, after-
- (i) giving the parties an opportunity of making their representations;
 - (ii) making, if necessary, such inquiry as it deems fit; and
 - (iii) considering all the circumstances of the case, make such order as it deems just and equitable.
- (3) The appellate authority may, pending the exercise of its power, pass such interlocutory orders as it deems fit.
- (4) Every appeal under this Act shall be disposed of as expeditiously as possible.
44. (1) If the appellate authority referred to in section 23 has in any appeal under that section against the dismissal or removal or reduction in rank or the termination otherwise of the appointment of any teacher or other person employed in any private school, made an order restoring such teacher or other employee as such, no appeal against the order of such restoration shall be preferred to the Tribunal and no appeal (against the order of such restoration) which, under section 25, stands transferred to the Tribunal shall be proceeded with by the Tribunal, unless the educational agency deposits with the Tribunal all arrears of pay and allowances due to such teacher or other person from the date of his dismissal or removal or reduction in rank or termination otherwise of his appointment up to the date of deposit, and continues to deposit the pay and allowances due to such teacher or other person until the termination of the proceedings before the Tribunal.
- (2) The deposit under sub-section (1) shall be made within such time and in such manner as may be prescribed.
- (3) Where there is any dispute as to the amount to be deposited under sub-section (1) the Tribunal shall, on application made to it either by the educational agency or by such teacher or other person, and after making such inquiry as it deems fit, determine summarily the amount to be so deposited.
- (4) If the educational agency, fails to deposit the amount as aforesaid, the Tribunal shall, unless the educational agency shows sufficient cause to the contrary, stop all further proceedings and make an order directing the educational agency to restore such teacher or other employee as such.

- (5) (a) Where, as a result of any final order made by the Tribunal at the conclusion of the proceedings before it, such amount of pay and allowances as becomes due to such teacher or other person, shall be paid to him out of the amount deposited under subsection (1).
- (b) If there is any balance left of the amount deposited under subsection (1) after payment under clause (a) of the pay and allowances referred to in that clause, such balance, or, where no amount becomes due as aforesaid to such teacher or other person, the whole of the amount deposited under sub-section (1), shall be returned to the educational agency.
45. (1) The Government may call for and examine the record of any authority or officer prescribed, for the purpose of section 41 in respect of any proceedings to satisfy themselves as to the regularity of such proceedings, or the correctness, legality or propriety of any order made, decision taken or direction issued therein; and if, in any case, it appears to the Government that any such order, decision or direction should be modified, annulled, reversed or remitted for reconsideration, they may pass orders accordingly.
- (2) No order prejudicial to any person shall be passed under sub-section (1) unless such person has been given an opportunity of making his representations.
- (3) The Government may, pending the exercise of their power under sub-section (1), pass such interlocutory orders as they deem fit.
46. If any person, when required, by or under this Act or any rule made under this Act, to furnish any information, omits to furnish such information or furnished any information, which he knows, or has reasonable cause to believe, to be false, or not true, in any material particular, he shall be punishable, with fine which may extend to one hundred rupees.
47. (1) If any person willfully contravenes, or attempts to contravene, or knowingly abets the contravention of, any of the provisions of this Act or any rule made thereunder, he shall be punishable with fine which may extend to five hundred rupees and in the case of a continuing contravention with an additional fine which may extend to one hundred rupees for every day during which such contravention continues for conviction for the first such contravention.
- (2) If any person willfully obstructs any authority, officer or person, from entering any private school in the exercise of any power

conferred on it or him by or under this Act, he shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to one thousand rupees, or with both.

48. (1) Where an offence against any of the provisions of this Act or any rule made thereunder has been committed by a company, every person who, at the time the offence was committed, was in charge of and was responsible to, the company for the conduct of the business of the company as well as the company, shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this subsection shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- (2) Not with standing anything contained in subsection (1), where any such offence has been committed by a company and it is proved that the offence has been committed with the consent or convenience of, or is attributable to any neglect on the part of, any director, manager, secretary or other secretary, or other officer, shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation,- For the purpose of this section,-

- (a) "company" means any body corporate and includes a firm, society or other association of individuals and
- (b) "director" in relation to—
- (i) A firm, means a partner in the firm.
- (ii) A society or other association of individuals, means the person who is entrusted under the rules of the society or other association, with the management of the affairs of the society or other association, as the case may be.
49. No Court shall take cognizance of any offence punishable under this Act except on a report in writing of the fact constituting such offence made by an authority or officer authorized by the Government in this behalf.
50. No Court inferior to that of a presidency magistrate or a magistrate of the first-class shall try any offence punishable under this Act.

CHAPTER X

MISCELLANEOUS

51. (1) The Government any, by notification, authorize any authority or officer to exercise any of the powers vested in them by this Act except the power to make rules and may, in like manner withdraw such authority.
- (2) The exercise of any power delegated under sub-section (1) shall be subject to such restrictions and conditions as may be prescribed or as may be specified in the notification and also to control and revision by the Government or by such authority or officers as may be empowered by them in this behalf. The Government shall also have the power to control and revise the acts or proceedings of any authority or officers so empowered.
51. A. The Government may, by notification, direct that any function of the competent authority under this Act or the rules made thereunder, shall in relation to such matters and subject to such conditions, as may be specified in such notification, be performed also by such officer or authority sub-ordinate to the Government, as may be specified in the notification)
52. Every authority and every officer duly authorized to discharge any duty imposed on it or him under this Act shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code (Central ACT XLV OF 1860)
53. No civil court shall have jurisdiction to decide or deal with any question which is by or under this act required to be decided or dealt with by any authority or officer mentioned in this Act.
- 53-A.(1) Notwithstanding anything contained in section 53, whenever any dispute as to the constitution of any educational agency, or as to whether any person or body of persons, is an educational agency, or as to whether agency, in relation to any private school, or as the appointment of secretary of the school committee, arises such dispute may be referred by the persons interested or by the competent authority to the civil court having jurisdiction, for its decision.
- (2) Pending the decision of the civil court on a dispute referred to it under sub-section (1), or the making of an interim arrangement by the civil court for the running of the private school, the Government may nominate an officer to discharge the functions of the

- educational agency, the school committee or the secretary, as the case may be, in relation to the private school concerned.
54. (1) Any order made, decision taken or direction issued by any authority or officer in respect of matters to be determined for the purpose of this Act, shall subject only to appeal or revision, if, any, provided under this Act, be final.
- (2) No such order, decision or direction shall be liable to the questioned, in any Court of law.
55. (1) No suit or other proceeding shall lie against the Government for any act done or purporting to be done under this Act or any-rule made thereunder.
- (2) (a) No suit, prosecution or other proceeding shall lie against any authority or officer or servant of the Government for any act done or purporting to be done under this Act or any rule made thereunder without the previous sanction of the Government.
- (b) No authority or officer or servant of the Government shall be liable in respect of any such act in any civil or criminal proceeding, if the act was done in good faith in the course of the execution of the duties or the discharge of the functions imposed by or under this Act.
- (3) No suit, prosecution or other proceeding shall be instituted against any authority or officer or servant of the Government for any act done or purporting to be done under this Act or any Rule made thereunder after the date of the expiry of six months from the date of the act complained of.
56. (1) The Government may make rules to carry out the purpose of this Act.
- (2) In particular and without prejudice to the generality of the foregoing power: such rules may provide for all or any of the following matters, namely:-
- (a) all matters expressly required or allowed by this Act to be prescribed.
- (b) the form of applications and the statements under this Act and the particulars which such application and statement shall contain.
- (c) the establishment and maintenance of private schools.
- (d) The giving of grants to private schools.
- (e) The grant of permission under section 6.

- (f) the admission of pupils in private schools including special provision for the advancement of socially and educationally Backward Classes of citizens and the Scheduled Castes and the Scheduled Tribes.
 - (g) the manner in which accounts, registers and records shall be maintained in private schools and the authority responsible for such maintenance.
 - (h) The submission of returns, statements, reports and accounts by educational agencies of private schools.
 - (i) The standards of education and teaching and courses of instruction in private schools.
 - (j) The purposes of the private school for which the premises of the private school may be used and the conditions subject to which such premises may be used for any other purpose.
 - (k) The regulation of the use in private schools of textbooks, maps, plans, instruments and other laboratory and sports equipment.
 - (l) The conditions subject to which donations or contributions from the public may be accepted for the purpose of private schools and the naming of private schools.
 - (m) The procedure and the disposal of the business of the Tribunal.
- 57.(1) (a) All rules made under this Act shall be published in the Tamil Nadu Government Gazette and unless they are expressed to come into force on the day on which they are so published.
- (b) All notifications issued under this Act shall, unless they are expressed to come into force on a particular day, come into force on the day on which they are published.
- (2) Every rule made or notification issued under this Act shall, as soon as possible, after it is made or issued, be placed on the table of both of the Legislative Assembly and if, before the expiry of the session in which it is so placed or the next session, (the Legislative Assembly agrees) in making any modification in any rule notification or (Legislative Assembly) agrees) that the rule or notification should not be made or issued, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.

Certain provisions of the Tamil Nadu recognized Private Schools (Regulation) Amendment Act, 1986 not incorporation in the Principal Act.

Short title and commencement—

1. This Act may be called the Tamil Nadu Recognised Private Schools (regulation) Amendment Act, 1986.
2. It shall be deemed to have come into force on the 1st December 1974.
3. Validation. – Notwithstanding anything contained in the principal Act or in any judgement, decree or order of any court or other authority, any appointment of the teacher made by the Government or the school committee before the date of the publication of this Act in the Tamil Nadu Government Gazette, on the basis that such teacher has been retrenched from employment in any private school, consequent on the reduction in strength of the pupils shall, for all purposes, be deemed to be an and to have always been validly appointed in accordance with law as if the Principal Act, as amended by this Act, had been in force at all material times when such appointment was made.

PART - II (2)

GOVERNMENT OF TAMIL NADU EDUCATION DEPARTMENT

TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION) RULES, 1974

PART - II (2)

GOVERNMENT OF TAMIL NADU EDUCATION DEPARTMENT TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION) RULES, 1974

Corrected up to 31st Dec., 2002

GOVERNMENT OF TAMIL NADU

TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION)
RULES, 1974

(G.O.Ms.No. 1996, Education, dated 29th November 1974)

In exercise of the powers conferred by section 56 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974), the Governor of Tamil Nadu hereby makes the following rules: -

TAMIL NADU RECOGNISED PRIVATE SCHOOLS (REGULATION) RULES 1974

Short title and commencement – (1) These rules may be called the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974.

(2) They shall come into force with effect on and from the 1st December 1974.

Definitions – In these rules, unless the context otherwise requires –

“Act” means the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974);

“District Educational Officer” unless specifically mentioned in these rules means in relation to

Anglo Indian Schools	–	The Inspector of Anglo Indian Schools
Matriculation Schools	–	The Inspector of Matriculation Schools
High and Higher	–	The District Educational Officer
Secondary Schools		

Pre – primary, Primary & – The District Elementary Educational Middle Schools Officer (c) “teacher” shall include a Head of the Institution “Inspecting Officer” means in relation to Higher Secondary Schools - the Chief Educational Officer (Excluding Anglo Indian Schools)

All Anglo Indian Schools	- The Inspector of Anglo Indian Schools
High Schools	- The District Educational Officer
Primary and Middle Schools	- The Assistant Elementary Educational Officer or The Additional Assistant Elementary Educational Officer.
Matriculation Schools	- The Inspector of Matriculation Schools

Stages of education :- (1) The following shall be the various stages of education and categories of Schools –

Pre-Primary – The Pre-Primary Schools shall be classified as Nursery, Kindergarten and Montessori Schools.

Primary – The primary Schools shall consist of Standards I to V ; or Nursery and Standards I to V

Middle Schools – The Middle Schools shall consist of standards I to VIII or standards VI to VIII;

(i) High Schools – The High Schools shall consist of Standards I to X, or VI to X or IX to X;

(ii) Higher Secondary Schools – The Higher Secondary Schools shall consist of Standards I to XII or VI to XII, or IX to XII or XI to XII

Explanation – The Anglo Indian Schools, the Oriental Schools and the special Schools shall be included in the respective categories in (a) to (d) above.

Teacher Training Institutes

(2) The pattern and duration of courses, curricular syllabi, courses of instruction, time tables and Text Books of Private Schools, shall be regulated by the Government by issue of orders from time to time.

4. Power to grant permission – The competent authorities to grant permission to open a private school or to upgrade an existing school or to open higher standards or additional sections in an existing School shall be the following, namely:-

Schools	Power to grant permission To open a new School or to Upgrade an existing school	Power to grant permission to open higher standard or additional section in an Existing school
(1)	(2)	(3)
(a) Nursery and Primary Schools (LKG, UKG and Stds I to V) Primary Schools (Stds I to V)	Joint Director of Elementary Education Joint Director of Elementary Education	District Elementary Educational Officer District Elementary Educational Officer

(b) Middle Schools	Joint Director of Elementary Education	District Elementary Educational Officer
(c) High Schools	Joint Director of School Education	Chief Educational (Secondary Officer Education)
(d) Higher Secondary Schools (Ordinary)	Joint Director of School Education (Higher Secondary Education)	Chief Educational Officer
(e) Matriculation Schools including Matriculation Higher Secon- -dary Schools	Director of Matriculation Schools	Director of Matriculation Schools
(f) Anglo Indian Higher Secondary Schools	Director of School Education	Director of School Education

5. Application for permission:-

(1) Every application to open a new School or to open higher standards or additional sections in an existing school, shall be, in Form I in respect of Pre-Primary, Primary and Middle Schools, and in Form I-A in respect of High Schools and in Form 1B for upgrading of High School into Higher Secondary School and shall be addressed to the competent authorities specified in rule 4. Such application shall be accompanied by a copy of the constitution of the educational agency and a chalan for the remittance of the fees prescribed under sub-rule (2) below. The application for the opening of new schools or higher standard shall be in triplicate and shall reach the Inspecting Officer before 30th September, and the competent authority mentioned in Rule 4 before the 31st December of the preceding school year in which the new school or higher standard is proposed to be opened and the application for opening of additional sections in an existing school shall be in triplicate and shall reach the competent authority specified in Rule 4 before the 30th June of the School year.

(2) The fees to be paid in respect of every application to open a new school or to upgrade an existing school shall be as follows, namely:-

- | | | | |
|-----------------------------|---|-----|---------|
| (1) Pre – Primary School | - | Rs. | 500/- |
| (2) Primary School | - | Rs. | 500/- |
| (3) Middle School | - | Rs. | 1000/- |
| (4) High School | - | Rs. | 5000/- |
| (5) Higher Secondary School | - | Rs. | 10000/- |

(3) The fees shall be credited to Government under the Head of Account prescribed by the Department

(4) Application not accompanied by a chalan for the remittance of the prescribed fee and applications received after the due date are liable to be rejected.

(5) The educational agency of every private school in existence on the date of commencement of the Act shall, before the expiry of six months from that date, send to the authorities empowered to grant permission to open a new school as specified in rule 4, a statement in Form II.

The educational agency of every Higher Secondary School which is a private school and in existence on the date of publication of the Tamil Nadu recognized Private Schools (Regulation) Amendment Act, 1987 (Tamil Nadu Act 39 of 1987) in the Tamil Nadu Government Gazette, shall before the expiry of six months from the date, make an application to the competent authority for permission to continue to run such school as specified in rule 4, in a statement in Form – II-A

(6) No fee shall be leviable in respect of application for opening an additional section in a school.

(7) A fee of Rs. 1000/- shall be levied in respect of all Higher Secondary Schools which applies for the introduction of new groups or change of group. The fee shall be credited to Government under the Head of account mentioned in sub Rule (3) of Rule 5

6. Grant of Permission:-

- (1) Permission to open a new school or to upgrade an existing school or to open higher standard or additional section in an existing school shall be granted, only if the following conditions are satisfied, namely:-
 - (a) There is need for the opening of a new school or to upgrade an existing school or to open higher standard or additional section in an existing school;
 - (b) the amenities for the pupils and the teachers are adequate;
 - (c) the equipment, buildings, laboratory, library, playground and other facilities for imparting instruction are adequate and according to the scales or requirements prescribed by Government from time to time;
 - (d)
 - (i) the grant of permission under this rule shall be subject to the availability of the funds from the Government with reference to its budgetary provisions.
 - (ii) full grant cannot be claimed as a matter of right.

- (e) No new school or upgradation of an existing school or opening of Higher Standard or additional section in an existing school shall be eligible for any grant.

(From the academic year 1991-92 as per G.O. (4D) No. 4 Education (RI) Dept. dated 25.11.91.)

- (f) The extent of play ground adequate with reference to the strength of the pupils.

(2) (a) The competent authorities as specified in the rule 4 after considering the particulars contained in the application, may grant or refuse the permission and his decision shall be communicated within four months from the date of receipt of the application. If permission is to be refused the educational agency concerned shall be given an opportunity to make its representation.

7. Approval of transfer of management – (1) The competent authorities to approve any change in the constitution of the education agency or to approve the transfer of the management of any private school shall be the following.

- | | |
|--|--|
| (i) Pre-Primary, Primary and Middle Schools | - District Elementary Educational Officer. |
| (ii) High Schools and Higher Secondary Schools other than Anglo Indian Schools | - Chief Educational Officer |
| (iii) Matriculation Schools | - Director of Matriculation Schools |
| (iv) Anglo Indian Schools | - Director of School Education |

(2) The application for approval of change in the constitution of the educational agency shall be in Form III

(3) The application for approval of transfer of the management of any private school or for approval of such transfer where the transfer was made without approval having been obtained for such transfer, shall be in Form IV

(4) when a School under non-minority educational agency is transferred to a management belonging to a Minority, along with the teachers and other persons, they will continue to be governed by the Rules applicable to the non-minority schools, and their service rights in that school will be protected.

(5) When a school under non-minority educational agency is transferred to the Management of another non-minority agency already running a school, the two schools after the transfer will continue to function as two separate single units, unless, the educational agency obtains a declaration from Govt. / Director that it should be treated as a “Corporate Body”.

(6) The declaration mentioned in clause 5 above will be issued only if, among other things, the Teachers and the other persons employed in both the schools opt to serve under the “Corporate Body” and treat all the schools under that “Corporate Body” as belonging to one unit or the purpose of promotion, transfer, etc., and the form of agreement is suitably modified and signed by both the parties.

8. (1) Every minority school to be established and administered after the date of commencement of the act shall send a statement in Form V within three months from the date of the opening of the school to the authorities concerned as specified below:

<u>Schools</u>	<u>Authority</u>
Pre-Primary, Primary and Middle Schools	Joint Director of Elementary Education
High Schools	Joint Director of School Education (Secondary Education)
Higher Secondary Schools (Ordinary)	Joint Director of School Education (Higher Secondary Education)
Matriculation Schools including Matriculation Higher Secondary Schools	Director of Matriculation Schools

(2) The Educational agency of every Higher Secondary School which is a minority School in existence immediately before the date of publication of the Tamil Nadu Recognised Private Schools (Regulation Amendment Act, 1987 (Tamil Nadu Act 3 of 1987) in the Tamil Nadu Government Gazette, and to be established and administered after that date shall send a statement in Form V within six months from the date of publication of the Amendments or within three months from the date of the opening of the school, as the case may be to the authority mentioned under column (i) in Rule 4.

(3) (a) For this purpose, the Government will verify and determine as to whether an educational institution is a minority institution within the meaning of Article 30 (1) or Article 26 of the constitution of India. Such a declaration will be given on application by the Educational Agency, only if the following conditions are satisfied :

- (1) The aim and objective of starting an educational institution by a minority should be for its upliftment and it should cater to its welfare and benefits.
- (2) Should have been established by the minority community and continue to be maintained by members belonging to that minority community.

- (3) All members of the administration, Managers or Correspondent, members of the governing body should be from that minority community only.

(4) The deciding factors will be that all those whose mother tongue is other than Tamil will be considered as belonging to linguistic minorities and all those belonging to various religions other than Hindu Religion will be considered as belonging to Religious Minorities in TamilNadu State.

(5) Under no circumstances an institution not established by a Minority shall attain the minority status. (G.O. M.S. No. 375 School Edn(XI) Dept dated 12.10.98)

9. Recognition – (1) The Educational agency of a private school including a minority school shall apply in Form VI for recognition of the school or for opening of a higher standard to the competent authorities specified in rule 4 in respect of section 11. The application shall be made within three months from the date of opening of the school or higher standard where a temporary recognition is accorded, application for the continuance shall be made not later than one month prior to the expiry of the period of the temporary recognition.

Where a temporary Recognition is accorded separately for High School standards and Higher Secondary Standards of an Institution single application shall be made for their further continuance to the authority competent to accord recognition to the Higher Secondary Standards.

A sum of Rs.1000/- in the case of High School and Rs. 2000/- in the case of Higher Secondary School shall be remitted into the Treasury and the chalan forwarded with the application for recognition or renewal of recognition of higher secondary schools, as the case may be till permanent recognition is granted. The fee shall be credited to Government under the Head of account prescribed by the Department.

(2) The following conditions shall be satisfied for the purpose of recognition:-

- (a) The Educational agency shall produce a licence issued by the Revenue Department permitting the use of the School building as public building under the Tamil Nadu Public Buildings (Licensing) Act, 1965 (Tamil Nadu Act XIII of 1965),
- (b) Where the licence has been issued for a specified period a fresh licence shall be produced before the expiry of the period of validity of the said licence.
- (c) (i) The educational agency of a private school including a minority school shall create an endowment as follows, namely:-

	Rs.
(a) Pre-Primary School	10,000
Existing Pre-Primary School to be Upgraded as Primary school	15,000
(b) Primary School	25,000
Existing Primary School to be Upgraded as Middle school	25,000
(c) Middle School	50,000
Existing Middle School to be Upgraded as High school	50,000
(d) High Schools	1,00,000
(e) High school to be upgraded as Higher Secondary School	2,00,000
(f) Matriculation Schools	2,00,000
Existing Matriculation School to be Upgraded as higher secondary school	1,00,000

Provided that, in respect of an existing School to be upgraded where no endowment had already been created the amount of endowment payable by such school shall be the same as for opening a new school.

The endowment shall be created jointly in the name of the school and the Inspecting Officer concerned in the shape of Government securities like National Defence Certificates or National Plan Certificates or in fixed deposits for a period of not less than seven years with Tamil Nadu Industrial Investment Corporation Limited, Chennai or the Tamil Nadu Industrial Co-operative Bank Limited or the Tamil Nadu State Co-operative Bank or the Chennai Central Co-operative Bank, Chennai or in any corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertaking Act, 1970)(Central Act 5 of 1970). Fifty per cent of such endowment amount shall be created before the school is opened. The remaining amount shall be created in two equal annual instalments in the case of Pre-Primary and Primary Schools and in five equal annual instalments, in the case of middle and high Schools. "In the case of upgrading the existing High School as Higher Secondary School the endowment amount of Rupees Two Lakhs shall be paid in three annual instalments, the first instalment being Rupees One Lakh, the remaining amount shall be paid in two equal instalments. Trust or society or Corporate body which run more than one private school shall have the option to create fifty percent of the endowment in cash and fifty per cent in the form of immovable property other than school building. The immovable property so endowed shall

be unencumbered and income yielding. It shall be endowed in the name of the school and conveyed to the school through proper legal document. The immovable property endowed to the school shall not be sold, mortgaged, exchanged or gifted or alienated without the prior approval of the Director concerned. The entire income derived from the endowed immovable property shall be brought to the general accounts of the school ;

(ii) In addition to the creation of the endowment referred to above, the educational agency shall also deposit in the Tamil Nadu State Co-operative Bank Limited, or in Chennai Central Cooperative Bank Limited, or in any corresponding new Bank as defined in the Banking companies (Acquisition and Transfer of Undertaking Act, 1970)(Central Act 5 of 1970) in the name of the school, a sum equivalent to a minimum of one month salary of the staff employed in such school, to serve as a working capital of that school, which may be drawn for the disbursement of salary to the members of the staff on the due date.

(d) If the educational agency pays more than the scales and rates ordered by Government such excess shall be met by the educational agency from its own funds and shall not be debited to the school funds and for purposes of grants such higher scale or rate shall not be taken into consideration.

(e) The educational agency shall not collect fees or donations compulsorily other than those permitted by the competent authority under rule 23 from pupils or parents or any other persons for any purpose whatsoever.

(f) The educational agency shall carryout the instructions issued by the Government from time to time in the public interest to ensure that admission in the schools run by them, of pupils belonging to the socially and educationally backward classes of citizen and to safeguard the interest of linguistic minorities.

(g) The educational agency shall carry out the instructions issued by the Director concerned or other officers subordinate to him with a view to maintain the academic standards and to safeguard the interest of teachers and the pupils including the linguistic minorities.

(h) The educational agency should have fulfilled all the conditions stipulated by the competent authority at the time of according permission to open the school or the additional standard or section.

The school shall be situated in a building which is accessible to all castes and communities. The premises of the school or subsidiary building pertaining to it or a playground or a vacant site belonging to the school whether adjacent to or remote from it, shall ordinarily be used for the purposes of conducting the school or for functions conducted by such schools or for

authorized examinations or for other purposes specifically permitted by the Inspecting Officer.

(jj) The use of the building and other properties including the playground of any recognized private school for conducting drill or training with or without arms by persons who are not students or members of the staff of the school shall not be permitted by the management under any circumstances:

Provided further that non-observance of the condition laid down in clause (jj) above will entail the withdrawal of recognition and aid as per sub-section(1) of section 12 of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973.

The School Committee shall not appoint any teacher whose certificate has been suspended or cancelled or who has been declared unfit to be a teacher in recognized schools or who has been convicted for offences involving moral turpitude.

(l) "The additional factors given in section 11-A of the Act shall also be taken into account by the competent authority before passing orders on an application for recognition under section 11"

(3) The Certificate of recognition of the private school shall be granted within a period of two months from the date of receipt of application.

(4) It shall be open to the competent authority to reject the application for recognition if he considers that any one of the conditions under sub-rule (2) has not been satisfied. The order rejecting the application shall specify the grounds for rejection and shall be communicated within a period of two months from the date of receipt of the application.

(5) No School which does not enjoy recognition shall be permitted to present students for writing public examination conducted by the Director of Government Examinations, Chennai – 6.

WITHDRAWAL OF RECOGNITION

10(1) The competent authorities for withdrawal of Recognition shall be the following.

Schools	Competent authority
Per-primary, Primary and Middle Schools	Joint Director of Elementary Education
High Schools (Secondary Education)	Joint Director of School Education

Higher Secondary Schools (Ordinary)	Joint Director of School Education (Higher Secondary)
Matriculation Schools including Matriculation Higher Secondary Schools	Director of Matriculation Schools

(2) The recognition shall be withdrawn permanently or for any specified period, by the competent authority, if the educational agency or the school Committee or the Secretary of the School Committee violates any one of the conditions stipulated for recognition under rule 9.

11.Payment of grant – (1) Recognised Private Schools may be paid grants from State funds directly, such payment of grants shall be subject to Government orders and instructions issued from time to time.

Provided that, Schools whose recognition have been withdrawn shall not be entitled to any grant for the period of such withdrawal of recognition.

(2) The authority competent to sanction grant shall be the District Educational Officer for High & Higher Secondary Schools, Assistant Elementary Educational Officer or Additional Assistant Elementary Educational Officer for Primary & Middle Schools, as the case may be and the Director of school Education in respect of Anglo Indian schools.

(3) The rate at which and the purpose for which the grant may be paid shall be as specified in Annexure 1.

(4) The Joint Director of Elementary Education in respect of primary and middle schools and the Joint Director of School Education (Secondary Education) in respect of High Schools and the Joint Director of School Education (Higher Secondary) in respect of (Higher Secondary Schools) and the Director of School Education in respect of Anglo Indian Schools shall withhold, permanently or for any specified period, the payment of grant, if any of the conditions specified in rule 9 are contravened or not complied with.

(5) Notwithstanding anything contained in the Act or in any other law for the time being in force or in any decree order or direction of any Court or other authority: -

no private school shall, only on the ground of having been granted recognition under the Act, be entitled to any grant or other financial assistance from the Government ;

(ii) the Government may, subject to the availability of funds, the norms and conditions specified in the Grant-in-aid code of Tamil Nadu Education Department. The condition that every private school receiving any grant or financial assistance from the Government levies and collects from the pupils

only such fee, charges or other payment as may be specified by the competent authority, which shall not be in excess of the fee, charge or other payment levied and collected from the pupils studying in the schools or institutions established and administered or maintained by the State Government, or any local authority in the locality. The rules, orders and notifications issued by the Government from time to time; and Such other conditions as may be prescribed by Government to the private school grant or other financial assistance at such rate and for such purposes as may be prescribed.

(iii) From the academic year 1991-92 no new school or upgradation of an existing school or opening of Higher Standard or additional section in an existing school shall be eligible for any grant (G.O(4D) No. 4 Education (RI) Dept. dt. 25.11.91.

12. Constitution of the school Committee - (1) (a) The educational agency of every private school shall constitute a school committee, and obtain the approval of the Inspecting Officer concerned.

(b) Provided that where an Educational Agency is a company or Corporation owned or controlled by the Central or State Govt. and such Educational Agency has established and administering or maintaining more than one private school such private schools may with the prior permission of the Director concerned have a common School Committee consisting of all Heads of Institutions of such private schools and such number of senior most teachers employed in such private schools as provided in sub section(2).

(2) The term of Office of the Committee shall be three years. Members of the committee shall be eligible for renomination.

(3) The School Committee shall consist of not more than the following number of members:- Representatives of the Educational agency who shall be nominated by such educational agency members.

- | | |
|--|---|
| (ii) Headmaster of the School (Ex Officio) | 1 |
| (iii) Senior most teachers of the school | 3 |
| (iv) Parent Teacher Association nominee | 1 |
| (v) Senior-most non teaching staff | 1 |
| (if available) | |

Explanation I : Non-Teaching staff should mean the ministerial staff belonging to group "c" and above.

Explanation II: For the purpose of this rule, the school seniority shall be determined with reference to the total service rendered by teachers or non teaching staff as the case may be in that recognized school.

Provided that the number of representative of teachers shall not be reduced on account of any decrease in the strength of teachers during the three years term of the committee.

Provided further that the educational agency shall increase the representation for the teachers on the above scale, if the strength of the teachers is increased. The teachers so nominated shall be a member of the committee for the residual period of the tenure of the committee and shall be eligible for renomination:

Explanation III: Nomination of Teacher Representatives shall be made as follows:

- (a) Higher Secondary Schools – one each from the categories of (1) P.G.Teachers (2) B.T.Teachers (3) Secondary Grade Teachers
- (b) High Schools – one each from the categories of (1) B.T. Teachers (2) Secondary Grade Teachers and (3) Specialist Teachers
- (c) Primary and Middle Schools – Three from among the teachers

(3) (A) When a vacancy of representatives of Teaching and non teaching staff arises, the vacancy shall be filled in on the basis of norms given supra.

(4) The educational agency shall nominate one of its representatives in the committee as the President.

If the educational agency intends to change the President, within the period of three years, it shall do so only with the prior approval of the District Educational Officer or the District Elementary Educational Officer as the case may be

(5) The following persons shall not be eligible to become members of the Committee:

- (a) Minors;
- (b) Mentally unsound persons;
- (c) Persons convicted for criminal offence involving moral turpitude;
- (d) insolvents;
- (e) A person who has been found responsible for any serious irregularity, as a result of enquiry by the Education Department
- (f) A member shall cease to continue on the committee if any one of the grounds mentioned in (b) to (e) above become attributable to him after nomination or if he fails to attend three consecutive meetings.

13. Secretary of the school committee – (1) The educational agency shall nominate one of its six representatives as secretary of the School Committee who shall be a graduate;

Provided that, it shall be open to the Educational agency to nominate the Headmaster as Secretary.

(2) The term of office of the Secretary shall ordinarily be three years. However, he shall be eligible for renomination as secretary for subsequent terms. If the educational agency intends to change the Secretary within the period of three years, it shall do so only with the prior permission of the District Educational Officer or the District Elementary Educational Officer as the case may be.

(3) The Secretary of the School Committee shall function for and on behalf of the School Committee and the educational agency.

(4) The Secretary shall act on the basis of the resolutions passed at the meetings of the school committee.

(5) The Secretary shall not interfere in the internal administration of the school like admissions, examinations, promotions of pupils and other academic matters which shall be the exclusive responsibility of the head of the institution.

(6) The Secretary shall be responsible for the correct maintenance of accounts and proper administration of accounts. In respect of special fee a/c the Headmaster shall be responsible.

(7) When the Educational agency ceases to exist if there is no legal claim for a period of more than three years, the Government shall take over to run the school.

Meetings of the school committee be convened by the secretary of the school committee with the approval of the President of the School Committee.

(2) No meeting of the school committee shall be conducted unless:-

- (a) at least seven days clear notice in writing has been given to the members of the committee.
- (b) at least fifty percent of the total members of the committee are present.

Explanation:- If the total number of the members of the committee is an odd number, the

next higher even number shall be taken for purpose of this sub-rule.

(3) A copy of the minutes shall be communicated by the secretary of the School Committee to the Assistant/Additional Asst. Elementary Educational

Officer in respect of a pre-primary, a primary or a middle school, and to the respective Inspecting officer in respect of a High School, or Higher Secondary School, within fifteen days from the date of such meeting”.

(4) The Secretary shall also send a Quarterly Return showing the dates of the meeting and the decisions taken at each meeting during the Quarter under report, along with that monthly staff grant statement ending with that Quarter.

15. Qualification, conditions of service of teachers and other persons:-

(1) The number of teachers and other persons employed in a private school shall not exceed the number of posts sanctioned by the respective Directors from time to time, with reference to the academic requirements, teacher-pupil ratio and overall financial considerations.

(2)(i) The School Committee of every private school shall enter into an agreement with the teacher or other person in Form VII (a) or VII(b) if the appointment is for a period exceeding three months.

(ii) Three copies of the agreement shall be executed. One copy shall be furnished to the teacher or other person concerned, the other copy shall be retained by the school committee and third copy shall be forwarded to the Inspecting Officer concerned.

(3) In a regular vacancy a fully qualified candidate shall be appointed only on a regular basis. However in a temporary vacancy, i.e., leave vacancy, deputation for training or suspension of the teacher's certificate a teacher or other person may be appointed for specified period. In such cases the agreement to be executed shall be in form VII (b).

(4) (1) (i) Promotion to the category of teachers and other persons shall be made on the basis of school seniority.

(ii) Appointments to the various categories of teachers shall be made by the following methods.

(a) Promotion from among the Qualified teachers in that school in the next lower grade on identical scales of pay having due regard to the subject and language requirement. If qualified and suitable candidates are not available in that grade, candidates in the further next lower grade shall be considered.

(b) while filling the vacancies in the cadre of P.G. Teachers, candidates who have obtained a Master's Degree and Bachelor's Degree in the same subject or language as main shall be given first preference.

(2) If no qualified and suitable candidate is available by method(1) above appointment shall be made in the following order

- (a) Appointment of other persons employed in that school, provided they are fully qualified to hold the post of teacher.

- (b) Appointment of teachers from any other school
- (c) Direct Recruitment

In the case of appointment from any other school or by direct recruitment, the school Committee shall obtain the prior permission of the District Elementary Educational Officer in respect of Pre-Primary, Primary and Middle School and that of the inspecting officer in respect of High and Higher Secondary Schools, setting out the reasons for such appointment.

For the purpose of promotion, a panel of names of prima facie fully qualified and eligible candidates in each category shall be prepared as on 1st June of each year. If there is more than one category on identical scale of pay they should be grouped together. The panel should contain the names of all fully qualified and eligible candidates. Their names should be arranged according to their inter-se seniority determined by the date of joining duty in that school. If it happens to be the same date for more than one, their inter-se-seniority shall be fixed with reference to their dates of birth, the elder being given the higher place.

For Direct Recruitment, the private aided Educational Institutions shall make all appointments in their institutions through the Employment Exchange only. When no candidate is available from the Employment Exchange or the candidates who are sponsored from the Employment Exchange are found to be unfit, it would be open to the Private Educational Agency to seek the permission of the concerned authority and go ahead with the recruitment from the open competition: [As per G.O. Ms.No. 873 Education Science and Technology (D2) Dept. dt. 13.11.95.]

(iii) Appointment to the post of Head of a High School:- For filling the vacancy of Head of Institution of a High School, the management shall maintain a panel of names of all fully qualified and eligible candidates in the feeding cadre i.e. category of B.T.Asst. and other eligible categories on identical scales of pay as on 1st June of each year, and their names arranged according to their seniority to be determined with reference to the date of joining the eligible cadre in that School following the procedure prescribed in sub rule (ii) above. The claims of the first five candidates in that panel shall be considered and the best among them shall be selected. While making the selection due consideration should be given to Teaching efficiency

Proficiency in the subject

Leadership qualities

- (d) Ability to maintain discipline
- (e) Special contribution made for the growth and development of the Institution

- (f) Sociability and
- (g) Personality and bearing

(iv) Appointment to the post of Head of a Higher Secondary School :
- Appointment to the post of Head of Institution of a Higher Secondary School shall be made by the methods specified below:

Promotion from among the qualified and eligible candidates in the category of Heads of High Schools (and the T.T.I) under the same Educational Agency based on seniority.

If no qualified and eligible candidate is available by method (a) above, promotion from the feeding category of P.G.Assistants in academic subjects and languages provided they possess the prescribed qualifications. For the purpose of this rule, an integrated seniority list of all prima-facie fully qualified and eligible candidates belonging to various academic subjects and languages as on 1st June of each year shall be maintained. Their names in the panel shall be arranged according to their inter-se seniority fixed with reference to the date of joining the P.G. Cadre in that School after becoming fully qualified for the post of P.G.Asst..

The claims of the first five candidates in the panel shall be considered and the best among them shall be selected. While making the selection due consideration should be given to the factors (a) to (g) mentioned in sub rule (iii) above.

The panel mentioned in items (i) (iii) & (iv) above shall be valid for one year only. As and when need arises, a sub committee shall be constituted by the school committee with not more than 3 members consisting of (1) the secretary, (2) the Head of the institution and (3) an expert to examine the proficiency of the Teacher in the matter of making new appointments to the various categories of Teachers. Likewise, a sub committee shall be constituted for selection to the post of Head of the Institution. The sub committees will merit-rate the candidates for consideration by the School committee.

In respect of corporate body running more than one School, all the schools under that body shall be treated as one unit for the purposes of this rule. Separate seniority list shall be maintained for each category of Teachers and other persons. The seniority will be determined with reference to the date of joining the category under the corporate body. This seniority list shall be a permanent one to be updated as and when there is addition or deletion. A panel of names of candidates in each category who are prima-facie fully qualified and eligible for promotion to higher posts as on 1st June of each year shall be prepared and maintained. The names in the panel shall be arranged on the basis of their inter-se seniority in their respective categories. This panel will be valid

for one year only. If the vacancies to be filled up in the category of Heads of Institution of High School and Higher Secondary School are more than one in each category, the claims of a batch of five candidates in the panel in the order of seniority for each vacancy shall be considered. With regard to fixing the seniority and constitution of sub committee and selection of candidates the procedure prescribed in sub rule (ii) (iii) (iv) & (vi) above shall be followed.

4 (A) Any person employed in the institution specified in column (i) of the table below, aggrieved by an order issued under sub Rule 4 may prefer an appeal to the authority specified in the corresponding entry in column (2) thereof.

Institution (1)	Authority (2)
Pre-primary, Primary or Middle Schools	Joint Director & Elementary Education
High School, Teachers Training Institute or Higher Secondary School (in respect of a person Other than Headmaster and post-Graduate assistant (both Academic And languages) or Physical Director	Joint Director of School Education (Secondary Education)
Higher Secondary School (in respect Of Headmaster, Post Graduate Assistant (both Academic and Languages) or Physical Director	Joint Director of School Education (Higher Secondary)
Anglo Indian Schools including Higher Secondary Schools	Director of School Education
Matriculation Schools including Higher Secondary Schools	Director of Matriculation Schools

4 (B) The proposal for approval of appointment shall reach the inspecting officer concerned within 15 days from the date of appointment and the approval shall be accorded within 30 days from the date of receipt of the proposal. Such proposal should be accompanied by a copy of the resolution passed by the school committee.

(5) A Service register shall be maintained for every teacher or other person, showing among others the date of appointment, the scale of pay on which he/she was appointed, the increments given from time to time, the leave to his/her credit and the leave granted and other relevant entries like awards

and punishments, additional qualifications acquired, deputation & incentive increments granted.

(6) The teacher and other persons employed in a private school shall possess the qualification specified in Annexure V.

(7) Every Private school not being a minority school shall reserve 18+1 percent of the vacancies in teaching as well as non-teaching staff, for candidates belonging to Scheduled Caste and Scheduled Tribes respectively.

(8) Every Private School, not being a minority school shall reserve 30 per cent of the vacancies in teaching as well as non teaching side for the candidates belonging to Backward classes and 20 percent for the candidates belonging to the Most Backward Classes.

(9) (i) The claims of the candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes shall also be considered for the remaining 31 percent of unreserved vacancies which are filled on the basis of merit. Where a candidate belonging to Backward classes, Most Backward classes, Scheduled castes or Scheduled Tribes is selected on the basis of merit in the said 31 percentage of unreserved vacancies, the number of percentage, reserved for Backward classes, Most Backward classes, Scheduled castes or Scheduled Tribes, as the case may be shall not in any way be affected.

(ii) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or Backward Classes or Most Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle the turn so allotted to the Backward classes and Most Backward classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation; but the turn so reserved for Scheduled Castes and Scheduled Tribes shall not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes and Scheduled tribes candidates not available for selection against the turn reserved for them, the unfilled vacancies reserved for scheduled castes and scheduled tribes shall be carried over to the next recruitment and selection for appointment to that post in the next recruitment shall be made first for the carried over turn and then the normal rotation shall be followed.

(G.O. Ms. No. 1371, Education, dated 22nd July 1980)

15 (10): For the purpose of reservation of vacancies the "Roster" prescribed by Government for a cycle of 100 vacancies, given in Annexure VI shall be followed. There shall be a separate roster for each category of posts. In the case of P.G. Teachers appointed for Higher Secondary Standards, each subject or language of the academic course shall be a separate unit for the purpose of reservation and maintenance of roster, provided in the case of

schools under a Corporate Body, all schools shall be treated as one unit for the purpose of this rule.

15-A Probation. – Every person appointed to a category shall from the date on which he joins duty, be on probation for a period of two years on duty excluding any period spent on leave within a continuous period of three years;

16. Teachers and other persons employed in private Schools to be governed by code of conduct – (1) The teachers and other persons employed in private schools shall be governed by the code of conduct as specified in Annexure II.

(2) A teacher or other person employed in a private school shall be liable to disciplinary action and punishment, if he violated any provision of the code of conduct which may include, dismissal or removal or termination of service or reduction in rank.

17. Dismissal, removal or reduction in rank or suspension of a teacher or other persons employed in private Schools – (1) The competent authorities to accord prior approval for the dismissal, removal or reduction in rank of a teacher or other person employed in any private school shall be the District Elementary Educational Officer in respect of teacher or other person employed in Pre-Primary, Primary and Middle Schools and the Chief Educational Officer in respect of teacher or other person employed in High schools, Higher Secondary Schools.

Inspector of Matriculation Schools in respect of Matriculation Schools, and Inspector of Anglo Indian Schools in respect of Anglo Indian Schools.

(2) (i) Whenever a teacher or other person employed in a private school is kept under suspension, such suspension shall immediately on the date of issue of the suspension order be intimated by the Secretary of the School Committee to the Inspecting Officer concerned along with a copy of the suspension order.

(ii) On receipt of intimation regarding the suspension of a teachers or other person as mentioned in clause (i) above the Inspecting officer concerned shall make payment of subsistence allowance to the Teacher or other person who is placed under suspension every month from the date of suspension for not more than two months at half the rate of pay which he was drawing at the time of suspension and in addition the Dearness Allowance, if admissible on the basis of such pay.

(iii) Whenever the competent authority has extended the period of suspension of a teacher or other person under the proviso to clause (b) of sub section (3) of section 22 of the Act, he shall intimate such extension of suspension to the Inspecting Officer Concerned. On receipt of such intimation the Inspecting Officer concerned shall make payment of subsistence allowance

to the teachers or other persons who is placed under suspension for a further period not exceeding two months at half the rate of pay which he was drawing at the time of suspension and in addition the Dearness Allowance if admissible on the basis of such pay.

(iv) The Inspecting Officer concerned shall send an intimation regarding the payment of the subsistence allowance under clause (ii) and (iii) above to a teacher or other person who is placed under suspension to the Secretary of the School Committee.

(v) The payment of subsistence allowance shall be limited to maximum of four months in all.

(vi) After the expiry of the period of suspension of 4 months even if the disciplinary proceedings are not concluded, the competent authority shall revoke the order of suspension and re-instate the teacher in service on the next day, even if it be a holiday, in the post from which he/she was suspended, without prejudice to the disciplinary proceedings pending against him.

In a case where the teacher becomes involved in a Criminal Proceedings, leading to his suspension from service, if legal advice is tendered for his reinstatement pending disposal of the criminal case, the competent authority shall reinstate him in service otherwise, the teacher will continue to be under suspension and the limit of 4 months shall not apply.

(3) (i) Where after enquiry, including the appeal a suspension is found to be not justified, the management on receipt of orders shall remit the amount of subsistence allowance paid to the teacher or other person, employed in that private school to the government in one lump sum under the appropriate head of account. The Educational agency shall however pay such teacher or other person the full pay and allowances he would have drawn but for his suspension less the amount of subsistence allowance already paid to the teacher or other person for the suspension period from the funds of the management without any claim from grant.

(ii) Where a substitute is appointed in the place of a teacher or other person employed in a private school kept under suspension, the management shall not be entitled to any grant in respect of such a substitute.

(G.O. Ms. No. 748, Education dated 22nd May 1981)

(iii) “Where the appellate authority has decided against the imposition of the penalty of dismissal or removal from service or placement under suspension of a Teacher or other person employed in a private school by the management of that school, the management of every private school, not being a minority school, shall implement the order of the Appellate Authority and reinstate the teachers or other persons with all back wages for the period of

dismissal or suspension or removal within one month from the date of order of the Appellate Authority failing which, apart from resumption of the post, recognition shall be withdrawn and such period shall be treated as "Duty".

(G.O. Ms. No. 1535, Education, dated 13th September 1986).

17. A - Educational agencies not to obtain compulsorily resignation letter either at the time of appointment or subsequently from the employees in their school (1) whenever a teacher or other person employed in a private school tenders his resignation of appointment he shall inform the fact of his resignation in writing, by registered post with acknowledgement due, to the Inspecting Officer concerned.

(2) No teacher or other person employed in a private school shall give to the Educational agency at any time undated or predated resignation letter.

(3) No Educational agency shall insist or compel any teacher or other person employed in a private school to give at any time undated or predated resignation letter.

(4) No teacher or other person employed in a private school shall be relieved from service on the strength of the resignation letter. The resignation letter shall, on receipt be sent to the Chief Educational Officer concerned in respect of teachers and other persons employed in a high and Higher Secondary School and to the District Elementary Educational Officer concerned in respect of teachers and other persons employed in a pre-primary, primary and middle schools. The Chief Educational Officer / District Elementary Educational Officer concerned shall in turn, get the confirmation of the teacher or other person employed as the case may be, as to the fact of such resignation and then accord his approval to relieve the teacher or other person employed, as the case may be, from service.

(5) Entries regarding the date of acceptance of resignation of appointment shall be made by the Secretary of the School committee in the Teachers Service Register of the teacher or in the Service Register of the other person employed in a private school under proper attestation and duly countersigned by the District Elementary Educational Officer or the other Inspecting Officer, as the case may be.

(6) No substitute shall be appointed in the place of a teacher or other person employed in a private schools who has been relieved on the basis of the resignation letter tendered by him, without obtaining prior approval of the Chief Educational Officer concerned in respect of the teacher and other persons employed in High and Higher Secondary Schools and the District Elementary

Educational Officers concerned in respect of teachers and other persons employed in pre-primary, primary and Middle schools.

(G.O. Ms. No.586, Education, dated 2nd April 1981)

18. Appeal against orders of punishment imposed on teacher and other persons employed in private schools – The competent authorities, to whom an appeal under section 23 of the Act shall be from any teacher or person employed in a private school against any order of dismissal, removal or reduction in rank or whose appointments otherwise terminated or whose pay and allowances or any of whose conditions of service are altered shall be the following, namely:

In respect of teachers and other persons employed in pre-primary, primary and middle schools – The joint Director – Elementary Education.

In respect of a teacher and other person employed in High school, or higher secondary schools (other than Headmaster, Post Graduate – Assistants (both academic and languages) or Physical Director---The Joint Director of school education, (Secondary Education)

In respect of Headmaster, Post Graduate Assistant (both academic and languages) or Physical Director employed in Higher Secondary School, the Joint Director of School Education (Higher Secondary).

19. Pay and allowances of teachers and other persons employed in private schools to be paid in the prescribed manner. The procedure for payment of pay and allowances to teachers and other persons employed in private schools shall be as in annexure III. The Fundamental Rules, the TamilNadu Leave Rules, and the TamilNadu Pension Code, and the Govt. orders issued from time to time regulating various allowances, concessions etc., unless otherwise specifically ordered, shall apply mutatis – mutandis to the teachers and other persons employed in posts approved by the Department and admitted to aid.

20. Conditions for closure of private school, class or course of instruction therein:-

(1) No educational agency shall close a private school or a standard or a course of instruction therein without giving a notice in writing to the competent authority who had given permission to open the school, the standard or the course of instruction in Form VIII for closure of the private school and in Form VIII – A for closure of the standard or the course of instruction in such school, and without obtaining orders permitting such closure from the competent authority.

(2) The notice shall be given to the competent authority before 1st September of the year preceding the year in which the closure is proposed to be given effort to.

(3) Alternative arrangements shall be made for the continuance of the instructions to the pupils, of the Private School or the class or the course of instructions proposed to be closed, as the case may be, for the period of study for which they have been admitted.

(4) Such closure shall take effect from the date of expiry (31st May) of the academic year, as specified by the competent authority permitting the closure.

(5) The competent authority, while giving such permission for closure of the private school or the class or the course of instruction therein shall satisfy himself about the adequacy of the alternative arrangements proposed to be made. Any property endowed to the private school proposed to be closed shall be continued to be used for the educational purposes in accordance with the objects of the trust endowment or all other property of the private school like contributions and donation from the public shall also be continued to be utilized for the Educational purposes.

(6) Pending proceedings to abate- (1) Notwithstanding anything contained in sections 8 of the General Clauses of Act 1991 (Tamil Nadu Act of 1891) with effect and from the date of the publication of the Act in the Tamil Nadu Government Gazette

(a) any notice given under section 29 of the 1974 Act for closure of any private school, class or course of instruction therein in a private school pending before the competent authority on the date of the publication of this Act in the Tamil Nadu Government Gazette shall lapse;

(b) any appeal preferred against an order, refusing to give the approval for closure of the private school or class or course of instruction in such private school and pending before the appellate authority under section 4 of the 1974 Act on the date of the publication of this Act, in the Tamil Nadu Government Gazette shall abate.

(2) On and from the date of publication of this Act in the Tamil Nadu Government Gazette, the Management of such private school intending to close such private school or any class or course of instruction therein in a private school shall give a fresh notice as required under section 29 of the 1974 Act as amended by this Act.

(G.O. M.No. 1071 Education Dept. dt. 14.6.1988)

21. Educational agency to send list of properties – Every Educational agency shall send along with the statement of account on or before the 31st

May of each year, to the Inspecting Officer concerned a statement in triplicate of all movable, properties the value of which, i.e. individually, is not less than Rs. 500/- (Rupees Five hundred only) and where there are more than one articles of the same category, if the total value of such article exceeds Rs. 1000/- (Rupees One Thousand only) and of all immovable properties. In respect of immovable property the statement shall contain the following particulars and shall be authenticated by the Educational agency :-

Name of property:

Description, address and location;

Area/extent together with the survey number;

In the case of cultivable land its classification and the crops grown;

Market value;

Annual income derived from the property;

Remarks, if any.

Explanation: A certificate from an officer of the Revenue Department not lower in rank than that of a Tahsildar shall be obtained in respect of (e) and (f) above at the time of the first submission of the statement.

Whenever there is any change in the movable or immovable properties, such change should be indicated in the statement.

22. Restriction of transfer of property of private school – (1) the following shall be the competent authorities to permit the transfer of property of a private school if they are satisfied that such a transfer is made in furtherance of the purposes of the private school for or similar purpose approved by the competent authority.

Schools	Competent Authority
(a) Pre-Primary, Primary and Middle Schools Officer	District Elementary Educational
(b) High and Higher Secondary Schools	Chief Educational Officer
(c) Matriculation Schools	Inspector of Matriculation Schools
(d) Anglo Indian Schools	Inspector of Anglo Indian Schools

(2) for purposes of this rule, the movable and immovable property shall be those as specified in rule 21.

(3) Movable properties in respect of which permission has been obtained, shall be sold, only through public auction. Records of such public auction shall be maintained and submitted for inspection.

Fees and other charges – (1) The competent authority to specify the fee or charges or receive any other payment in respect of every private school shall be the Chief Educational Officer in the case of High and Higher Secondary schools and the District Elementary Educational officer in the case of primary and middle schools. No fee or other charge or donation of any kind shall be collected either from the pupils or from parents or from public except with prior permission of the competent authority. In respect of special fees, the levy of which has been specified by the competent authority, there shall be no deviation from the permitted rate or the purpose for which such levy was authorized. A separate account shall be maintained for such special fees and unutilized amount at the end of the year shall be carried over to the next year's account under the same head. All moneys that accrue to the school by way of special fees or any other payment authorized shall be brought to the school account and accounted properly.

(1) Utilisation of funds and property of private school : - (1) The funds of the school shall be utilized for the bonafide purposes connected with the school, only with the prior permission of the Inspecting Officer concerned. An appeal against the orders of the Inspecting Officer shall lie to the Chief Educational Officer. In the case of Higher Secondary Schools an appeal shall be to the Joint Director of School Education (Higher Secondary)

(2) Where the Educational agency seeks to divert the funds from one purpose to another, it shall do so only after obtaining the prior permission of the Inspecting Officer concerned.

(3) If any donation is collected, with the prior permission of the competent authority, for any specific or earmarked purpose, they shall be utilized only for that purpose. Balance if any, shall be credited to the funds of the School.

Accounts : - Every private school shall maintain, registers and records specified in annexure IV. The registers and records in respect of the pre-primary, Primary and Middle Schools, shall be produced to the Assistant Elementary Educational Officer and the Additional Assistant Elementary Educational Officer and in respect of the High and Higher Secondary Schools to the District Educational Officer and in respect of Matriculation Schools to the Inspector of Matriculation Schools and in respect of Anglo Indian Schools, to the Inspector of Anglo Indian Schools whenever required. The respective Directors may add revise or modify the list of registers or records.

Annual Audit of Accounts: (1) The authorities to audit the Accounts of every private School shall be the following, namely :-

Schools	Competent Authority
(1)	(2)
(a) Primary And Middle Schools	Assistant Elementary Educational Officer
(b) High and Higher Secondary Schools and Private Teacher Training Institutes	Departmental Auditors

(2) (a) A copy of the reports on the audit of accounts shall be sent to the Inspecting Officer concerned, who shall forward the same to the Educational Agency .

(b) The Educational Agency shall within a period of one month from the date of receipt of the report, submit the same together with its comments, to the District Educational Officer. These comments of the Educational Agency shall be reviewed by the Inspecting Officer concerned.

Inspection or enquiry – (1) The competent authorities to cause an inspection of or inquiry in respect of any private school, its buildings, laboratories, libraries, workshops and equipment and also of the examinations, teaching and other work conducted or done by the private school to be made by such person or persons as it may direct and to cause an inquiry to be made in respect of any other matter connected with the private school shall be the following namely:

Schools	Competent Authority
(1)	(2)
(a) Pre-Primary, Primary and Middle Schools	District Elementary Educational Officer
(b) High Schools and Higher Secondary	Chief Educational Officer Schools
(c) Matriculation Schools	Inspector of Matriculation Schools
(d) Anglo Indian Schools	Inspector of Anglo Indian Schools

Furnishing of Returns: - The competent authorities to whom the returns, statistics and other information shall be furnished by the educational agency, under section 40 of the act, shall be the following namely: -

Schools (1)	Competent Authority (2)
(a) Pre-Primary, Primary and Middle Schools	District Elementary Educational Officer
(b) High and Higher Secondary Schools	District Educational Officer
(c) Matriculation Schools	Inspector of Matriculation Schools
(d) Anglo Indian Schools	Inspector of Anglo Indian Schools

Appeal against order of competent authority.-

Any person aggrieved by any order, decision or direction of the competent authority under any provision (other than section 34) of the Act, may prefer an appeal, under section 41 of the Act, against such orders, decision or direction to the following authorities, namely:-

Section Under the Act (1)	Category of Schools (2)	Competent Authority passing orders (3)	Appellate Authority (4)
Section 6 Opening Permission	Pre-primary, Primary and Middle Schools	(a) Opening of new schools – Joint Director (Elementary)	Director of Elementary Education
		(b) Opening of additional standards or sections- District Elementary Educational Officer.	(Elementary)
	High Schools	(a) Opening of new schools- Joint Director of School Education (Secondary Education)	Director of School Education
		(b) Opening of additional standards or sections- Chief Educational Officer.	Joint Director (Secondary Education).
	Higher Secondary Schools (Other than Matriculation schools)	(a) Opening of new schools- Joint Director (Higher Secondary)	Director of School Education
		(b) Opening of additional standards or groups or sections- Chief Educational Officer.	Joint Director (Higher Secondary).

Section Under the Act (1)	Category of Schools (2)	Competent Authority passing orders (3)	Appellate Authority (4)
Section 8 Change of Management	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer	Joint Director (Elementary Education).
	High Schools	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer	Joint Director(Higher Secondary)
Section 11 Recognition	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary Education).
	(a) New Schools	District Elementary Educational Officer.	Joint Director (Elementary Education).
	(b) Higher standard or Additional sections.	District Elementary Educational Officer.	Joint Director (Elementary)
	(c) Grant of continuance of recognition.	District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools (a) New Schools	Joint Director(Secondary Education).	Director of School Education
	(b) Higher standard or Additional section	Chief Educational Officer	Joint Director (Secondary Education).
	(c) Grant of continuance of recognition	Chief Educational Officer	Joint Director (Secondary Education).
	(d) Permanent Recognition	Joint Director (Higher Secondary)	Director of School Education
	Higher Secondary Schools		
	(a) New Schools	Joint Director(Higher Secondary).	Director of School Education
	(b) Higher standards or Additional sections or new groups	Chief Educational Officer	Joint Director (Higher Secondary)

	(c) Grant of continuance of recognition	Chief Educational Officer	Joint Director (Higher Secondary Education)
	(d) Permanent Recognition	Joint Director (Higher Secondary Education)	Director of School Education
	Matriculation Schools		
	Matric Schools, Matric Higher Secondary Schools	Director of Matriculation Schools	Government
Section 12 Withdrawal of recognition	Pre-primary, Primary and Middle Schools	Joint Director (Elementary)	Director of Elementary Education
	High Schools	Joint Director (Secondary Education).	Director of School Education
	Higher Secondary Schools	Joint Director (Higher Secondary)	Director of School Education
	Matriculation Schools & Matriculation Higher Secondary Schools	Director of Matriculation Schools	Government
Section 14 Payment of grant	Pre-primary, Primary and Middle Schools	(1) Assistant Elementary Educational Officer.	District Elementary Educational Officer.
		(2) Withholding of grant-District Elementary Educational Officer	Director of Elementary Education.
	High Schools	(1) Payment of grant -District Educational Officer.	Chief Educational Officer
		(2) Withholding of grant-Joint Director (Secondary Education)	Director of School Education
	Higher Secondary Schools	(1) Payment of grant-District Educational Officer.	Chief Educational Officer
		(2) Withholding of grant-Joint Director (Higher Secondary Education)	Director of School Education
Section 22 Disciplinary proceedings	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer	Joint Director (Elementary Education)

	High Schools	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools (in respect of persons other than Headmasters, Post-Graduate Assistants (both academic and languages) and Physical Directors	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools (in respect of Headmasters, Post graduate Assistants (both academic and language) and Physical Director.	Chief Educational Officer	Joint Director (Higher Secondary)
	Matriculation Schools	Inspector of Matriculation Schools	Director of Matriculation Schools
Section 29 Closure	Pre-primary, Primary and Middle Schools	(a) Closure of Schools-Joint Director (Elementary)	Director of Elementary Education
		(b) Closure of standards or section-District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools	(a) Closure of Schools-Joint Director (Secondary Education)	Director of School Education
		(b) Closure of Standards or Sections or Course of Instructions – Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	(a) Closure of Schools - Joint Director (Higher Secondary)	Director of School Education
		(b) Closure of groups, Standards or Sections or Course of instructions in +1 and +2 levels–Chief Educational Officer.	Joint Director (Higher Secondary)

Section 31 Transfer of property	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary)
	High Schools	Chief Educational Officer.	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer. Secondary)	Joint Director (Higher Secondary)
Section 32 Fee collection	Pre-primary, Primary and Middle Schools	District Elementary Educational Officer.	Joint Director (Elementary Education)
	High Schools	Chief Educational Officer	Joint Director (Secondary Education)
	Higher Secondary Schools	Chief Educational Officer	Joint Director (Higher Secondary)
	Matriculation Schools & Matric Higher Secondary Schools	Director of Matriculation Schools	Government

30. Deposit with the Tribunal of pay and allowances of teachers and other persons employed in private schools in certain cases.- In cases of appeal contemplated in subsection

(1) of section 44 of the Act, the Educational Agency shall deposit, at the time of appeal into the Tribunal, all arrears of pay and allowances due to such teachers or other persons from the date of their dismissal or removal or education in rank or termination of their appointment up to the date of deposit.

ANNEXURE I

[Vide Rule 11 (3)]

PAYMENT OF GRANT

Recognised Private Schools may be paid grants from State Funds on the basis of orders issued from time to time.

The grant payable to recognized Private Schools are the following, namely:-

(1) Staff Grant.- The educational agency may be paid full grant to cover the entire approved expenditure on pay and other allowances of the teaching and non-teaching staff including other servants paid from contingencies.

(2) Maintenance Grant- (a) Primary and Middle Schools.- The educational agency may be paid up to 2 per cent of the assessed teaching grant as maintenance grant for the calendar year.

(3) Teacher Training Institutes.- The Training Institutes may be paid Teaching Grant. Such Grant shall be assessed on the basis of the government orders issued from time to time..

(4) Anglo-Indian Schools.- The Anglo-Indian Schools may be paid full Teaching Grant. Such Grant shall be assessed to the Anglo-Indian Schools on the basis of the approved expenditure on pay and allowances to the Staff, rent, taxes, repairs and contingencies after deducting the actual fee income.

Such schools may also be paid other grants specially ordered.

ANNEXURE – II

(Vide Rule 16(1))

Code of Conduct for teachers and other persons employed in a private school.

Every teacher or other person employed in a private school shall discharge his duties efficiently and diligently and shall conform to the rules and regulations.

No teacher or other person employed in a private school shall absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds a medical certificate to the satisfaction of the school authorities shall be produced within a week.

No teacher or other person employed in a private school shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuitions specific written sanction of the school authorities shall be obtained.

(a) No teacher or other person employed in a private school shall send any application for employment under any other agency except through the School Committee of the school.

(b) The School Committee shall not withhold any such application. It shall however be open to the School Committee to prescribe reasonable conditions for relieving him.

Prior permission of the School Committee shall be obtained in a case where any teacher or other person employed in a private school seeks to accept honorary work without detriment to his duties as a teacher.

A teacher or other person employed in a private school who becomes involved in a criminal proceedings shall inform the School Committee of such

proceedings. On receipt of such information the School Committee shall initiate disciplinary action against him.

No teacher or other person employed in a private school shall engage himself in any political activity. He shall not be associated with any political party or any organization which takes part in politics or shall subscribe to or assist in any other manner any political movements.

No teacher or other person employed in private school shall contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the Teacher's Constituencies.

No teacher or other person employed in a private school shall bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interests.

No teacher or other person employed in a private school shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or

which involves contempt of court, defamation or incitement to an offence.

No teacher or other person employed in a private school shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activity which bring disrepute to the Government. Adaption of legitimate methods of ventilating grievances however shall not be considered as criticism of the Government.

No teacher or other person employed in a private school shall speculate in any stock, share or other investment. The habitual purchase or sale or both of share securities or other investments shall be deemed to be speculation.

No teacher or other person employed in a private school lend money to any person at interest or in a manner where by return in money or in kind is charged or paid.

No teacher or other person employed in a private school shall in any radio broadcast or telecast in any document published unanimously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government which is capable of embarrassing the relations between the State Government and any other Government or the relations between the Central and the Government of any foreign State.

No teacher or other person employed in a private school shall enter into or contract a marriage with a person having a spouse living and no one

having a spouse living shall enter into or contract a marriage with any person without the permission of Government and involve himself/herself in any act involving moral turpitude on his/her part including any unlawful act which may cause embarrassment or which may bring discredit to Government and Management.

No teacher or other person employed in a private school shall engage himself/herself or participate in any activity which is anti secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relationship with foreign states, Public order, decency, or morality which involves contempt of Court, defamation or incitement to an offence.

No teacher or other person employed in a private school shall be found drunk or under the influence of liquor while on legitimate duty or appearing in a public place.

No teacher or other person employed in a private school shall except after obtaining, No objection certificate from the Government, apply for grant or renewal of passport or undertake trip to foreign country.

No teacher or other person employed in a private school shall refuse to receive pay or make concerted or organized refusal to receive their pay.

A teacher or other person shall endeavor to avoid habitual indebtedness or insolvency.

No teacher or other person employed in a private school shall, except after notice to the School Committee or the prescribed authority of the Management acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise either in his own name or in the name of any member of his family. Every teacher or other person, for the construction or extension or acquisition of a house shall report to the school Committee or the prescribed authority of the management.

No teacher or other person shall encroach upon Government lands.

ANNEXURE III

[Vide Rule (19)]

Procedure for payment of pay and allowances to teachers and other persons in private schools.

(1) Primary and Middle Schools.

The Secretary of the School, shall submit a monthly statement containing the details of teachers and other persons, their pay and allowances,

etc., for the month, to the Assistant Elementary Educational Officer who, after scrutiny of the statement shall release the Teaching Grant bills to the Secretary of the school marking a copy of his sanction orders to the Treasury and the secretary shall disburse the pay and allowances to the teachers and other persons employed in a private school on the last working day of every month or any date authorized by the Director of Elementary School Education.

(2) High Schools and Higher Secondary Schools.

The Secretary of High School and Higher Secondary Schools shall submit every month to the District Educational Officer an application for monthly staff grant in the form. It shall be accompanied by a detailed statement of the staff employed from first to the last day of the month.

The statement shall be signed by both the Headmaster and the Secretary of the School.

The statement shall reach the District Educational Officer before the 22nd of every month. Based on this statement the District Educational Officer shall sanction staff grant in the specified bill form, before the 25th of the month, at the latest so as to enable the Secretary to encash the bill on the last working day of the month or any date authorized by the Director of School Education and disburse the salaries of the employees on the same day.

(3) Special Schools and Training Institutes.

The Secretary of a special school or a training institute shall submit a financial statement in the prescribed form every year to the Director of Teacher Education Research and Training.

The auditors of the department will scrutinise the statement and certify to the correctness of the statement.

The grant is sanctioned once in a year to the Training Institutes. The sanctioning authority shall be the Director of Teacher Education Research and Training.

II. Under special circumstances, the District Educational Officer concerned may make direct payment to the Headmaster of a school or to the teachers of a school.

III. Before releasing the teaching grant or staff grant the District Educational Officer shall verify and satisfy himself as to whether the appointments made by the school committee are in accordance with the rules and Government orders in force.

ANNEXURE IV

(Vide Rule 25)

List of registers to be maintained by High Schools and Higher Secondary Schools.

- (1) General Cash Book.
- (2) General Ledger.
- (3) Special Fees Cash Book.
- (4) Special Fees Ledger.
- (5) Daily Fee Collection Register.
- (6) Term Fee Register.
- (7) Acquittance Register.
- (8) Scholarship Register.
- (9) Concession Register.
- (10) Postage Register.
- (11) Refund Register.
- (12) Admission Register.
- (13) Pupil's Attendance Register.
- (14) Stock Registers.
- (15) Staff Attendance Register-Teaching
- (16) Staff Attendance Register-Non-teaching.
- (17) C.L. Register.
- (18) Leave other than Casual Leave Register.
- (19) Scale Register.
- (20) A separate Cash Book and Register for the Amenity Fund.

ANNEXURE V

Qualifications for appointment as teachers in Higher Secondary Schools.-

(Wherever a degree or Master' degree is specified it refers to the degree or Master's degree of a University in the state or of its equivalent standard)

Name of the post**(1)**

Headmaster or Headmistress (Higher Secondary Schools)

Post-Graduate Assistants in Academic subjects.

Qualification**(2)**

(i) A Master's Degree for teaching any of the languages under Parts I and II or subjects under Part III, Group "A" of the syllabus for Higher Secondary Courses B.T. or B.Ed. degree Experience for a period of not less than ten years as PG Assistant in academic subjects or languages in a Higher Secondary School recognized by the Director of School Education, after becoming fully qualified.

In the case of Headmaster of a High School total service as School Assistant, PG Assistant and Headmaster for a total period of 10 years.

A Master's Degree in the subject in respect of which appointment is made.

Provided further that, other things being equal, preference shall be given to those who have studied the same subjects as main both in the degree and PG degree level

(ii) B.T., or B.Ed. degree

Post-Graduate Assistants in Languages (Tamil)

Post-Graduate Assistants in Language (Other than Tamil)

5. Physical Directors and Physical Directress in Higher Secondary Schools

(i) A Master's degree in Tamil and

(ii) B.T. or B.Ed. degree

Provided that for appointment to the post by recruitment by transfer from the Post of Tamil Pandit in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed. Degree.

Provided further that, other things being equal, preference shall be given to those who have studied Tamil as a Main Subject both in degree and Master's degree levels.

(i) A Master's Degree in Language in respect of which appointment is made

B.T. or B.E.d., Degree

Provided that for appointment to the post by recruitment by transfer from the post of Pandit and Munshie in the High Schools, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree:

Provided further that other things being equal, preference shall be given to those who have studied the same subject both in degree and Master's degree levels.

(i) M. P.Ed., Degree

(ii) A Diploma equivalent to M.P.Ed., degree.

2. Qualifications for appointment as Teachers in High Schools.

Name of the Post**(1)**

Headmaster Or Headmistress (High Schools)

2. B.T. Assistant

3. Secondary Grade Teacher

4. Tamil Pandits

Qualifications**(2)**

(i) B.A. or B.Sc.,

(ii) B.Ed. or B.T.

(ii) Should have worked as a School Assistant or Tamil Pandit or B.T. grade Middle School Headmaster or PG Assistant or in combination with one or more of these categories for not less than 5 years after passing B.T. degree Exam.

- (i) B.A. or B.Sc. and
- (ii) B.T. or B.Ed.

1. (1) S.S.L.C.

(2) T.S.L.C. of Secondary Grade or its
equivalent or Secondary Grade Teacher
Training.

Or

2. HSC and a Diploma in Teacher Education.

(1) M.A. (Tamil) or B.A. (Tamil) or M.O.L.
(Tamil) or B.O.L. (Tamil)

and

B.Ed. or B.T. or Secondary Grade Training

(or)

(2) S.S.L.C. completed

and

Oriental Title of Madras, Madurai or Annamalai
University;

and

Pandit's Training Certificate or Secondary Grade
Training Certificate.

Pandits of other languages

(Languages other than Tamil)

6. Physical Director

7. Physical Education Teacher

(1) Degree with oriental language as special study

and

Degree or Diploma in teaching

Or

(2) S.S.L.C. completed

and

Title or Certificate of proficiency in oriental learning of a University in
the state or its equivalent

and

Pandit's Training or Secondary Grade Teacher Training.

A Degree in Physical Education

Higher Secondary course certificate passed

and

Government Teachers certificate in Physical education.

Or

A degree in Physical Education

8. Wood work Instructor

(1) S.S.L.C. completed

and

(2) Industrial School Certificate.

Or

Certificate course in Elementary wood
working (Old regulation) issued by the
College of Arts and Crafts, Madras

Or

Diploma Course in Wood work issued by
College of Arts and Crafts (New
Regulations), Madras

And

(3) Technical Teachers' Certificate

or

Crafts Instructor's Course Certificate of
Teachers' College, Saidapet

and

(4) National Trade Certificate in the Trade
of Carpentry. One year Course (with) One
year paid (untrained teaching experience)
or One Year (paid) work experience in a
Standard Wood Work Factory or
Institution.

And

9. Spinning and Weaving Instructor
- (5) National Apprentice Certificate issued by the National Council for Training in Vocational Trades (Wood Work).
- (1) S.S.L.C.completed
and
(2) Artisan Course or Instructors Course Certificate of the Government Textile Institute, Madras.
- Or
- Government Technical Examination Certificate (Lower Grade).
- Or
- Bunayee or Khadi pravisaka Course (One Year) of the All-India Spinners Association, Tiruppur
- Or
- Three years course certificate in Handloom and powerloom weaving issued by the SMRV Technical Institute, Nagercoil awarded prior to 1961
- Or
- Twelve months Craftsman Certificate in Handloom weaving of SMRV Technical Institute Nagercoil
- Or
- National Trade Certificate awarded by the National Council, for training in vocational Trades, Government of India.
- Direct –General of Resettlement and Employment, New Delhi in Hand Weaving Trade.
- Or
- Diploma in Handloom Technology, awarded by the Indian Institute of Handloom Technology, All-India Handloom Board, Salem
- And

- (3) Technical Teacher's Certificate.
- Or
- Craft Instructor's Course Certificate of Teachers College, Saidapet.
10. Instructor in Gardening and Agriculture.
- (1)S.S.L.C. completed or its equivalent
and
Government Technical Examination Certificate (Lower Grade); and
Technical Teachers' Certificate
- Or
- (2) Completed Secondary School Leaving Certificate with thirty five per cent in Agriculture (Theory and practical separately) under the Diversified Course;
and
Technical Teachers Certificate.
11. Instructor in Home Craft
- (1) S.S.L.C. completed
and
(2) Government Technical Examination (Higher Grade in needle work and Dress-making and Higher Grade in Embroidery) Industrial School Certificate
- Or
- National Trade Certificate awarded by the National Council for training in vocational Trades Government of India or the Diploma awarded by the Director-General of Resettlement and Employment, New Delhi, in Embroidery and Needle work;
- Or
- Diploma in Costume Designing and Dress-making issued by the State Board of Technical Education and Training, Madras;
- And
- (3) Technical Teacher's Certificate.

12. Instructor in Music
- (1) Degree [with Music under part III];
or
Completed S.S.L.C.
And
Sangeetha Bushana of Annamalai University;
Or
Sangeetha Vidwan title in Music awarded by the Director of Government Examinations, Madras;
Or
Sangeetha Sironmani of the Madras University; Diploma in music of the Madras University or Madurai University;
And
Technical Teacher's Certificate
Or
(2) S.S.L.C. completed;
and
Government Technical Examination Certificate (Higher Grade in Music);
and
Technical Teacher's Certificate
or
(3) Completed S.S.L.C with forty percent in Music(Theory and Practical separately under the diversified courses);
and
Technical Teacher's Certificate
or
Diploma in Music Teaching awarded by the Director of Examinations;
Or
(4) Teacher's Certificate in "Indian Music" issued by the Director of Government Examinations.

13. Drawing Master
- (1) (a) Degree with Drawing and Painting under Part III of an University in the State or its equivalent;
or
Diploma in Painting or Diploma in Drawing of the Annamalai University;
Or
(b) S.S.L.C. (completed);
and
Government Technical Examinations (Higher Grade in Free-hand outline and Model Drawing:
Or
Government Diploma in Drawing:
And (2) Technical Teacher's Certificate.
(1) S.S.L.C. (completed);
and
(2) Industrial School Certificate:
or
Certificate of the Government of India, Director of Resettlement an Employment (Ministry of Labour).
Explanation- The Industrial school Certificate should ordinarily by of not less than two years duration and for the particular subject alone and not for a number of subjects.
14. Metal Work Instructor,
Electric Wiring Instructor,
Electric Wiring Instructor,
Book-Binding Instructor.
Tailoring Instructor,
Leather Work Instructor,
Clay Modeling and Paper Making Coir Instructor,
Basketing and Ratan Work Instructor.

Explanation:- The Qualifications prescribed as above for all post shall be applicable for the appointment to be made in Private Schools on or after the date of the publication of the rules.

(2) Persons who are in service prior to the issue of this notification shall be eligible for appointment in any other school even after the issue of this notification.

Qualification of non teaching staff:-

- | | |
|-----------------------|--------------------------------|
| Junior Assistant | S.S.L.C Passed |
| Office Assistant | VIIIth std. Passed |
| 3. Watch man Literate | (able to read and write Tamil) |
| 4. Lab Assistant | S.S.L.C Passed |
| 5. Record Clerk | S.S.L.C Passed |

QUALIFICATIONS FOR PART-TIME INSTRUCTORS IN HIGHER SECONDARY VOCATIONAL SUBJECTS

Subject	Qualifications
Agricultural vocations	
1. Dairying	B.V.Sc. with 5 years experience in
2. Poultry	Dairying/Poultry
3. Small Farm Management	B.Sc. (Agri)
4. Agro-based Industries	
5. Farm Mechanic and Post Harvest Technology	B.E. (Agri)
Rural Construction Technology and Soil Conservation	
Sericulture and Apiculture	B.Sc. in Botany, Zoology or Chemistry with 6 months practical experience in Sericulture. B.Sc., (Agri)
Plant Protection (Pests, Diseases and Weeds)	B.Sc., (Horticulture)
Vegetables and Fruits	B.Sc., (Horticulture)
Floriculture and Medicinal Plants	B.Sc., (Agri)
Agricultural Chemicals	
Crop Production	B.Sc., (Horticulture)
13.Spices and Plantation Crops	B.Sc., (Marine Biology, Fisheries
14.Fisheries	Science or Zoology)
II Home Science	
1. Food Preservation	
2. Baking and Confectionery	
3. Catering	B.Sc./B.Ed., (Specialized in Home Science)
4. Dietetics, Nutrition and Food Preparation	
5. Interior Decoration	
6. Dress Designing and Making	
7. Designing, Dyeing and Printing	
Textile and Design	
Child welfare and Nutrition	

III Commerce & Business

1. Office Secretaryship	Bachelor's degree or equivalent in special Science/Commerce of an Indian University with a post graduate diploma in Secretarial course. Experience : Minimum two years experience in an industry in the related area or Two year's teaching experience in the institute or department offering office secretary ship course.
2. Insurance	A degree in Commerce / Arts with a diploma in Insurance. Experience : Two year's working experience in an insurance company or Two years teaching experience in the subject connected with Insurance principles, practice and organisations.
3. Accountancy and Auditing	A degree in Commerce with Accounting and auditing as special subjects. Experience : Two years experience in Accounting and auditing department in an industry or Two years teaching experience in the related subjects at under-graduate level.
4. Banking Assistant	A degree in Commerce with Advanced Banking / Commerce as special subjects. Experience : Two years working experience in any bank or Two years teaching experience at under-graduate level.
5. International Trade	A degree in Economics/Commerce Experience : Two years working experience in an exporting and importing organisation (private/public sector) with a knowledge in export,

- import trade process. or Two year's teaching experience in the subject International Trade at under-graduate level.
6. Marketing and Salesmanship
A degree in Commerce/Business Administration.
Experience : Two years work experience in any Commercial undertaking.
7. Materials Management
A degree in Commerce/Business Administration, postgraduate diploma in Materials Management being a preferential qualification.
Experience : Two years work experience in an industry in the related field.
8. Business Management for Small Scale Industries
A degree in Business Administration/Commerce.
Experience : Two years work experience in a small Scale Industry or
Two years teaching experience.
9. Co-operative Management
A degree in Commerce/Economics with specialisation in rural Economics / Co-operation.
Experience : Two years work experience in a Co-operative Society or
Two years teaching experience.

IV ENGINEERING & TECHNOLOGY

1. Building Maintenance
A diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Madras.
or
A diploma in Technical Teaching awarded by the Technical Teacher Training Institute.

- Electrical Domestic Appliances Repairs & Maintenance
Experience : As a Mason for not less than five years in a reputed Civil Engineering Organization.
At least a diploma in Electrical Engineering with a minimum of 3 years experience in the appropriate field.
3. Domestic Electronic Equipment Projection Equipment Servicing and Maintenance
At least a diploma in Technical Teaching, Industrial teaching and experience in the field of Electronic and Radio/Television Engineering or A diploma in Electronics/Radio or Telecommunications.
or
Post Diploma in Television Engineering. Industrial Experience in the field of Electronics Radio/ Television Engineering.
4. Radio and Television Maintenance and Repairs
A degree in Electronics and Communication Engineering or A diploma in Electronics
or
in Electrical Engineering with a post diploma in Television Engineering with a minimum of one year experience in the appropriate field.
or
A diploma in Electronics with minimum of 3 years experience in the related industry.
5. Electrical Motor Rewinding
A diploma in Electrical Engineering with a minimum of three years experience in Electrical and allied Industries.
6. General Machinist
A diploma in Mechanical Engineering with a minimum of three years experience in any Industry or workshop.

7. Textile Technology A degree in Textile Technology or a diploma with three years experience.
8. Leather Technology A degree or diploma in Leather Technology.
9. Maintenance and Servicing of Textile Machinery A diploma in Textile Technology. or a diploma in Mechanical Engineering/Electrical Engineering

V HEALTH

1. Medical Laboratory Assistant M.B.B.S, D.C.P.
2. E.E.G.,E.C.G.,Audiometry Technician Professor or assistant Professor with D.M.(Neurology) or Professor or M.D.General Medicine degree or Professor or Assistant Professor with M.D.General Medicine degree or A well experienced M.B.B.S.Doctor with diploma in E.N.T.diseases.
3. Ophthalmic Technician M.B.B.S.,D.O.
4. Dental Mechanic B.D.S.
5. Dental Hygienist B.D.S.
6. Radiological Assistant M.B.B.S., D.N.R.
7. Nursing Course B.Sc (Post Basic or Basic)
8. Hospital House Keeping A Nursing Tutor with a minimum of B.Sc.Nursing.

VI. MISCELLANEOUS

1. Tourist Guide A History teacher may be put incharge of the course exclusively and he may be got trained by tourism department of the State/Central Government.
2. Photography Diploma in Cinematography A Photographer/Darkroom Assistant S.S.L.C.passed with atleast five years experience in processing studio. (The senior Physics staff will be incharge of the course)

3. Music A Graduate in Music or Holder of diploma in Music and Sangeetha Sironmani title of Madras University or Sangeetha vidwan title of Tamil Nadu Music College or Sangeetha Bushanam of Annamalai University with minimum educational qualification of eligibility in S.S.L.C.examination or its equivalent

Qualification for the Vocational courses other than those mentioned above, will be prescribed by the Government from time to time.

Annexure VI

Communal Roaster and rotation for appointment in private schools with effect from 06.05.2000

REVISED ROSTER AS PER G.O.NO.85, P&AR ® DEPARTMENT

DATED 06.05.2000				ROTATION NO.1			
1	GT	W	P	31	GT	W	NP
2	SC	W	P	32	SC	W	NP
3	MBC &DC	W	P	33	MBC & DC	W	NP
4	BC	W	P	34	BC	W	NP
5	GT	W	NP	35	GT	W	P
6	SC	W	NP	36	SC	GT	NP
7	MBC &DC	W	NP	37	MBC & DC	GT	NP
8	BC	W	NP	38	BC	W	P
9	GT	W	NP	39	GT	GT	NP
10	BC	W	NP	40	BC	GT	NP
11	GT	GT	NP	41	GT	W	NP
12	SC	W	NP	42	SC	W	NP
13	MBC &DC	W	NP	43	MBC & DC	W	NP
14	BC	GT	NP	44	BC	W	NP
15	GT	W	NP	45	GT	W	NP
16	SC	GT	NP	46	MBC & DC	W	NP
17	MBC &DC	GT	NP	47	BC	W	NP
18	BC	W	NP	48	GT	W	NP

19	GT	W	P
20	BC	W	P
21	GT	W	NP
22	SC	W	NP
23	MBC & DC	W	NP
24	BC	W	NP
25	GT	GT	NP
26	SC	W	P
27	MBC & DC	W	P
28	BC	GT	NP
29	GT	W	NP
30	BC	W	NP
61	GT	W	NP
62	SC	GT	NP
63	MBC & DC	W	NP
64	BC	W	NP
65	GT	GT	NP
66	SC	W	NP
67	MBC & DC	W	NP
68	BC	GT	NP
69	GT	W	P
70	BC	W	OPH
71	GT	W	NP
72	SC	W	NP
73	MBC & DC	W	NP
74	BC	W	NP
75	GT	W	NP
76	SC	W	NP
77	MBC & DC	GT (D)P	
78	BC	W	NP
79	GT	GT	NP
80	BC	GT	NP

49	BC	W	NP
50	ST	W	NP
51	GT	GT	P
52	SC	W	NP
53	MBC & DC	W	P
54	BC	GT	P
55	GT	W	NP
56	SC	W	P
57	MBC & DC	GT	NP
58	BC	W	NP
59	GT	W	NP
60	BC	W	NP
81	GT	W	NP
82	SC	GT	P
83	MBC & DC	W	NP
84	BC	W	NP
85	GT	W	P
86	SC	W	NP
87	MBC & DC	W	NP
88	BC	W	P
89	GT	W	NP
90	BC	W	NP
91	GT	GT	NP
92	SC	W	NP
93	MBC & DC	W	NP
94	BC	GT	NP
95	GT	W	NP
96	MBC & DC	GT	NP
97	BC	W	NP
98	GT	W	NP
99	BC	W	NP
100	GT	W	P

FORM I

Application for opening of a Pre-Primary / Primary / Middle School
(Vide Rule 5(1))

1. (a) Name of the Centre (in Block Letters) where the Pre-Primary/ Primary/Middle School is proposed to be opened.
- (b) Name of the School
2. Revenue District, Taluk Block and Post Office.
3. (i) Details of the educational agency which proposes to open the school
- (ii) Mention whether minority or non – minority. If minority give a copy of the declaration obtained from government
- (iii) Is the educational agency a registered body ? If so, the details should be furnished.
- (iv) Enclose a copy of the constitution
4. Standards proposed to be opened and medium of instruction.
5. Whether the centre where the proposed school is to be opened lies in –
Taluk Headquarters Town (or)
Municipality / Township (or)
Panchayat Union area
If city – Ward no.
6. (a) Population of the centre and also of the contiguous place from where pupils might seek admission into the school (men and women should be furnished separately). If bilingual area – languagewise details to be furnished.
The names of villages, population and distance to the centre should be furnished separately. Number of school-age children in the centre:

Boys Girls Total

- (i) 2 ½ - 6 age group
- (ii) 6 – 11 age group
- (iii) 11 – 14 age group
- (c) Number already brought under instruction in the existing schools.
- (d) Number yet to be brought under instruction.

7. (a) Names of other Pre-Primary/Primary/Middle Schools in the locality.
- (b) Distance of such schools from the proposed school
- (c) Particulars of strength, attendance (roll and attendance) of such schools (standardwise particulars should be furnished).

Names of the schools that are likely to feed the proposed School together with their distance from the proposed school. (The standardwise particulars regarding strength, etc., to be furnished).

Whether there is any natural barrier between the existing Schools and the proposed School, if so, the same may be explained in full detail. A rough sketch plan should be enclosed.

Whether an application was made for permission in previous years. If so, the reference number and date and the nature of orders passed by the competent authority should be furnished.

Whether the proposal is for the conversion of a pre-primary school into primary school or a primary school into a middle or for opening a new school.

What is the accommodation proposed to be provided for the proposed school ?

- (a) Is the building ready for occupation ?

A rough sketch showing the accommodation proposed for class room, etc., duly marked should be attached.

Whether the building is a pucca, thatched or a tiled one.

Whether it is owned or rented or rent-free.

Extent of area available for each standard.

13. Whether the educational agency is prepared to create –
Endowment as required in rule 9 (2) (c) (i).
Cash reserve as required in rule 9 (2) (c) (ii).
14. A rough sketch of the place where the school is proposed to be opened, specifying the following particulars should be submitted.
The locality where the school is proposed to be opened ?
PrePrimary/Primary/Middle Schools in the area with distance duly marked.
15. Number of pupils expected to join in each of the standards of the proposed school.
16. Whether chalan for payment of the prescribed fee is enclosed.

Place :

Date:

Signature of the person

duly authorized

By the Educational Agency

FORM 1 - A
APPLICATION FOR THE OPENING OF A HIGH SCHOOL
(Vide Rule 5 (1))

- (a) Name of place where the new School is proposed to be opened.
- (b) Name of the proposed School.

Educational District, Revenue District, Taluk and Post Office

- (i) Details of the Educational agency which proposes to open the High School.

Individual/Corporate Body / Trust / Society / Mission / Company or Corporation – Minority or non

– minority

- (ii) Is the Educational agency a registered body? If so, the details should be furnished. A copy of the constitution to be enclosed.

Standards proposed to be opened (new or upgrading, details may be furnished).

Population of the villages within eight km radius.

Population of children in the School – age group 11 – 17 or 14 – 17 in the villages within eight kms radius. (Particulars in respect of boys and girls should be furnished separately).

Number of Primary and Middle Schools functioning within eight kms radius with their standard wise strength.

Details of existing High Schools both Aided and Unaided within the distance of eight kms, together with their standard wise strength.

Whether there is any natural barrier between the proposed School and the existing Schools. If so give details, supported by a map.

- (a) Names of the Pre-Primary / Primary / Middle / High Schools in the locality.
- (b) Distance of such Schools from the proposed School.
- (c) Particulars of strength, attendance (roll and attendance) of such Schools (Standard wise particulars should be furnished).

Number of pupils expected to join in each of the standards of the proposed School.

Whether the Educational agency is prepared to create -

- (a) Endowments as required in rule 9(2) (c) (i)
- (b) Cash reserve as required in rule 9(2) (c) (ii)

Details of the accommodation, playground area, furniture, etc. proposed to be provided for the School.

Whether the agency is willing to run the institution without any claim for grant from Government.

Whether chalan for payment of fee is enclosed

Place: _____ Signature of the person duly authorized by
Date : _____ the Educational Agency .

FORM I B

APPLICATION FOR UPGRADING OF HIGH SCHOOL INTO HIGHER SECONDARY SCHOOL

(To reach the Chief Educational Officer before 30th September)

Vide Rule 5(1)

1. Name of the school :
a. Name of Educational Agency and Address :
2. Whether unaided/aided/Individual/Corporate Body/Mission/Local Body/Corporation or Company or Government . Whether Minority / Non-Minority :
3. Name of the Municipal Corporation (Mention Ward No.) Municipality (Mention Ward No.) or Panchayat Union/Township in which the school is located. Edl. District and Revenue District :
4. Name of existing Higher Secondary Schools in the vicinity of the proposed school in that area :
5. List of Higher Secondary Schools already existing within a radius of eight kms and their strength in the 11th standard and distance from the proposed school :
Indicate if self financing (without Grant Aid) wholly or partly. :
6. Total Strength of the proposed school : Boys–medium wise.
7. Strength in X standard in the school seeking for upgrading Medium wise. :
8. Whether the management is willing to create cash endowment of Rs. 2,00,000 as stipulated by Government in respect of aided schools. The opinion of the Headmaster and the Parent Teachers' Association may be obtained about the creation of public contribution of Rs. 2,00,000/- :
9. Facilities available in the proposed school
a. Accommodation with a rough sketch, plan drawn on the plain paper. :

Girls -- Total

Medium Boys Girls Total

Medium Boys Girls Total

- b. Laboratory (Whether the Laboratory is well equipped should be noted) :
- c. Library (No. of books to be noted) :
- d. Playground own or otherwise to be noted in acres. :
- e. Mention if separate lab facilities are available for each discipline with a list of equipment/ Lab articles. :
10. Is the locality predominantly populated by Backward Classes, Most Backward Classed, Scheduled Cates or Tribes. Statistics may be given if available :
11. If selected, will the school offer both academic and vocational courses. :
 - a. Mention groups to be offered. :
 - b. Vocational subjects to be offered :
 - c. Mention the medium of Instruction to be offered :
12. State the source of Income to meet the staff salary and other recurring expenditure :
13. Whether there is any proposal to levy tuition fees. If so, give the rates of fees proposed. :
14. Whether the Educational agency is prepared to render the school accounts, records relating to the school properties and all records and Registers of the school for Inspection by the authorized officers of the Department. :
15. Other Special reasons, if any. :
16. Specimen signature of the Correspondent / Secretary :
1. :
2. :

DECLARATION

Undertaking (as per G.O. (4D) No. 4 Education (RI) Dept. dt. 23.11.1991) The Educational agency hereby declares that grant in aid from Government at any time for the Teaching staff and non-teaching staff to be appointed for the Higher secondary classes will not be sought for notwithstanding this the management agrees to appoint qualified staff as per the norms fixed by Government from time to time and adopt Government scales of pay.

Place: Signature of the person duly authorized by
Date : the Educational Agency
Recommendation of the Chief Educational Officer:

FORM III

APPLICATION FORM FOR THE APPROVAL OF CHANGE IN THE CONSTITUTION OF A PRIVATE SCHOOL

Vide Rule 7(2)

- (1) The details of constitution.
- (2) The details of constitution proposed to be revised or modified.
- (3) The reasons for such revision or modification.
- (4) The date from which the original constitution is in existence.
- (5) The date from which the changes in constitution have to be given effect to.
- (6) Whether a copy of the resolution of the educational agency for the change is enclosed

Place: Signature of the person duly
Date : authorized by the Educational Agency

FORM IV

APPLICATION FOR APPROVAL OF THE CHANGE OF EDUCATIONAL AGENCY

Vide Rule 7 (3)

Name of the school (with full Address) :
Name of Block and Educational District :

Particulars regarding the recognition and grant sanctioned to the School. :

Name of the Educational agency which administers the school. Minority or Non-Minority to be specified. :

If Minority, evidence of Minority status to be produced.:

Name of the Educational agency to which the school is proposed to be transferred. :

5. (a) Endowment created for the school in the form of immovable property if any, should be specified. :

Whether a resolution of the new Educational agency agreeing for the transfer of the school is enclosed. :

Reasons for the transfer. :

Whether the transferee is agreeable to comply with the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act. 1973 (Tamil Nadu Act 29 of 1974) and the Rules made thereunder. :

Whether the transferee is agreeable to run the school with present teachers and other persons employed in the school and approved by the Department on the same conditions of service. :

Details of non-payment of salary, if any, to the teachers or other persons employed in the school. :

10. (a) Whether the P.F A/c of the subscribers in the school are maintained up to date. If there is any case of arrears give details and reasons therefor. :

Whether any orders issued by the Education Department are pending disposal by the transferor. :

If the building in which the school is situated is owned by the transferor, the arrangements made for locating the school by the new educational agency. :

Was any disciplinary action taken against the new agency or any member of the school committee by the Education Department, if so the details therefor. :

(i) Date of application. :

(ii) Date of transfer, if it is a case falling under subsection (c) of Section 8 of the Act. :

Signature of the person duly
Educational
Agency transferring the
Management

Signature of the person duly authorized
by the authorized by the Educational
agency to whom the
management is transferred

DECLARATION TO BE FURNISHED BY THE TRANSFEROR

I acting for and on behalf of the educational agency hitherto recognized as an approved Educational agency of the school do hereby declare that I have handed over the school together with buildings, equipments, records, etc., to (Transferee) the new Educational agency. I also declare that all our rights over the school have ceased from

Place: Signature of the person duly authorised

Date : by the Educational agency transferring the School

DECLARATION TO BE FURNISHED BY THE TRANSFEEEE

I acting for and on behalf of Educational agency, do hereby declare that we have taken up the School from Educational agency. We bind ourselves to discharge the legal claims and liabilities against the previous educational agency. We also declare that we shall comply with the provisions of the Tamil Nadu recognized Private Schools (Regulation) Act 1973 (Tamil Nadu Act 29 of 1974) and the rules made thereunder.

Place: Signature of the Transferee

Date :

FORM V

STATEMENT OF PARTICULARS TO BE FURNISHED BY THE MINORITY SCHOOLS

(vide rule 8)

1. (i) Name of the center where the minority school is situated. :
- (ii) Revenue District, Taluk, Town or Village. :
2. Name of school (in BLOCK LETTERS) and postal address. :

3. The medium of instruction. :
4. The date of opening of the school.:
5. Details of standards and sections now functioning. :
6. Standardwise strength and attendance. :
7. (a) Name of the Educational agency of the School. :
(b) Whether educational agency is a religious or linguistic minority. :
(c) Whether the Educational agency is a registered body; if so, the details should be furnished. :
8. The minority to be served by the educational agency. :
9. Details of accommodation in the school (a rough sketch should be enclosed). :
10. Details, regarding the play ground, sanitary facilities, garden, furniture, equipment, etc. :
11. Particulars regarding the staff (names of teachers and other persons, qualifications, age, salary, etc.) :
12. Population of the centre and also the contiguous places from where pupils might seek admission (particulars of men and women should be furnished separately). :
13. Number of school – age children in the centre-
(i) Age group 6 – 11 years :
(ii) Age group 11-14 years :
(iii) Age group 14-17 years :

14. Number of school – age children in the centre out of the figures furnished in column (13) who will seek admission in the school. :
15. (a) Whether the educational agency has created endowment as required in rule 9 (2) (c) (i) or proposes to create endowment and if so the details may be furnished. :
(b) Whether the educational agency has deposited or is prepared to deposit one month's salary of the staff as required in rule 9 (2) (c) (ii) :
16. (a) The name of other Pre-Primary/ Primary/Middle, High Schools in the locality :
(b) Distance of such Schools from the minority School. :
(c) Particulars of strength and attendance of such Schools (Standardwise particulars should be furnished) :
17. Whether the School has any other source of income and if so the details may be furnished.

Place :

Date :

Boys	Girls	Total
------	-------	-------

Signature of the person duly authorized by the Educational Agency

FORM VI
APPLICATION FOR RECOGNITION OF SCHOOLS
(Vide Rule 9(1))

Name of the school with full postal address. :

Date of opening of the school (Reference number and date of orders of the competent authority permitting the opening of the school to be furnished). In case of Minority Schools and other Schools existing on the date of commencement of the Act, the reference number and date of submission of the statement as required in the Act and Rules should be indicated. :

Name of the Educational agency managing the school:

- i. Names of President, Secretary and other members of the school committee indicating their representation to be given in the Annexure. :
- ii. A copy of the resolution of the Educational Agency constituting the school committee should be enclosed. :
- iii. Date from which functioning. :
- iv. Educational qualification of the Secretary. :
- v. No. and Date of orders of the competent authority approving the constitution of the School committee :

Standards for which recognition is sought for :

6. a. Standard wise strength and attendance :
- b. Whether all the standards are having economic strength :
- c. List of teaching and non-teaching staff employed against the approved posts in the school with details regarding Date of birth, qualifications, designations, etc., to be furnished. :
- d. If Government scales of pay are not adopted, give details of pay scales adopted and the reasons therefor. :

7. a. Details of accommodation and sanitary facilities available for students and staff should be enclosed. :
- b. Whether owned or rented or rent-free or a mix to be mentioned :
- c. Whether adequate and suitable as per norms.:
8. a. Details of furniture, appliances and apparatus:
- b. Whether adequate and suitable :
9. a. Whether a library is provided :
- b. Whether it is adequate :
10. Whether registers prescribed in the Rule are maintained in the prescribed forms. :
11. Whether arrangements have been made for the compulsory medical inspection of the pupils. :
12. Play ground :
- Area available (in acres) :
- Owned or leased. :
- Whether adequate and fit for use. :
- (1) Whether the school has created:-
- (a) Endowment as required in rule 9 (2) (c) (i) :
- Date of Initially created Amount
- Subsequently created
- 1st Instalment
- 2nd Instalment
- 3rd Instalment
- 4th Instalment
- 5th Instalment
- (b) Cash reserve as working capital as required in rule 9 (2) (c) (ii) :
- (2) If property endowment give full details regarding Location nature and extent of the property, value of the property as certified by the prescribed authority etc., should be furnished. :
- (3) Mention the date of legal conveyance to the school :

- (4) Whether the encumbrance certificate has been produced to show that the endowed property is free from encumbrance :
- (5) If the endowment is in the shape of cash, full details of the amount and mode of investment should be furnished. :
- (6) Whether the endowment is unencumbered and whether it stands absolutely in the name of school without any reversionary rights. :
Mode of Deposits
- (7) Net amount income derived from the endowment.
- (8) Whether the original deed of property has been verified by the Government Pleader and certified that the deed conveys absolute rights to the school without any reversionary rights to the donor and that it is unencumbered. :
- (9) Whether the original cash investment certificates have been verified by the District Educational Officer :
- (10) Whether attested copy of the Government Pleader opinion, income certificate, given by the Revenue authorities concerned, encumbrance certificate in respect of the property endowed to the school are enclosed. :
- (11) Details of endowment remaining to be created, if any. :
Whether the Educational agency is agreeable to abide by the conditions for recognition laid down in rule 9 and the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 (Tamil Nadu Act 29 of 1974) and the Rules made there under and the orders issued by Government from time to time. :
Whether the following are enclosed to this application. Sanitary Certificate :
Structural Stability Certificate :
Building Licence from the authorized authority :

Chalan for remittance of recognition fee indicate chalan no. and date, place of credit and amount credited. :

DECLARATION

- i. On behalf of the Educational agency of the school, I hereby declare that all the conditions specified in the rules and the departmental orders, save those mentioned in the following Para, have been fulfilled. I also declare that we shall abide by the conditions for recognition in rule 9 and the provisions of the TamilNadu Recognised Private Schools (Regulation) Act, 1973 (TamilNadu Act 29 of 1974) and the rules made thereunder.
- ii. In respect of the conditions under which temporary recognition has been granted, items yet to be fulfilled, will they be fulfilled within the next 3 years.
- iii. I am aware that request for renewal of recognition i.e. (further continuance) is liable to be refused if the remaining conditions are not satisfied even after the extended date.
- iv. I also declare that redeployment of teachers due to fall in strength, ordered by the Department is acceptable and the management will raise no objection.
- v. Conditions yet to be fulfilled :

Station :

Signature of the Secretary

Date :

FORM VII - A

(Vide rule 15)

FORM OF AGREEMENT TO BE EXECUTED BY A SCHOOL COMMITTEE OF A PRIVATE SCHOOL IN RESPECT OF PERMANENT TEACHERS.

AGREEMENT MADE THIS DAY OF

Two thousand between the school Committee of
school of the one part and

(Teacher) of their part.

Whereas the School Committee has agreed to engage the said Thiru / Thirumathi / Selvi To serve in the
... .. school, in the capacity of a teacher and on the pay and allowances hereinafter mentioned.

Now these presents witness and the parties hereto do hereby agree as follows:-

1. That the School Committee shall employ the said teacher and the said teacher shall serve as a teacher in the school at from the date of his/her taking charge of such appointment until such employment shall be determined as hereinafter provided.
2. That the said teacher shall be on probation for a period of two years from the date of taking charge of his/her appointment. The School Committees may however extend it to a further period not exceeding one year or two years as the case may be for reasons to be recorded in writing.
If no orders extending the probation are passed in writing within six months after the period of probation, the said person shall be deemed to have completed his/her probation.
Termination of the probation shall be done only with the previous permission of the competent authority specified in rule 17.
3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions or the Headmaster or School Committee of the said School.
(b) If the employee is a Head master / Headmistress he/she shall in that capacity be responsible for the internal management of the School and the academic work of the School and shall exercise such powers as may be necessary for the due discharge of his/her duties.
4. That the said teacher shall not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of the Headmaster and if he/she is a Headmaster/ Headmistress, of the School Committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Headmaster; or if the said person is a Headmaster/Headmistress he/she shall send such communication to the School Committee.
5. That the said teacher shall devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade business or canvassing work, private tuition or the like, of a remunerative kind without the specific written prior sanction of the School Committee.
6. That the said teacher and the School Committee shall conform to all the provisions of the Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974.

7. That the School Committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds on which they intend to take action and shall adopt the following procedure before taking any final decision regarding the punishment to be imposed.

The memorandum of charge shall be communicated to him/her in writing giving him/her reasonable time to send his/her explanation to the school Committee.

After considering his/her explanation, the School Committee shall communicate to him/her its findings and if so desired by the said teacher a personal hearing or enquiry, wherein he/she shall be given the opportunity to examine or cross-examine any or all the witnesses and also produce witnesses.

After the conduct of the personal hearing or enquiry by the School Committee the report of such personal hearing or enquiry shall be furnished to the teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to defend himself/herself against the proposed punishment.

After the receipt of the statement of defence from him/her and taking it into consideration, the School Committee, shall obtain the prior approval of the prescribed authority and then inform him/her in writing about its final decision.

For assisting the school committee in conducting the enquiry a three member sub committee shall be constituted by the school committee with representation of one each from the nominees of Educational Agency and the Teaching Staff, in addition to the Secretary of the school Committee.

8. It shall be open to the School Committee , at any time if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reasons of ill health, to terminate his/her services on paying him/her three months pay and allowances less any amount which might have been paid to him/her as leave pay, after the date of his/her last appearance in the School for the regular discharge of his/her duties and subject to a minimum of one month's full pay and allowances.
9. That the said teacher shall be entitled to have his/her service terminated either by giving to the School Committee three months notice thereof in writing or by paying the School Committee three months pay and allowances in lieu of such notice if he is a permanent teacher. In case of a teacher who is not permanent, the period of notice shall be 2 months and the amount payable in lieu thereof shall be two months, pay and allowance.

10. That the School Committee may impose major punishment such as dismissal, removal or reduction in rank or termination of services as mentioned earlier or any of the following minor punishments on the said teacher for any irregularity or breach of the code of conduct on the part of the said teacher.

- (i) Censure,
- (ii) Withholding of increments with or without cumulative effect,
- (iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid a sum of Rs. Monthly in the scale of with effect from And the other allowances granted by Government from time to time. Such teacher shall be entitled to increments indicated in the scale.

12. Any permanent teacher whose certificate is suspended as a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right to claim for reinstatement in service in the School in which he was working prior to his relief on the expiry of the term of his punishment. The School Committee shall reinstate him in the post which he held before such punishment was imposed.

13. In the case of a school under Corporate Management it is agreed that all the schools in each stage, ie. (a) Primary & Middle (b) High (c) and Higher Secondary School, shall be treated as one unit for the purposes of seniority, promotion and transfer.

In witness whereof the School Committee and
have hereunto set their hand.

Signature of the Secretary of the School

Committee

In the presence of –

First witness –

Signature :

Name :

Address:

Occupation:

Second witness –

Signature :

Name:

Address:

Occupation:

Signature of the Teacher

In the presence of –

First witness –

Signature :

Name :

Address:

Occupation:

Second witness –

Signature :

Name:

Address:

Occupation:

Note: In respect of employees other than teachers the designation of such employee shall be substituted in the place of teacher wherever it occurs in the form of agreement.

FORM VII B

(vide rule 15)

**FORM OF AGREEMENT TO BE EXECUTED BY THE
SCHOOL COMMITTEE OF A PRIVATE SCHOOL IN
RESPECT OF TEMPORARY TEACHERS.**

Agreement made this _____ day of Two thousand and _____ between
the School Committee of School of the one part and
... ..(Teacher) of the other part :

Whereas the School Committee has offered to engage the said Thiru/Thirumathi/Selvi _____ to serve in the _____ School in the capacity of a teacher on a purely temporary basis and on the pay and allowances hereinafter mentioned.

And whereas the said Thiru/Thirumathi/Selvi has accepted to serve as a teacher.

Now these present witness and the parties hereto do hereby agree as follows: -

1. That the School Committee shall employ the said teacher and the said teacher shall serve as a teacher in the school atpurely on a temporary basis from the date of his/her taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Head of the Institution or School Committee.

(b) If the employee is a Head master / Headmistress he/she shall in that capacity be responsible for the internal management of the School and the academic work of the School and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3. That the said teacher will not normally or on any pretence absent himself/herself from his/her duties without first having obtained the permission of the Headmaster and if he/she is a Headmaster/Headmistress, of the School Committee. In case of sickness or other inevitable causes he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Head of the Institution. If the said person is a Headmaster/Headmistress, he/she shall send such communication to the School Committee.

That the said teacher will devote his/her whole time to the duties of the said employment and will not on his/her own account or otherwise either directly or indirectly carry on or be concerned in any trade business or canvassing work, private tuition or the like, of a remunerative kind without the specific written prior sanction of the School Committee.

5. That the School Committee shall have the right to discharge the said teacher without assigning any reason at the end of the specific period for which he/she has been engaged as a temporary teacher or earlier.

6. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

7. That the said teacher shall be paid a sum of Rs. Monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness whereof the School Committee and have hereunto set their hand.

Signature of the Secretary of the School Committee

In the presence of –

First witness –

Signature :

Name :

Address:

Occupation:

Second witness –

Signature :

Name:

Address:

Occupation:

Signature of the Teacher

In the presence of –

First witness –

Signature :

Name :

Address:

Occupation:

Second witness –

Signature :

Name:

Address:

Occupation:

Note: In respect of employees other than teachers the designation of such employee shall be substituted in the place of teacher wherever it occurs in the form of agreement.

FORM VIII**(Vide Rule 20 (1))****FORM OF NOTICE TO BE GIVEN BY THE
MANAGEMENT TO THE COMPETENT****AUTHORITY IN CASE OF CLOSURE OF PRIVATE SCHOOL**

(To reach the competent authority before 1st Sep. of the academic year)

Name of the educational Institution. :

Date of opening of the school :

Whether it is located in own building/rented/rent-free. :

Mention the media of instruction in the school :

Name of educational district. :

Names of other recognized schools of similar type functioning within a radius of 5 km. from the school under reference. :

Details of standards now functioning in the school (standardwise strength, particulars of boys and girls as on 1st August of the year in which notice is given should also be furnished). :

Nature of recognition enjoyed by the school. If temporary, period upto which the recognition has been granted and conditions laid down for grant of temporary recognition etc., :

Particulars of staff employed as approved by the Department (Teaching and non-Teaching should be furnished separately). :

Whether the constitution of the educational agency provides for the closure of the school. Furnish relevant extract of the constitution. :

Reasons for the closure to be given clearly. :

Alternative arrangements made or proposed to be made for the continuance of instruction of the pupils of the school.

Whether a resolution has been passed by the school Committee as per rules supporting the proposal. (A copy

of such resolution duly attested should be enclosed in the case of non-minority school). :

Cash balance in the general fund account and special fee Account, P.T.A Account on the date of notice. :

Details of endowments created. Full details to be given in respect of immovable property and cash endowment:

Details of public contribution realized for the benefit of the school from the date of opening of the school. :

Cash Rs.

Kind Movable: Immovable:

Present Value Rs.

Liabilities, if any to be discharged by the management Details to be specified. The arrangements made to settle them to be furnished. :

Grants other than staff grant received from Government or any other source should be furnished in detail :

(i) Amount of grant :

(ii) Date of drawal :

(iii) Purpose for which granted :

(iv) Authority Number and date of orders sanctioning the grant (Copy of sanction order to be furnished). :

Whether the educational agency proposes to run any other Educational institution anywhere else in the State? If so, the details may be furnished. :

How the endowed property movable/immovable, cash balance in the :

Whether the educational agency is willing to transfer to Government unconditionally, the site, building, furniture, endowment, staff of the School, in case a Government school is opened to provide alternative arrangement for catering to the educational needs of the locality. :

Whether any special scheme of scholarship etc., has been instituted for the benefit of students of the school. Full details of the scheme to be given. :

Whether there are any orders passed by the Department as appellate authority remaining without compliance. :

Whether there is any case pending in a court of law concerning the school details to be given. :

Whether any action against the School Committee is pending. :

The date of notice signed by the Secretary of the School Committee/Correspondent of the School. :

Whether notice has been given to the Teachers and other persons employed in the school about closure of the school. :

DECLARATION

I agree that the institution will be closed only after obtaining the prior permission of the competent authority and the closure shall take effect from the date of expiry of an academic year, as specified by the competent authority.

I agree to make alternative arrangements for the continuance of instructions to the pupils in the course of study for which they have admitted.

In case, the permission required is refused by the competent authority, I shall continue to run the institution.

In the event of closure of the institution with due permission, I shall abide by the orders of the Department with regard to transfer of staff, school properties, settlement of accounts, etc.,

Place : Signature of the applicant,

Date : Secretary of the School Committee

Correspondent of the Minority School

Counter signed by the Educational Agency

Name :

Designation:

DECLARATION

- i. On behalf of the Educational agency of the school, I hereby declare that all the conditions specified in the rules and the departmental orders, save those mentioned in the following Para, have been fulfilled. I also declare that we shall abide by the conditions for recognition in rule 9 and the provisions of the TamilNadu Recognised Private Schools (Regulation) Act, 1973 (TamilNadu Act 29 of 1974) and the rules made thereunder.

- ii. In respect of the conditions under which temporary recognition has been granted, items yet to be fulfilled, will they be fulfilled within the next 3 years.

- iii I am aware that request for renewal of recognition i.e. (further continuance) is liable to be refused if the remaining conditions are not satisfied even after the extended date.

- iv I also declare that redeployment of teachers due to fall in strength, ordered by the Department is acceptable and the management will raise no objection.

- v. Conditions yet to be fulfilled :

Station :

Signature of the Secretary

Date :

FORM VIII - A

(Vide Rule 20 (1))

FORM OF NOTICE TO BE GIVEN BY THE MANAGEMENT TO THE COMPETENT AUTHORITY IN CASE OF CLOSURE OF STANDARD/COURSE OF INSTRUCTION IN A PRIVATE SCHOOL

Name of the School and Address :

The media of instruction in the school :

Name of the educational district :

Details of standards/sections now functioning in the School (standardwise strength (Boys – Girls) should be furnished.) :

Details of courses/medium introduced in the School. The dates from which such courses are offered. :

Details of recognition accorded to each standard. Period upto which recognition accorded should also be noted.:

Particulars of approved staff employed in the School including non-teaching staff for each standard or course of instruction or medium of instruction proposed to be closed. :

Whether the proposal is for closure of – Standard/Standards :

Course of instruction. :

Medium of instruction :

Reason for such closure. :

Alternative arrangements made/proposed to be made for the continuance of instructions to the pupils for the standard/course of instruction. :

Whether a resolution has been passed as per rules by the School Committee. (Copy of a resolution duly attested to be enclosed in the case of non-minority School) :

The date of notice signed by the Secretary of School Committee / Correspondent of the School :

DECLARATION

I agree that the standard/course will be closed only after obtaining the prior approval of the competent authority and the closure shall take effect from the date of expiry of an academic year.

I agree to make alternative arrangements for the continuance of the pupils in the course for which they have been admitted.

In case the permission requested is refused by the competent authority, I shall continue to conduct the standard/course of instruction.

I shall abide by the conditions/rules that are specified by Government from time to time for the closure of standard/course of instruction.

If due to the proposals of closure of standard/course of instruction any staff is rendered surplus, their services will not be dispensed with and they will be allowed to continue in service till further orders are received regarding their absorption in needy Schools.

Place : Signature of the applicant

Date :

PART - II (3)

TAMILNADU EDUCATIONAL RULES

PART - II (3)

TAMILNADU EDUCATIONAL RULES

Preliminary

1. This may be called “The TamilNadu Educational Manual”.
2. It extends to the whole of the State of TamilNadu.
3. It applies to all schools under all Managements, recognized by the Government in the Education Department in a variety of classifications.
4. In this Manual, unless the context otherwise requires, the term

A. “Director” – signifies,

- a) The Director of School Education, in respect of secondary (High) and Higher secondary schools and Anglo-Indian Schools.
- b) The Director of Elementary Education, in respect of Pre-Primary, Nursery and Primary, Primary, and Middle School.
- c) The Director of Matriculation Schools, in respect of Matriculation schools
- d) Director of Teacher Education, Research and Training in respect of Teacher Training Institutes.
- e) Director of Government Examinations.

B. “Inspecting Officer” means in relation to

- a) Pre-Primary; Nursery and Primary; Primary and Middle schools- Assistant Elementary Education Officer or Additional Assistant Elementary Education Officer at the Block level and District Elementary Education Officer at the District Level.
- b) Secondary Schools – District Educational Officer.
- c) Higher Secondary Schools – Chief Educational Officer.
- d) Matriculation Schools – Inspector of Matriculation Schools
- e) Anglo-Indian Schools – Inspector of Anglo- Indian Schools.

C. “The Head of the Institution –includes,

- a. Headmaster b. Headmistress c. The Principal

D. “Recognized Schools” – means the schools recognized by the Government of

TamilNadu in the Department of Education through

The Director of School Education

The Director of Elementary Education

The Director of Matriculation Schools

The Director of Teacher Education, Research and Training or the officers to whom the powers of recognition have been delegated, as the case may be.

THE TAMILNADU EDUCATIONAL RULES

CHAPTER - I

INTRODUCTION

Classification of Institutions.

1. Educational Institutions are divided into two main classes – Public and Private. Public Institutions Comprise-
1,2,3 deleted
1. 4. Schools imparting secular instructions in conformity with the standards of efficiency and courses of study prescribed by the department and recognized by it.
5. 1 Schools recognized under the TamilNadu Elementary Education Act 1920.
2. Nursery Schools.
3. Nursery and Primary Schools
4. Matriculation Schools
5. Anglo Indian Schools
6. Special Schools

All other educational institutions are classed as private institutions and are classified as follows:

- (i) Advanced Training
 - a. Arabic or Persian
 - b. Sanskrit
 - c. Any other oriental classic

(ii) Elementary Teaching

- a. A vernacular language only or mainly
- b. The Koran
- c. Sanskrit

(iii) Other schools not conforming to departmental standards.

Public Institutions are of two classes: -

1. Those under the Management of Government or Local Bodies, namely Panchayat Union, Municipal Corporation, municipality, Township known as institutions under Public Management and
2. Those under the management of Private persons or Associations known as institutions under private management. Public institutions under private management are classified into aided and unaided according as they do or do not receive aid from public fund.
2. Public Institutions are also classified according to the nature and Grade of instruction imparted in them.

School Education – General Education

1. Nursery & Primary
2. Primary
3. Middle
4. Secondary (High)
5. Higher Secondary
6. Schools for Teacher Education
7. Other Special Schools
3. and 4. Deleted

“Schools for General Education”

5. Secondary (High) Schools are Schools whose main object is to afford general education. Higher Secondary Schools are Schools whose main object is to afford higher general education and also Vocational education. They may be sub divided into 1. Nursery & Primary 2. Primary 3. Middle 4. Secondary (High) and 5. Higher Secondary Schools .
The nomenclature of the schools with various stages of school education is as follows: -
1. Schools with LKG, UKG & Standard I to V – Nursery & Primary Schools.
2. Schools with Standards I to V – Primary Schools
3. Schools with Standards I to VIII or Standards VI to VIII – Middle Schools (Existing Schools only).
4. Schools with Standards I to X, VI to X, IX and X – Secondary (High) Schools.

5. Schools with Standards VI to XII or I to XII or IX to XII or XI to XII – (truncated school) Higher secondary schools (Existing Schools Only).
The pattern of grant-in-aid to these schools will be governed by the rules under which the schools are recognized.

Schools for Special Education:

6. Schools for Special Education may contain the following classes:
 - (i) Schools for Teacher Education
 - (ii), (iii), (iv), (v), (vi) and (vii) - Deleted
 - (viii) Oriental Schools. Standards I to V or VI to X
Sanskrit - Advanced School, Elementary School
Arabic – Advanced School, Elementary School.
 - (ix) Deleted
7. Deleted.
8. In all institutions recognized by department of Education and presenting candidates for the public examination conducted by the Directorate of Government Examinations, the courses of instruction prescribed by the Directors concerned.
9. (1) No religious instruction shall be provided in any educational Institution wholly or partly maintained out of State funds.
(2) Nothing in clause (1) shall apply to an educational institution which is not administered out of State funds or controlled by the Education department. The word “State” includes Corporations, Municipal Councils, Panchayat Unions and Townships.
(3) Heads of institutions may, however lend, subject to the control and direction of the Inspecting Officer, buildings and grounds belonging to such institutions to responsible private bodies or persons for arranging voluntary religious instructions or devotional gatherings for the benefit of the pupils of the institutions. The granting of such permission shall be subject to the following and such other conditions as the head of the institution may prescribe.
 - a. The permission shall not be claimed as a matter of right.
 - b. The institution shall not be used as a means of fostering one religion at the expense of another or others and the principle of strict religious neutrality shall be maintained; No discrimination shall be made between one religion and another in the matter of lending the use of the buildings.

- c. The use of the premises shall be permitted only outside school hours and shall not in any way interfere with the regular activities of the school whether inside or outside school hours.
 - d. No permanent structure or image or other symbol of religious import shall be installed or left behind the building or grounds.
 - e. There shall be no compulsion on any pupil or the parent or guardian of such pupil or any threat of censure or punishment of any kind for non participation in any religious instruction or gathering,
- 9.A (1). No person attending any educational Institution recognized by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in recognized institutions or to attend any religious worship that may be conducted in such institutions or in any premises attached thereto unless such person or if such person is a minor, his/her parent or guardian has given his consent thereto.
- (2) The religious instruction permitted under clause (1) shall not involve an attack on other faiths.
 - (3) The Staff, pupils or buildings of the institution shall not be used for proselytization purposes.
 - (4) There shall be no objection to the celebration of religious festivals on holidays or holding of prayer gatherings, organized by the heads of institutions, subject to the following conditions, namely.
 - a. They shall be outside the working hours of the institution concerned.
 - b. Care shall be taken to give as far as possible, the widest scope for all denominations and religions, to organize such celebrations.
 - c. Pupils of all denomination should be free to attend and take part actively or passively in all such celebrations.
 - d. The head of the institution or in his absence a person deputed by him should be present on such occasions to maintain proper decorum and the atmosphere suitable for a gathering of persons of different religious faiths.
 - 5. School buildings or grounds may be lent to responsible private bodies or persons under the conditions stated in Rule 9 (3).
 - 6. Attendance at regular religious instruction or celebration of religious festivals or prayer gatherings outside working hours, shall not be secured by offer of material advantage or threat of censure or punishment or compulsion of any kind exercised on the pupils or their guardians or parents.

- 7. Any time spent by a pupil in religious instruction or observance shall not form part of the prescribed curriculum period.
- 10. The Imparting of value education shall be compulsory in standards I to 12, in all the recognized Schools in the State. The values incorporated in Textbooks in all subjects shall be taught and imbibed by pupils. For this purpose workbooks shall be prescribed for children in standards 1 to 5, based on children's activities and creative situations wherein the children will exhibit their sense of values. Incentives and awards shall be introduced in schools.
Values can be caught rather than taught. In higher standards from 6th standard onwards, the values expressed by the pupils shall be assessed by teachers. Guidebooks for this purpose shall be introduced in order to achieve the moral values by introducing discussion in the classroom in the periods allotted in the timetable.
- 10.A a, b, c, d, e - Deleted
 - (f) No teacher who has completed the age of Fifty-eight years shall be appointed or reappointed to service. No Teacher shall be allowed to continue in service on re-employment on attaining the age of superannuating of fifty-eight years.
- 10.B Schools under all managements recognized aided and unaided but controlled by the department shall allow the use of the school buildings and furniture for the conduct of any examination approved by the Government.
Note: The use of buildings and furniture of the above schools shall be lent free of rent for the conduct of the Government Examinations and valuation approved by the Government.
- 10.C not with standing anything contained in these rules, any higher authority shall be competent to exercise the powers, which any authority subordinate to it, is competent to exercise under these rules.

CHAPTER II.

Rules for Primary Schools.

- 11. The recognition of Primary/Elementary Schools vests with the Director of Elementary Education in which the TamilNadu Elementary Education Act 1920, TamilNadu Panchayat Union Act of 1958, the city Municipal Act of 1920 and the District Municipalities Act of 1920 are in force.
Detailed rules are given in separate rules relating to Elementary Schools.

CHAPTER III

Rules for Secondary (High) and Higher Secondary Schools

12.1. Application for opening of new schools or for additional standards in existing schools should be submitted in complete shape to the Inspecting Officer concerned on or before 30th September of the year preceding the school year in which new schools or standards are proposed to be opened. The Inspecting Officers concerned should forward these applications to the Director with their recommendation on or before 31st December.

Applications should be scrutinized and defective applications should be Returned within 45 days by the inspecting officers from the date of its receipt. The powers of Granting of permission to open a new school shall vest with the Director concerned.

Application for recognition should be made in the prescribed form and reach the Inspecting Officer within 3 Months from the date of opening of the school. The Directors concerned in the first instance shall issue granting of recognition for 3 years or more based on the structural stability certificate issued by the PWD authorities or Chartered Engineer approved by the District Collector.

All the un-fulfilled conditions should be fulfilled within that period of 3 years. If any one of the conditions is not fulfilled continuation of temporary recognition shall be issued for additional 3 years by the Chief Educational Officer in the case of Higher Secondary Schools, by the District Educational officer in the case of High Schools, by District Elementary Educational Officer in the case of Nursery, Primary and Middle schools and Inspector of Matriculation Schools in the case of Matriculation Schools. After the completion of 6 years, if all the conditions are satisfied permanent recognition shall be granted. A panel of two members shall review and offer remarks. A school enjoying permanent recognition shall be reviewed periodically at least once in every five years.

12.2. The recognition of secondary (High) and Higher Secondary Schools shall vest in the Director concerned and it may be refused or withdrawn.

- i. If the management of any school with a view to securing donation or financial help appeals to foreign countries in such a way as to undermine the prestige of this country and
- ii) If the Director is not satisfied as regards to any of the following, besides other matters specified in this chapter:
 - a) The organization and development of the school by approved methods and upon approved lines.

- b) The Educational needs of the locality.
- c) The financial stability of the School.
- d) The constitution of the School committee.
- e) The levy and administration of special fees.
- f) The introduction of an approved provident fund scheme.
- g) The arrangements made for a compulsory medical inspection of pupils.
- h) The arrangements made for compulsory physical training of all pupils except such as are declared unfit by the medical inspector of the school
- i) The arrangements for admission of SC, ST, DNC, MBC, BC students in accordance with the Government orders and the Director's instructions issued from time to time.
- j) The terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher as prescribed in Form VII A & B of the Rule 15 of TamilNadu Recognized Private School Regulation Rules 1974.

Note: Deleted

- k) The terms on which the members of the non-teaching staff, Junior Assistant (including library attendee) record clerk, office assistant are engaged including the execution of a written agreement between the management and each such member of the non-teaching staff as prescribed in Form VIIB.

(ix) If a license under the Tamil Nadu Public Buildings (Licensing) Act of 1965 (Tamil Nadu Act III of 1965) is not produced.

Application for recognition should be made in the prescribed form (Appendix I-A and I-B) In respect of private schools the form prescribed in the Tamil Nadu Private Schools Regulation (Rules) 1974 and form prescribed in the code of Matriculation schools shall be followed:

- 12.3. In exceptional cases, where the constitution of a school committee has been waived there shall be an Advisory Committee consisting of the following.
 - a. Head of the institution.
 - b. One member from the teaching staff.
 - c. A representative of the parent teacher association.
 - d. A nominee of the education department preferably an educationist from the locality.

- e. Two members representing the management.
 - f. The President of the Educational Agency or his nominee will be the Chairman and the Head of the institution of the school will be the secretary of the Advisory Committee.
- 12.4. The school committee (managing body) and in its absence the Advisory committee of a Girls school shall have two lady members excluding the Headmistress. In the case of co-education school the committee shall have at least one lady member.

12.5. Staff Council:

Each school shall have only one staff council consisting of the Head of the institution as President and from 5 to 15 members of the Teaching staff Inclusive of all Assistant Headmasters and Teachers In charge of NSS, NCC, JRC, SCOUT, Laboratory, Games, Literary Associations according to strength of teaching and non-teaching staff of the institution. The Councils shall be constituted in the beginning of the academic year and the approval of the inspecting Officer shall be obtained. While nominating the members of the council due representation to cadre, subject and regard for station seniority shall be given. No member shall at a time continue for more than two consecutive terms. Each school shall frame its own rules in respect of the actual constitution of the staff council and the conduct of its business subject to the approval of the inspecting officer. The staff council shall have powers to advise the head of the institution on matters of discipline, promotion and expenditure in Special fees fund according to the needs of each Faculty and any other matter that may be placed before it by the head of the institution. The resolutions passed by the majority members of the staff council should be implemented by the Head of the Institution. Members of the council may also submit to the council subjects which will increase professional efficiency of the teaching staff and such other subjects as may be approved by the Head of the Institution. In framing principles of promotions while adhering to the orders of the Government regarding minimum marks for promotion, the council is free to fix any higher limit with reference to the performance of the pupils of each standard, besides, fixing cumulative increase in the minimum marks for each higher standard. The decision of the staff council shall be final. The Head of the institution shall convene the staff council once in three months. The staff council will offer advice to the school committee or the advisory committee of the school as the case may be on such matters as may be referred to it by that committee.

Qualification of Teachers

13. The Educational, professional and other qualifications of teachers belonging to various categories are given in Appendix.

The non-teaching staff should possess the qualifications prescribed for the respective posts in government service from time to time.

ANNEXURE

Qualifications for appointment as teachers in Higher Secondary Schools:-

(Wherever a degree or Master's degree is specified it refers to the degree or Master's degree of a University in the state or of its equivalent standard) Name of the Post	Qualification
1. Headmaster / Headmistress (Higher Secondary Schools)	1. A Master's Degree for teaching any of the languages under Parts I and II or subjects under Part III, Group "A" of the syllabus for Higher Secondary Courses. 2. B.T. or B.Ed., Degree. 3. Experience for a period of not less than ten years as PG Assistant in a academic subject or languages in a Higher Secondary School recognized by the Director of School Education, after becoming fully qualified. Total period of 10 years of service as Headmaster of High School, School Assistant, P.G. Assistant is taken in to account.
2. Post-Graduate Assistants in Academic Subjects.	1. A Master's Degree in the subject in respect of which appointment is made. Provided further that, other things being equal, preference shall be given to those who have studied

- the same subjects as main both in the degree and PG degree level.
2. B.T. or B.Ed., degree.
3. Post-Graduate Assistants in Languages (Tamil)
1. A Master's degree in Tamil and
 2. B.T. or B.Ed., degree
- Provided that for appointment to the post by recruitment by transfer from the Post of Tamil Pandit in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree.
- Provided further that, other things being equal, preference shall be given to those who have studied Tamil as a Main Subject both in degree and Master's degree levels.
4. Post-Graduate Assistants in Language (Other than Tamil)
1. A Master's Degree in Language in respect of which appointment is made.
 2. B.T. or B.Ed., degree.
- Provided that for appointment to the post by recruitment by transfer from the Post of Pandit and Munshie in the High School, the Pandit Training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., degree.
- Provided further that, other things being equal, preference shall be given to those who have studied the same subject both in degree and Master's degree level.
5. Physical Directors and Physical Directress in Higher Secondary Schools.
1. M.P.Ed., Degree
 2. A Diploma equivalent to M.P.Ed., Degree.

QUALIFICATIONS FOR PART-TIME INSTRUCTORS IN HIGHER SECONDARY VOCATIONAL SUBJECTS

Subject	Qualifications
<u>I. Agricultural vocations</u>	
1. Dairying	B.V.Sc. with 5 years experience in
2. Poultry	Dairying/Poultry
3. Small Farm Management	B.Sc. (Agri)
4. Agro-based Industries	
5. Farm Mechanic and Post Harvest Technology	B.E. (Agri)
6. Rural Construction Technology and Soil Conservation	
7. Sericulture and Apiculture	B.Sc. in Botany, Zoology or Chemistry with 6 months practical experience in Sericulture.
8. Plant Protection (Pests, Diseases and Weeds)	B.Sc., (Agri)
9. Vegetables and Fruits	B.Sc., (Horticulture)
10. Floriculture and Medicinal Plants	B.Sc., (Horticulture)
11. Agricultural Chemicals	B.Sc., (Agri)
12. Crop Production	
13. Spices and Plantation Crops	B.Sc., (Horticulture)
14. Fisheries	B.Sc., (Marine Biology, Fisheries Science or Zoology)
<u>II Home Science</u>	
1. Food Preservation	
2. Baking and Confectionery	
3. Catering	
4. Dietetics, Nutrition and Food Preparation	B.Sc./B.Ed., (Specialized in Home Science)
5. Interior Decoration	
6. Dress Designing and Making	
7. Designing, Dyeing and Printing	
8. Textile and Design	
9. Child welfare and Nutrition	

III Commerce & Business

1. Office Secretaryship
Bachelor's degree or equivalent in special Science/Commerce of an Indian University with a post graduate diploma in Secretarial course.
Experience : Minimum two years experience in an industry in the related area or Two year's teaching experience in the institute or department offering office secretaryship course.
2. Insurance
A degree in Commerce / Arts with a diploma in Insurance.
Experience : Two year's working experience in an insurance company or Two years teaching experience in the subject connected with Insurance principles, practice and organisations.
3. Accountancy and Auditing
A degree in Commerce with Accounting and auditing as special subjects.
Experience : Two years experience in Accounting and auditing department in an Accounting and auditing department in an industry or Two years teaching experience in the related subjects at undergraduate level.
4. Banking Assistant
A degree in Commerce with Advanced Banking / Commerce as special subjects.
Experience : Two years working experience in any bank or Two years teaching experience at undergraduate level.

5. International Trade
A degree in Economics/Commerce
Experience : Two years working experience in an exporting and importing organisation (private/public sector) with a knowledge in export, import trade process.
or
Two year's teaching experience in the subject International Trade at undergraduate level.
6. Marketing and Salesmanship
A degree in Commerce/Business Administration.
Experience : Two years work experience in any Commercial undertaking.
7. Materials Management
A degree in Commerce/Business Administration, postgraduate diploma in Materials Management being a preferential qualification.
Experience : Two years work experience in an industry in the related field.
8. Business Management for Small Scale Industries
A degree in Business Administration/Commerce.
Experience : Two years work experience in a small Scale Industry
or
Two years teaching experience.
9. Co-operative Management
A degree in Commerce/Economics with specialisation in rural Economics / Cooperation.
Experience : Two years work experience in a Co-operative Society
or
Two years teaching experience.

IV ENGINEERING & TECHNOLOGY

- | | | |
|----|--|---|
| 1. | Building Maintenance | <p>A diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Madras.</p> <p>or</p> <p>A diploma in Technical Teaching awarded by the Technical Teacher Training Institute.</p> <p>Experience : As a Mason for not less than five years in a reputed Civil Engineering Organization.</p> |
| 1. | Electrical Domestic Appliances Repairs & Maintenance | <p>At least a diploma in Electrical Engineering with a minimum of 3 years experience in the appropriate field.</p> |
| 3. | Domestic Electronic Equipment Projection Equipment Servicing and Maintenance | <p>At least a diploma in Technical Teaching, Industrial teaching and experience in the field of Electronic and Radio/Television Engineering or A diploma in Electronics/Radio or Telecommunications.</p> <p>or</p> <p>Post Diploma in Television Engineering. Industrial Experience in the field of Electronics Radio/Television Engineering.</p> |
| 4. | Radio and Television Maintenance and Repairs | <p>A degree in Electronics and Communication Engineering or A diploma in Electronics</p> <p>or</p> <p>in Electrical Engineering with a post diploma in Television Engineering with a minimum of one year experience in the appropriate field.</p> <p>or</p> <p>A diploma in Electronics with minimum of 3 years experience in the related industry.</p> |

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|----|--|--|
| 5. | Electrical Motor Rewinding | <p>A diploma in Electrical Engineering with a minimum of three years experience in Electrical and allied Industries.</p> |
| 6. | General Machinist | <p>A diploma in Mechanical Engineering with a minimum of three years experience in any Industry or workshop.</p> |
| 7. | Textile Technology | <p>A degree in Textile Technology or a diploma with three years experience.</p> |
| 8. | Leather Technology | <p>A degree or diploma in Leather Technology.</p> |
| 9. | Maintenance and Servicing of Textile Machinery | <p>A diploma in Textile Technology. or a diploma in Mechanical Engineering/Electrical Engineering</p> |

V HEALTH

- | | | |
|----|-------------------------------------|--|
| 1. | Medical Laboratory Assistant | M.B.B.S, D.C.P. |
| 2. | E.E.G.,E.C.G.,Audiometry Technician | <p>Professor or assistant Professor with D.M.(Neurology) or Professor or M.D.General Medicine degree or Professor or Assistant Professor with M.D.General Medicine degree or A well experienced M.B.B.S. Doctor with diploma in E.N.T. diseases.</p> |
| 3. | Ophthalmic Technician | M.B.B.S.,D.O. |
| 4. | Dental Mechanic | B.D.S. |
| 5. | Dental Hygienist | B.D.S. |
| 6. | Radiological Assistant | M.B.B.S., D.N.R. |
| 7. | Nursing Course | B.Sc(Post Basic or Basic) |
| 8. | Hospital House Keeping | A Nursing Tutor with a minimum of B.Sc.Nursing. |

VI. MISCELLANEOUS

- | | | |
|----|---------------|---|
| 1. | Tourist Guide | <p>A History teacher may be put incharge of the course exclusively and he may be got trained by</p> |
|----|---------------|---|

2. Photography
tourism department of the State/ Central Government.
Diploma in Cinematography A Photographer/Darkroom Assistant S.S.L.C.passed with atleast five years experience in processing studio.
(The senior Physics staff will be incharge of the course)
3. Music
i) A Graduate in Music or
ii) Holder of diploma in Music and Sangeetha Sironmani title of Madras University or Sangeetha vidwan title of Tamil Nadu Music College or Sangeetha vidwan title of Tamil Nadu Sangeetha Bushanam of Annamalai University with minimum educational qualification of eligibility in S.S.L.C.examination or its equivalent

Qualification for the Vocational courses other than those mentioned above, will be prescribed by the Government from time to time.

2. Qualifications for appointment as Teachers in High Schools

- | Name of the Post | Qualification |
|--|--|
| 1. Headmaster or Headmistress (High Schools) | 1 B.A., or B.Sc.,
2 B.Ed., or B.T.
3 Should have worked as a School Assistant or Tamil Pandit or B.T. Grade Middle School Headmaster or PG Assistant or in combination with one or more of these categories for not less than 5 years after passing B.T.Degree Examination |
| 2. B.T.Assistant | 1 B.A. or B.Sc., and
2 B.T. or B.Ed., |

- | | |
|---|---|
| 3. Secondary Grade Teacher | 1 (i) S.S.L.C.
(ii) T.S.L.C. of Secondary Grade or its equivalent or Secondary Grade Teacher Training. or
2 HSC and a Diploma in Teacher Education. |
| 4. Tamil Pandits | 1 M.A. (Tamil) or B.A. (Tamil) or M.O.L. (Tamil) or
B.O.L. (Tamil) and B.Ed., or B.T. or Secondary Grade Training or
2 S.S.L.C. completed and oriental title of Madras, Madurai or Annamalai University; and Pandit's Training Certificate or Secondary Grade Teacher Training Certificate. |
| 5. Pandits of ther languages (Languages other than Tamil) | 1 Degree in Oriental Language as special study and Degree or Deiploma in Teaching or
2 S.S.L.C. completed and Title or Certificate of proficiency in oriental learning of a University in the state or its equivalent and Pandit's Training or Secondary Grade Teacher Training. |
| 6. Physical Director | A Degree in Physical Education |
| 7. Physical Education Teacher | Higher Secondary Course Certificate passed and Government Teachers Certificate in Physical Education or A degree in Physical Education |
| 8. Wood work Instructor | (1) S.S.L.C. completed and
and
(2) Industrial School Certificate.
Or
Certificate course in Elementary wood working (Old regulation) issued by the College of Arts and Crafts, Madras
Or |

9. Spinning and Weaving
Instructor

- Diploma Course in Wood work
issued by College of Arts and
Crafts (New Regulations), Madras
And
(3) Technical Teachers' Certificate
or
Crafts Instructor's Course
Certificate of Teachers' College,
Saidapet and
(4) National Trade Certificate in the
Trade of Carpentry. One year
Course (with) One year paid
(untrained teaching experience) or
One Year (paid) work experience in
a Standard Wood Work Factory or
Institution.
And
(5) National Apprentice Certificate
issued by the National Council for
Training in Vocational Trades
(Wood Work).
(1) S.S.L.C. completed
and
(2) Artisan Course or Instructors
Course Certificate of the
Government Textile Institute,
Madras.
Or
Government Technical Exami
nation Certificate (Lower Grade).
Or
Bunayee or Khadi pravisaka Course
(One Year) of the All-India
Spinners Association, Tiruppur
Or
Three years course certificate in
Handloom and powerloom weaving
issued by the SMRV Technical
Institute, Nagercoil awarded prior
to 1961
Or

10. Instructor in Gardening and
Agriculture.

- Twelve months Craftsman
Certificate in Handloom weaving of
SMRV Technical Institute
Nagercoil
Or
National Trade Certificate awarded
by the National Council, for
training in vocational Trades,
Government of India. Director-
General of Resettlement and
Employment, New Delhi in Hand
Weaving Trade.
Or
Diploma in Handloom Technology,
awarded by the Indian Institute of
Handloom Technology, All-India
Handloom Board, Salem
And
(3) Technical Teacher's Certificate.
Or
Craft Instructor's Course Certificate
of Teachers College, Saidapet.
(1) S.S.L.C. completed or its equivalent
and
Government Technical Exami
nation Certificate (Lower Grade);
and (Lower Grade); and
Technical Teachers' Certificate
Or
(2) Completed Secondary School
Leaving Certificate
with thirty five per cent in
Agriculture (Theory and
practical separately) under the
Diversified Course;
and
Technical Teachers Certificate.

11. Instructor in Home Craft
- (1) S.S.L.C. completed and
 - (2) Government Technical Examination (Higher Grade in needle work and Dress-making and Higher Grade in Embroidery) Industrial School Certificate
Or
National Trade Certificate awarded by the National Council for training in vocational Trades Government of India or the Diploma awarded by the Director-General of Resettlement and Employment, New Delhi, in Embroidery and Needle work;
Or
Diploma in Costume Designing and Dress-making issued by the State Board of Technical Education and Training, Madras;
And
 - (3) Technical Teacher's Certificate.
12. Instructor in Music
- (1) Degree [with Music under part III];
or
Completed S.S.L.C.
And
Sangeetha Bushana of Annamalai University; Or
Sangeetha Vidwan title in Music awarded by the Director of Government Examinations, Madras;
Or
Sangeetha Sironmani of the Madras University; Diploma in music of the Madras University or Madurai University;
And
Technical Teacher's Certificate
Or

- (2) S.S.L.C. completed;
and
Government Technical Examination Certificate (Higher Grade in Music);
and
Technical Teacher's Certificate
or
 - (3) Completed S.S.L.C with forty percent in Music(Theory and Practical separately under the diversified courses);
and
Technical Teacher's Certificate
or
Diploma in Music Teaching awarded by the Director of Examinations;
Or
 - (4) Teacher's Certificate in "Indian Music" issued by the Director of Government Examinations.
13. Drawing Master
- (1) (a) Degree with Drawing and Painting under Part III of an University in the State or its equivalent;
or
Diploma in Painting or Diploma in Drawing of the Annamalai University;
Or
 - (b) S.S.L.C. (completed);
and
Government Technical Examinations (Higher Grade in Free-hand outline and Model Drawing;
Or

Government Diploma in
Drawing:
and
(2) Technical Teacher's Certificate.

14. Metal Work Instructor, Electric Wiring Instructor, Book-Binding Instructor. Tailoring Instructor, Leather Work Instructor, Clay Modeling and Paper Making Coir Instructor, Basketing and Ratan Work Instructor.
- (1) S.S.L.C. (completed); and
(2) Industrial School Certificate: or
Certificate of the Government of India, Director of Resettlement and Employment (Ministry of Labour).
Explanation- The Industrial school Certificate should ordinarily be of not less than two years duration and for the particular subject alone and not for a number of subjects.

Explanation:- The Qualifications prescribed as above for all post shall be applicable for the appointment to be made in Private Schools on or after the date of the publication of the rules.

(2) Persons who are in service prior to the issue of this notification shall be eligible for appointment in any other school even after the issue of this notification.

Communal Roaster and Rotation for Appointment in Private Schools with effect from 06.05.2000

REVISED ROSTER AS PER G.O.NO.85, P&AR DEPARTMENT

DATED 06.05.2000 ROTATION NO.1

1	GT	W	P	51	GT	GT	P
2	SC	W	P	52	SC	W	NP
3	MBC&DC	W	P	53	MBC&DC	W	P
4	BC	W	P	54	BC	GT	P
5	GT	W	NP	55	GT	W	NP
6	SC	W	NP	56	SC	W	P
7	MBC&DC	W	NP	57	MBC&DC	GT	NP
8	BC	W	NP	58	BC	W	NP
9	GT	W	NP	59	GT	W	NP
10	BC	W	NP	60	BC	W	NP

11	GT	GT	NP	61	GT	W	NP
12	SC	W	NP	62	SC	GT	NP
13	MBC&DC	W	NP	63	MBC&DC	W	NP
14	BC	GT	NP	64	BC	W	NP
15	GT	W	NP	65	GT	GT	NP
16	SC	GT	NP	66	SC	W	NP
17	MBC&DC	GT	NP	67	MBC&DC	W	NP
18	BC	W	NP	68	BC	GT	NP
19	GT	W	P	69	GT	W	P
20	BC	W	P	70	BC	W	OPH
21	GT	W	NP	71	GT	W	NP
22	SC	W	NP	72	SC	W	NP
23	MBC&DC	W	NP	73	MBC&DC	W	NP
24	BC	W	NP	74	BC	W	NP
25	GT	GT	NP	75	GT	W	NP
26	SC	W	P	76	SC	W	NP
27	MBC&DC	W	P	77	MBC&DC	GT	(D)P
28	BC	GT	NP	78	BC	W	NP
29	GT	W	NP	79	GT	GT	NP
30	BC	W	NP	80	BC	GT	NP
31	GT	W	NP	81	GT	W	NP
32	SC	W	NP	82	SC	GT	P
33	MBC&DC	W	NP	83	MBC&DC	W	NP
34	BC	W	NP	84	BC	W	NP
35	GT	W	P	85	GT	W	P
36	SC	GT	NP	86	SC	W	NP
37	MBC&DC	GT	NP	87	MBC&DC	W	NP
38	BC	W	P	88	BC	W	P
39	GT	GT	NP	89	GT	W	NP
40	BC	GT	NP	90	BC	W	NP
41	GT	W	NP	91	GT	GT	NP
42	SC	W	NP	92	SC	W	NP
43	MBC&DC	W	NP	93	MBC&DC	W	NP

44	BC	W	NP	94	BC	GT	NP
45	GT	W	NP	95	GT	W	NP
46	MBC&DC	W	NP	96	MBC&DC	GT	NP
47	BC	W	NP	97	BC	W	NP
48	GT	W	NP	98	GT	W	NP
49	BC	W	NP	99	BC	W	NP
50	ST	W	NP	100	GT	W	P

Other Approved Certificates

14. The Director concerned will evaluate teacher's diplomas and certificates issued by any authority outside the State.

Qualification of the Staff

15. The character of the certificates which should be held by the teacher is governed by the above rules. Grant in respect of teachers may be withheld or withdrawn unless the individual teachers fully satisfy the department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

Trained Graduate or Post Graduate teachers who in addition to the subject requirement have studied Tamil in their B.A/B.Sc degree course alone will be appointed as B.T. Assistants or P.G Assistant to teach through Tamil medium. Trained Graduate teachers who have studied Telegu, Malayalam, Urdu, Kannada, Hindi, Gujarathi will be appointed as B.T. Assistant or P.G. Assistant to teach through the respective media in schools. These requirements will apply to heads of Secondary (High) and Higher Secondary schools also. Secondary Grade Trained teachers should have studied in their SSLC and or Higher Secondary course the language of the medium of instruction of the school in which they are appointed. The specialist teachers such as Physical Education Teachers, Arts and Crafts instructors, etc., should have studied the language through which they are required to teach, in their School course which is prescribed as general educational qualification for the post held by them.

Note: The above provisions apply only to the teachers and head of the Institutions appointed in non-government High and Higher Secondary schools on or after 14th November 1973. Those appointed already (i.e.) before 14th November 1973 are exempted from the operation of these provisions.

B.T. Assistants appointed in non-Government Secondary (High) and Higher Secondary Schools are qualified to teach in Standards IX and X only

in those subjects which they have studied as main in their B.A or B.Sc., Degree Course.

Non-employment of teachers in Particular cases.

16. No recognized school shall employ a teacher whose certificate has been cancelled or who has been declared by the Director concerned, after due enquiry, to be unfit to be a teacher. Teachers, whose certificates have been suspended or whose service register issued under Rule 13(1) of the Rules (for recognition) relating to elementary (primary) schools have been withdrawn shall not be employed for the period of suspension of certificates or of withdrawal of service registers. No person dismissed or removed from Government service or from the service of a local body, shall be employed as a teacher in any recognized High and Higher Secondary School under private management without the previous approval of the Director's concerned. The Director may refuse or withdraw recognition of schools for violation of this rule.

Teacher Pupil Ratio

17. In High and Higher Secondary Schools there should be a teacher for every standard and for every section of a standard in addition to the Head of Institutions (exclusive of language Pandits and other specialist teachers) Teachers will be appointed on the basis of the strength of the students as per G.O.M.S. 525 school education (D1) Department dated 29.12.1997.

Provided that the work allotted to each such class teacher does not fall considerably short of a minimum of 28 periods per week. Where it is not possible the teachers shall be assigned work in the next lower stage of education. In school containing no class above the VIIIth standard, however the Head of the Institution shall be treated for the purpose of this rule as one of the class teacher. Provided further, Heads of High and Higher Secondary Schools who are responsible for running the Schools, maintenance of accounts, conduct of various exams, organization of a variety of co-curricular and extracurricular activities shall be allotted only 10 periods per week and the Assistant Headmaster, who are nominated to assist the Headmaster in addition to the teaching work shall be allotted 20 periods per week.

The nomination of Assistant Headmasters shall be made in High and Higher Secondary Schools having a strength of 750 children and above.

One senior most teacher from each of the following categories shall be nominated as the Assistant Headmaster.

1. From among the Post Graduate Teachers in Academic subjects and Languages.

2. From among the School Assistants
3. From among the Secondary Grade Teachers.

The Seniority for the above purpose will be determined with reference to the date of joining duty in that School in respect of Private Schools and in respect of other Schools service seniority in the cadre. The duties and responsibilities devolving on the Assistant Headmaster shall be fixed on the basis of the guidelines given by the Directors concerned from time to time.

18. Each authorized section should normally have 40 pupils on roll in secondary schools. In respect of higher secondary section the Director will regulate the minimum roll of pupil from time to time (Vide Chapter XIII).

The powers regarding sanction of excess admission in High School have been delegated to District Educational Officer and in higher secondary school to Chief Educational Officer.

SITE, DIMENSIONAL SKETCH AND ACCOMMODATION

19. No School shall be recognized which is held in a building or buildings of which the Director has not approved the site, dimensional sketch and accommodation. Certificate of structural stability of the building should be obtained from the public works Department or from the civil engineer approved by the District collector. When the accommodation is added to, the sketch of the additional building must be submitted for the approval of the same authority. The building should be provided with RCC roofing.

20. The sketch of the school building and of any additions to such building shall give full information regarding the superficial and cubic space of the building, and of each room in it. It shall also show the exact position of doors, windows, stairs, etc. The sketch shall be certified as correct by the person who has prepared it.

The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

21. Deleted

BUILDINGS

22. Buildings for all schools shall meet the pedagogic, sanitary and hygienic requirements given in Appendix-2 (Appendix –LL of Grant in Aid code).

SANITARY INSPECTION:

23. Every school building shall be maintained in substantial repair and in clean condition. It shall be subject to inspection by the inspecting officers

of the education department and such officers of the Health and Engineering departments as the government may direct.

24. A sanitary certificate (Appendix-3) signed by the competent officers shall be produced before recognition is accorded and on any subsequent occasion if called for.

Corporation: -	Health Officer, or Assistant Health Officer.
Municipalities:	Municipal Health Officers
In Municipalities where there are no Health officers and in Rural areas in All Districts:	District Health Officers or Assistant District Health Officers - or if satisfactory reasons are given Health Inspectors

OVER CROWDING OF CLASS ROOMS:

25. No classroom, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspecting Officer or the sanitary Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

Latrine

26. Every school shall be provided with suitable and adequate latrines and Urinals.

Contagious and Infectious Diseases

27(a) No Pupil shall be permitted to attend school who is found to be suffering from venereal disease or from any other serious contagious or infectious disease.

(b) Deleted

Furniture, Apparatus and Appliance:

28. Every school shall be provided with the Furniture, apparatus and appliances declared by the Inspecting Officers to be necessary for the standard of instruction up to which it teaches.

Library

29. Every school shall be provided with a library of suitable books and with a classified catalogue of books contained in it.

The choice of books for the libraries of schools under all management shall be made by the head of the institution in consultation with the library committee consisting of senior faculty members who will be responsible for the suitability of the books chosen.

Annual Promotion and payment of Fees

30. (a) Promotion shall be made annually and published with the prior approval of Inspecting Officers. The Head of the institution shall be responsible for making promotions in consultation with the staff council and approved by the inspecting officer and shall within a period of four weeks after the closure of the school for summer vacation, put up in some conspicuous place in the school, a statement showing the distribution of pupils into standards for the new school year. This statement shall be signed and dated by the Head of the Institution. This shall be considered and no alteration shall be allowed in it. It shall be filed in the records of the school.

For the purpose of promotions, the Head of the Institution shall frame definite principles for each class in consultation with the staff council and apply them, strictly and impartially to all classes. If the Head of the institution makes any promotion in contravention to any of the foregoing provisions of these rules, he shall be deemed to have committed an irregularity within the meaning of the Rule 98 (1b).

(b) Each pupil shall attend the school for not less than 75% of the total working days. The Head of the institution can condone up to 15% of the attendance on medical grounds (60% of attendance is compulsory) and the Inspecting Officer should countersign it.

In exceptional cases for those pupils who could not be promoted may be presented for instant examination in the beginning of the next academic year.

31. The special fee shall not be deemed due until four full working days have elapsed after reopening of the school.

32. For every payment of fee, a pupil shall receive a receipt signed and dated by the

Head of the Institution or some one deputed by him. This receipt should show the standard with his admission number in which the pupil reading

Admission and withdrawal of pupils

33. No pupil shall be newly admitted except an application in the prescribed form (Appendix -4 and 4A) signed by his father or mother or Guardian. All such applications shall be filed separately in the records of the school. Last date of new Admission shall be 30th June in High Schools and 31st July in Higher Secondary Classes. Boys will not be admitted in girls High and Higher Secondary Schools.

The Head Master shall not insist upon the Community Certificate at the time of admission. No student shall be refused admission for not producing

Birth Certificate. The student can be admitted provisionally and the Head Master shall take steps to get it from the concerned authorities.

Girls may be admitted into boy's schools in areas and in towns where there are no girl's schools. But the management shall first make adequate arrangements for the necessary convenience and wherever there is an appreciable enrolment of girls, the management shall appoint where possible women teachers. In areas and towns where there are girls High and Higher Secondary schools with sufficient facilities, it shall be open to the management in Consultation with the inspecting officers concerned.

- (i) To restrict admission of girls into Boys school with a view to avoid rivalry between two sets of institutions.
- (ii) Avoid co-education in Higher Secondary Stage i.e. in standard XI & XII.
- (iii) No provision has been made to pursue a desired course of study in girl's school.
- (iv) To secure the girls the fullest advantage to be derived from their being educated in school with special facilities for physical education and extra mural activities.

No application shall be deemed to be valid for the purpose of this rule unless the guardian attaches thereto, a written authority signed by the father of the child, or by the mother of the child, and unless such authority contains the date of the Child's birth and also a statement as to the school or schools in which the child read or was reading up to and on the date of such authority. In the case of maru makkattayam families, it shall be sufficient, even when the parents are alive, if the karnavan of the child's tavazhi or if there is no separate tavazhi the karnavan himself signs the application.

An admission fee shall be levied from each person newly admitted prescribed by the government or by the officer of the department under the authority of the government from time to time.

34. No pupil who has previously studied in a recognized high and higher secondary school shall be admitted to another recognized high and higher Secondary school unless he/she presents a transfer certificate in the prescribed form (appendix-5 & 5A) from that school showing

- (a) the date of his/her birth
- (b) that he/she has paid all fees due to that school
- (c) the standard in which he/she studied at the time of leaving it, and

- (d) if he/she has completed the course in that standard, whether he/she is qualified for promotion to a higher standard and in the case of a pupil who has at any time received a fee concession in the school previously attended by him,

No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates must be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officers.

No pupil who has not attended a recognized school in the first term shall be admitted in the second term to any recognized school unless its head is satisfied among other things that the non attendance of the pupil in the first term was due to unavoidable circumstances.

Such admission shall be subject to approval by the inspecting Officer. A common transfer certificate form for standards I to X and XI and XII as prescribed in Appendix-5 and 5A should be adopted. All columns in the transfer certificate must be filled up without any omission.

Father or mother or guardian and the pupil should sign the transfer certificate at the time of receiving transfer certificate.

Office copy of the transfer certificate should bear the words “ Office Copy” in bold letters. The designation seal of the Head of the Institution should bear the full name and full postal address of the institution with pin code. The transfer certificate should also possess the school number assigned by the Director of Government examinations. The Head of the institution in Appendix 5 B shall issue separate conduct certificate on demand.

35. Application for a transfer certificate shall be made in writing by the father or mother or guardian of the pupil.

36. The Head of the Institution of the school into which a pupil seeks admission shall not apply for a certificate to the Head of the institution of the school which such pupil is leaving but shall leave it to the father or mother or guardian of the pupil to apply for such certificate.

37. (a) In the case of admission from one recognized school into another the pupil shall be admitted into the standard for which his/her transfer certificate declares him/her fit.

No student shall be admitted in any Standard without proper transfer certificate or Record sheet issued by a recognized institution. Students coming from Unrecognized schools or after Private study should not be admitted.

ENTRY OF PUPILS THROUGH OTHER THAN FORMAL SYSTEM

In order to mainstream the children from Other than formal system into formal Schools in an appropriate standard the competent authority to certify shall be the Instructor under SSA scheme and the Local School Headmaster.

Such Admission shall be allowed straight away throughout the year. This preference is only for the pupils coming from other than formal systems.

(b) If any irregularity is committed by the Head of the Institution of a High or Higher secondary school in regard to the admission of pupils in the school he/she shall be liable to disciplinary action.

(c) The Director shall reserve to himself the power to permit the admission of any pupil into any standard of a secondary (High) and Higher Secondary school if the circumstances of the case justify it.

38. Before granting a transfer certificate, the Head of the Institution is entitled to claim the special fee for one term only and that the term in which the last attendance of the pupil is registered.

Note: No fee can be claimed merely because a pupil's name is kept on the register

39. Deleted

40. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms a transfer certificate shall be issued after payment of all arrears by the pupil including the previous terms.

41. When a proper application for a transfer certificate is received, the head of the institution shall forthwith issue the certificate, provided that his claims for special fee and tuition fee admissible under rule 38 have been satisfied.

42. When proper application is received at any other time and when good and sufficient reasons are shown, the Head of the institution shall issue the certificate provided that his claims for fees admissible under Rule 38 have been satisfied.

43. Deleted

44. When an application for transfer certificate is made after a lapse of more than one year from the date of which the pupil left the school, the Head of the institution shall, besides enforcing the provision of Rule 38 charge such search fee other than elementary schools, middle schools for the grant of Transfer certificate as prescribed below:

Within a year	No fee
After one year up to 5 years	Rs.10/-
Above 5 years	Rs. 50/-

When a pupil applies for Duplicate Transfer Certificate a fee at the above rate shall be collected. The copy should clearly bear the mark “duplicate” in red ink. It shall be issued only once.

45. When a pupil is dismissed or expelled under Rule 48 and 49 the Head of the Institution shall not grant a transfer certificate until the expiration of the period for which the Chief Education Officer debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules.

46. In the case of a pupil who has been a candidate for the public Examination the results of which are not published before the reopening of the Academic year, the 7th day after the results of that examinations are published shall be counted as the first working day of the term or the date on which the certificates are received by the Head of the institution so far as the grant of a transfer certificate to him is concerned.

47. In the event of a Head of the Institution refusing or delaying to give a transfer certificate the father or the mother or guardian of the pupil shall have the right to appeal to the inspecting Officer whose decision shall be final unless he thinks it necessary to refer the matter to the Director concerned.

48. If the pupil is found to have obtained admission by means of a false certificate or false representation of any kind, the Head of the Institutions of the school shall summarily dismiss the pupil with forfeiture of whatever fees the pupil may have paid.

49. In the event of pupil being dismissed under Rule 48 or being formally expelled on account of grave misconduct the head of the institution shall record his reason for his dismissal or expulsion and report the fact at once to the father or the mother or guardian of the pupil and within seven days to the chief Educational Officer. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Chief Educational Officer on the recommendation of the Inspecting Officer concerned.

A pupil who is debarred by the Director of Government Examination for a specified period from appearing for the 10th and 12th standard public examinations, Transfer Certificate should not be issued during the period during which the bar is in operation.

A pupil who seeks admission in to a recognized school by means of a false certificate or false representation of any kind, but who does not actually obtain admission, the head of the institution shall retain the records of the pupil and intimate the fact to the Inspecting Officers concerned.

49(A) Cases not falling under TamilNadu Educational Rule 48 and 49 but where the continued presence of a pupil is considered by the Head of the institution as subversive of good order and discipline shall be discussed by the staff council after considering the father or the mother or guardians statement and decision will be implemented and reported to the inspecting officer.

UNAUTHORISED CORRECTION IN TRANSFER CERTIFICATE S.S.L.C / H.S.C MARKSHEET

49(B) If the Director of School Education is satisfied that unauthorized or fraudulent alterations or erasures have been made in a transfer Certificate, he may himself cancel or withhold or suspend the transfer Certificate with due regards to the offence.

If the person concerned is the holder of the public examination mark certificate issued by the competent authority of the Government Examination, the mark certificate will also be automatically cancelled or withheld or suspended for the same period as the Transfer Certificate.

Similarly when a Secondary / Higher secondary School Leaving Certificate mark sheet not authenticated by the authority of the Government Examination is cancelled or withheld or suspended by the Director of the Government Examinations as per rules and if the person holds a transfer certificate will also be automatically cancelled or withheld or suspended for the same period as the mark certificate. Similarly when a transfer certificate is cancelled or withheld or suspended training School Leaving Certificate/the Diploma in Teacher Education or any other certificate acquired by the person concerned on the basis of the Transfer certificate shall also be cancelled or withheld or suspended by the Director of School Education for the same period as the Transfer Certificate. The fact may be intimated to the school and the other Directors concerned.

Discipline

50. The rules of discipline shall include the following:

- Every pupil shall wear a clean and respectable dress.
- Every pupil shall salute the teacher on the occasion of his first meeting them for the day within the school precincts.
- On the teacher entering his classroom, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

- d. No. Pupil shall be allowed to leave the classroom without the permission of his teacher, or until the class is dismissed.

Rewards and Punishments

51. The role status of the contemporary Teacher has declined in recent years. Both students and their parents viewed the Teacher in 'awe'. The Teacher was a very powerful figure in the eyes of students and could easily influence the student's behavior often with just a look, a smile or a threat. To day the Teacher has to earn the respect of both students and their parents. Children especially in the upper grades do not hold their Teacher in the 'awe' they used to. It is no longer fashionable to be the rigid, authoritarian, traditional, and disciplinarian of bygone days.

There is no longer just one way to run a classroom. At present there are more children with more behavior problems in the Public and Private Schools. Most of our Teachers have only been trained in how to teach nice normal children with no emotional problems.

A good Teacher should be able to handle all behavior problems on her own and within entries of the classroom. In order to grow Educationally, Socially, and Emotionally children need to be in an environment in which there is a concerned Teacher who will set firm, consistent and positive limits while providing warmth and support for their appropriate behavior with assertive discipline. Simply stated, the Assertive Teacher let the child know that she means what she says and says what she means.

Some basic Assertive training skills in our on-going courses for Teachers both at Secondary and Graduate level and in-service training for Teachers is necessary.

Assertive discipline is an outgrowth of Teacher's efforts in working directly with children with behaviors problems and consulting with professionals on how to deal effectively with such children. Pupils choose how to behave and know the consequences that will follow. The needs of teachers and pupils are mutually met, matched and balanced.

The style of response of the assertive teacher lies in expression of her wants and needs firmly and follows her words with actions. She clearly sets the limits and follows it up with consequences. She is a positive person, knows to reinforce good behavior with praise and is consistent in her words and action.

A few limits setting consequences are: -

Time out, Denials of privileges, Home consequences, detentions, Suspension etc. The corner stone of assertive discipline is the potential positive influence a teacher can have on the behavior of the students. The children clearly know the parameters of acceptable and un-acceptable behavior. We

place the responsibility where it belongs to the students. We are providing the pupils with a choice; we are providing him with the opportunity to learn the natural consequences of his in-appropriate actions and that he is responsible for his own behavior.

Just as teachers planned how to reach the academic objectives with their students, they need to plan how he/she will reach their behavioral objectives as an organized and systematic manner with area of classroom management influencing of the majority of a class. With this objective the teacher shall make a chart for her classroom, which covers the behavior pattern the teacher wants.

AWARDS

Student may be encouraged to follow appropriate behavior by way of awarding prizes and Certificates. Such a positive state will be helpful to convey their students that good behavior will be rewarded. A few examples are given below:

1. Honoring students in the Assembly
2. Displaying the names on the Notice Board
3. Praise in the class room with a pat or a smile
4. Giving prizes and special Certificates during functions.
5. Recommending the names for private Scholarship and Concession.

Acts Of Inappropriate Behavior Commonly Noticed In Schools

1. Absent for classes
2. Absent for tests
3. Cut off the last period
4. Late coming
5. Misbehavior with peer group
6. Hesitation to follow the instruction of the teacher
7. Neglecting Homework / Assignment.
8. Wearing unclean dress / Uniform
9. Disturbing the class room teaching
10. Bringing or using prohibited or intoxicated materials
11. Inviting and inciting quarrels
12. Malpractice in examinations
13. Damaging school properties
14. Indecent posture language

15. Using filthy language
16. Using dis-respectful words against teachers
17. Sarcastic comment against the management or Government
18. To speak unpatriotic words.
19. Eve-teasing.
20. Destroying school records.
21. Damaging the study materials of other students.
22. Eating or chewing during class hours
23. Lying
24. Stealing
25. Mis-representation
26. Back talk
27. Shouting in the class, screaming.
28. Not listening to class room teaching

To maintain 'discipline' among the students every school and every class shall follow the device given below, but on any account shall not resort to corporal punishment, inflicting physical and mental pain to the child.

1. Framing conduct rules for the pupils
2. Conducting parents' meeting at the beginning of the year.
3. Call for parents as and when required.
4. Forming a counseling team.
5. Forming a disciplinary committee in school (P.T.A members can be included)
6. Providing in-service training for teachers to inculcate appropriate behavior among students.

Corrective Measures, Suggested.

1. Choosing an activity as self-punishment like watering plants, Duty in the library, cleaning the play field.
2. Following directions of the class teacher like washing the black board, running around the field, cleaning the campus.
3. Imposition- not more than five times.
4. Time out to another teacher who can correct and advise the boy.
5. Denying of a privilege (e.g.) Denying a player from the team
6. Retaining the students after school hours for a short duration assigning some academic work under the supervision of a teacher.

7. The parents of the problematic pupils may be summoned and consulted for corrective measures needed.
8. Suspension from class for a limited period to be decided by the Disciplinary Committee.

The teacher should maintain a cumulative record for problem students Appendix 15. He should record his acts of indiscipline and the corrective measures taken in this regard.

Registers, Returns, Books, Office-Reference Books

52. (I) Every school shall keep in the prescribed form and submit to the inspecting officer, when required, the following: -

1. A register of admission and withdrawals (Appendix 6)
 2. A register of attendance for pupils (Appendix 7)
 3. A register showing the previous school history of new admission (Appendix 8)
 4. A daily fee collection Register (Appendix 9A)
 5. A term fee Register (Appendix 9B)
 6. A time table
 7. A mark list
 8. A register of attendance for masters (Appendix 10)
 9. An acquaintance roll (Appendix 11)
 10. A log Book
 11. A Library register
 12. A register of scholarship (Appendix 12) and scholarship acquaintance roll
 13. Single cash book for special fee account (Appendix 14)
 14. General Cash Book
 15. A register of furniture, books and appliances purchased with the aid of grants from public funds (Appendix 15)
 16. Register of income from other sources (other than government grants)
 17. Inspection Book
 18. Visitors Book
 19. Cumulative Record (Appendix 15).
 20. Register of stock and stores.
- (ii) Every school shall submit punctually such returns as may, from time to time be prescribed.

Recognition of individual standards

53. In order to allow of the gradual development of a school, recognition may be granted to one or more standards at a time subject to the above mentioned conditions and to the other rules contained in this chapter and in particular to Rule 50.

54. A recognized school shall not, without the previous sanction of the government or of the Director, open a standard higher than those for which the school has been recognized. When such standards are opened under proper sanction the recognition proposal should be submitted within the time specified, and if recognition is not accorded, the standards shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers shall be observed with respect to such probationary standards.

Standards recognized by competent authority may not be closed without the sanction of the government or the Director concerned.

Similarly schools recognized by the competent authority either permanently or on a temporary basis shall not be closed unless one year previous notice has been given to the department communicating such intention of closure and such closure shall not be permitted except with effect from the end of a school year.

Withdrawal And Renewal Of Recognition

55. When a school or any of its standards ceased to fulfill the conditions of recognition, or when the educational needs of the locality no longer require its existence or when permission to close has been given, the director shall withdraw the privilege of recognition from that school or standard.

56. A school or standard from which the privilege of recognition has been withdrawn shall not be restored to that privilege until it has been certified by the Inspecting Officer that the defects which led to the withdrawal of recognition have been remedied and that in all respects the school or standard fulfils the prescribed conditions.

57. If a recognized school ceases to exist or is transferred to a different locality or different managing body its recognition lapses and for the purpose of future recognition, it shall be treated as a new school.

Syllabus and Text Books

58. (A) The curricular Syllabus approved by the Government and notified in the Tamilnadu Government Gazette shall be adopted. Any change in the Syllabus shall be notified in the Gazette. The Syllabus shall be reviewed periodically once in five years and suitably revised to meet the changing needs

and to keep pace with the scientific and technological advancement. In respect of any subject for any standard or class for which text books have been published by the state Text Books corporation or by or under the authority of the government of TamilNadu, only such text books shall be selected by the recognized schools in respect of such subjects for such standard or class. Common text Book should be prescribed from VI to X standards for Matriculation Schools.

(b) In respect of subjects other than those mentioned in sub-rule (a) the management of schools are at liberty to select such text books as they deem most suitable from out of the list of text books for use in recognized schools which the text book committee constituted by the government or director may approve and cause to be published in TamilNadu Government Gazette.

(c) The textbook so selected with reference to sub-rule (b) above may be used for the period specified by the Department.

Provided further that the government shall have the right to change any textbook so selected and prescribe new ones in their place for one academic year.

(d) No textbooks (other than books for religious instruction) not authorized by the Government shall be used in any recognized school. The Government reserves to themselves the right to forbid or to prescribe the use of any textbook or text books in the recognized schools.

Courses of Instructions

59. Courses of instruction may be prescribed from time to time by the Director concerned for all recognized schools, whether under public or private management.

60. Instructions in all classes of school shall ordinarily be given through the regional language. Pupils whose mother tongue is different from the regional language may be given instruction through the medium of their mother tongue or any language other than the regional language provided that there is a minimum strength of 45 such pupils in the standards in the respective stages of the schools namely VI to VIII, IX, & X and XI & XII. The Director of school Education, the Director of Elementary Education may however, for special reasons, permit a school to use English as the medium of instruction in any standards. It shall be competent for the Director of School Education to call upon any management to open separate sections in the schools for linguistic minorities provided that there is a minimum total strength of 45 pupils in the standards in respective stages of the schools namely VI to VIII, IX & X and XI & XII

Examination

61. Written examinations shall be held at least once in every term to test the progress of pupils. The results of these examinations should be recorded in the Mark Register Management of schools which present pupils for the Secondary School Leaving Certificate and higher secondary school examinations conducted under the authority of Government of TamilNadu shall undertake to provide the necessary accommodation, furniture etc for the examination and the head of the institution and other teachers of such school shall except for special reason which must be approved by the Director act as chief Superintendent or Assistant Superintendent of the Examination if so required.

62. In the case of Secondary or Higher Secondary Schools for girls, the Director may relax any of the rules in this chapter when he thinks it advisable to do so.

CHAPTER IV

Rules For School For Special Education

63. Except as herein after provided, rules for High and Higher Secondary Schools shall hold good in this school also.

Teacher's Certificates

64. The general Educational and professional qualifications of the staff shall be determined by the Director concerned with reference to the circumstances wherever they have not been laid down in these rules.

School For Defective Children

The Head of the institution should ordinarily hold trained Teacher's Certificate of the Collegiate or the secondary grade Diploma and also the Government certificate of competency to teach defective children and the Assistant teachers teaching ordinary subjects, the trained teacher's certificate of the higher elementary grade and the certificate of competency in question. The qualification for teachers of special subjects will be the same as those prescribed for corresponding teachers in secondary schools (Vide Rule 13).

It will be open to the Director of School Education to relax the qualification in suitable cases.

Sanskrit schools of the elementary grade and elementary grade departments of advanced Sanskrit schools Each School of the elementary grade or the elementary grade department of the advanced grade school, as case may be, should have on its staff a trained teacher of the secondary grade. The other teachers should ordinarily hold a trained teacher's certificate of higher

elementary grade and the Sanskrit entrance Examination Certificate provided that the head teacher should possess an Oriental title conferred by any university in the state. In Special cases, the Director may permit employment of teachers with other qualifications.

Sanskrit schools of the advanced grade and advanced grade departments of Sanskrit Colleges Each school of the advanced grade departments of the college, as the case may be, should have on its staff a trained teacher of the Secondary Grade. The other Teachers should be pandits holding Oriental titles conferred by any university in the state. One of the pandits should have passed Oriental title Examination with the language of the locality as the main language while the other pandits should have passed examination with Sanskrit as the main language. Teachers with other qualifications may be appointed with the previous approval of the Director.

Proportion of Teachers to pupils

65. The proportion of Teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director provided they have not been laid down in any special Rules sanctioned by the Government for such institutions Dimensions of buildings

66. The dimensions of any buildings shall be such as may be prescribed by the Director with reference to the requirements of the institution.

Admission of pupils

67. No pupil who has previously studied in any recognized school should be admitted unless he produces evidence that he has paid all fees which may be due to school.

Registers

68. Such additional registers shall be kept as the director may from time to time, prescribe.

Course of Instruction

69. (i) The course of instruction shall be laid down by the Director and shall be followed.

(ii) Examinations shall be held according to the rules laid down from time to time by Government or the Director.

Chapter V

Special Regulations for primary schools under public management

70. These schools will be open to boys and girls alike, School should be located in places, which are accessible to all classes of the population.

71. There shall ordinarily be at least one teacher for every 40 pupils in average attendance.

Elementary Schools: (Standard I to V)

- The teacher-pupil ratio of 1:40 will be followed. Minimum of 2 Secondary grade teachers upto strength of 60 will be sanctioned. In respect of new schools, first post will be created in the first year and second post in the second year. One of the two posts will be in the grade of Headmaster.
- For every additional strength of 40, one post of secondary Grade Teacher will be sanctioned i.e. the third post at 100, the fourth post at 140 the fifth post at 180 and so on.
- Regarding the bifurcation of a standard, additional sections will be created when the strength exceeds 60 and so on in the slabs of 40.
- For the calculation of student strength, only average attendance shall be taken into account

II Middle schools (standard 6 to 8)

- The teacher –pupils ratio of 1: 40 will be followed: The same norms suggested for elementary schools will be followed. One of the posts will be in the grade of middle school Headmaster.
- When a middle school is upgraded as High school the post of middle schools Headmaster will be converted into High School Headmaster. In respect of Elementary Schools, One post of Headmaster will be sanctioned as per existing orders.

III High schools (Standards IX to X)

- The teacher-Pupils ratio of 1:40 will be followed: On this basis the following norms will be followed.

Average attendance Unto 80	No. Of Post One Headmaster and Two B.T Assistants
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The third post will be given when the strength exceeds 60 and additional sections will be permitted in the slab of 40.

- Eligibility for language teachers will be as follows:

Sl. No	Total of sections in standards 6 to 10	No. of language teachers post
1	Upto 5	1
2	6 to 10	2
3	11 and above	3

(c) When the strength in classes 6 to 10 in High Schools exceeds 250 One post of Physical Education Teacher will be sanctioned, and for every additional strength of 300, One additional post of Physical Education Teacher will be sanctioned subject to a maximum of 3.

IV Higher Secondary schools (XI & XII Standards)

- The norms will be 8 post graduate Teachers for a Higher Secondary with a minimum of two groups as follows:

1	For two groups	6 Post Graduate Assistants
2	For English	1 Post Graduate Assistant
3	For Tamil	1 Post Graduate Assistant

- Additional Post of Post Graduate assistant will be sanctioned based on work load (i.e.) 28 periods of teaching per week.
- Regarding bifurcation of a standard, additional section will be formed when the strength exceeds 60 and so on in this slab of 40 as in the case of High Schools.
- For vocational stream, 2 posts of teachers (full time) will be sanctioned irrespective of the number of courses.
- The post Graduate assistant for language in the main stream will handle the language classes of vocational stream students also.
- For schools with a strength of over 400, one post of Physical Director will be given by upgradation of existing post of Physical Education Teacher.

G.O.Ms.No,525/Sch.Edn(D1) department dated 29-12-97

72 Deleted.

73. Deleted.

74. Deleted.

Chapter VI

Special Regulations for Institutions under public management other than Elementary School

Strength of Classes

75. The strength of classes in schools for Special Education shall be fixed from time to time by the Director, provided it has not been already laid down in any Special Rules sanctioned by the Government of such institutions.

School Hours and Working Days

76. (I) The ordinary school day shall consists of not less than 5 hours and 40 minutes of 8 Periods per day for schools with standards VI to XII. Instructional hours in the morning session is 3 hours and in the evening session is 2 hours and 40 minutes. For every 2.1/2 hrs a break of 10 minutes shall be given. Morning assembly should be for 15 minutes duration. The Recess time may vary from 10 minutes to 15 minutes in each session depending upon the strength of the pupils and adequate Toilet facilities. In large schools staggering of the recess time for each stage of education may be considered. The school should work for 200 days in an academic year with 180 instructional days (60+60+60) for 3 Terms. Forty sessions of not more than 3 hours will be for the conduct of examination.

In the case of primary and middle schools the working days will be 220 days in a year with 200 instructional days.

(ii) In school for Special Education, the School hours shall be prescribed, from time to time by the Government or the Director according to the circumstances.

Holidays and Vacations

77. Sunday shall be a whole holiday in all schools. In all Muslim schools, Friday also shall be a whole holiday in lieu of Saturday. In all other schools Saturday shall be a whole holiday. If Saturday is included as working day in the list of holidays approved by the Inspecting Officer it will work for both sessions.

(ii) If the need arises, apart from the list of government holidays 3 local holidays may be declared with the prior approval of the Inspecting Officer and 2 days by the Head of the Institution due to unforeseen circumstances with the post approval of the inspecting officer. It should be compensated

Note: (a) Deleted.

(b) The mid-term holidays should wherever possible be combined with dasara or other holidays.

(c) Deleted.

(iii) Summer Vacation; the summer holidays shall usually be for six weeks. The School shall be re-opened on or after the 1st of June for the next academic year.

(iv) Regarding the terminal and other holidays the Chief Educational officer will circulate the list of holidays in consultation with the Head of the Educational Institutions.

(v) In schools for Special Education, the summer and Christmas vacations shall be determined by the respective Inspecting officers.

78. Rules relating to awards and punishment for schools laid down in chapter III will also be applicable to the institution dealt with in this chapter.

79. The selection of Textbooks in respect of subjects for which no textbook has been published by the Text book corporation or under the authority of the Government of Tamil Nadu shall be made from time to time.

The books so selected shall not be changed within one academic year of their introduction in any school under all management at all stages of Education.

No textbook (other than books of religious instruction) not authorized by the Government shall be used in any case. The Government reserves to them the right to forbid or to prescribe the use of any book or textbooks in schools.

80. Deleted.

Use of Buildings

81. The premises of an educational institution, or any subsidiary building appertaining to it or a playground or vacant site belonging to the institutions whether adjacent to or remote from it, shall ordinarily be used only for purpose of functions conducted by such institution. But the executive authority of the corporation, the inspecting officers in the case of government institution, municipal schools and panchayat union schools, the manager or secretary in the case of an aided school or special institutions is empowered to grant permission on such conditions as he deems fit to impose for the use of such building or ground or site belonging to the institutions for holding public functions arranged by the management or by a department of the state or union government or for any non-political purposes.

The authority concerned should obtain the orders of the Director as the case may be in doubtful cases.

In no case shall the use of such buildings, playgrounds or vacant site be given for political meetings.

The rent received toward lending the school premises or play ground or vacant site for conduct of examination, other than Government Examinations, such as University Examination, Banking Services Examination, Railway Recruitment Board Examinations etc., and other private functions like Lions clubs meetings, marriages, marriage receptions etc., shall be credited to the amenity fee fund of the school.

Note: (a) This rule is applicable to all institutions under different management recognized under Tamil Nadu Educational Rules.

(b) See also rules 9 & 9A

82. Schools should be located in places, which are accessible to all classes of the populations.

Chapter VII

Fee Regulations for schools

83. In Government and recognized Aided institutions the rate of special fees and the tuition fees for English medium sections shall be made by the Government or under the authority of the government of Tamil Nadu from time to time. Fees in all schools under the management of Government, aided or of a Municipal Council or Corporation, shall subject to the exceptions hereinafter provided, be levied according to the following regulations.

83.(A) (I) Notwithstanding anything contained in these rules, the Government may by general or special order, direct that no tuition fee shall be collected by the management of aided institutions from students who are domiciled in Tamil Nadu or such other class of students as may be specified in such order studying for any course specified therein.

(ii) The tuition fee for the course specified in the order mentioned in sub-rule (I) shall not exceed the rate which the Government may, after taking into account all relevant factors fix for such course from time to time.

(iii) The managements may collect tuition fees from students other than those mentioned in sub-rule (i) at such rate not exceeding the rate mentioned in sub-rule (ii).

School year

84. Academic year: The academic year for the fee purposes shall be divided into three terms, the first term commencing from the re-opening of the school after summer vacation and continuing till about the end of September. Second term from the beginning of October till the end of the calendar year and the third term from the re-opening of the school after the Christmas holidays until the summer vacation.

Fee- For what period payable

85. Every pupil shall be liable to pay the whole special fee for the whole year but in the case of tuition fees for each term for any part of which his name is on the rolls of an institution and in the attendance register, whether such fee be paid in one lump sum or by installments (see also rules 38, 87 and 91)

Fee- How payable

86. (a) The tuition fee shall be paid either for the whole year in one lump sum or in one installment in each term, If paid either in one lumpsum or paid in installments for any term, the installment shall be paid not later than the last working day of the first month in each term.

(b) Deleted.

Fees of new pupils

87. The tuition fees or the installments thereof shall be paid by a new pupil before his name is enrolled in addition to the admission fees fixed by the government or by the officers of the department under the authority of the government from time to time. A pupil shall not be enrolled or admitted after the beginning of a term unless he has paid all the installments of fees, which he would have had to pay, had his name been on the rolls from the beginning of the term.

Fee Receipt

88. A receipt signed and dated by the Head of the Institutions or by some one deputed by him shall be issued for every payment of fees made. The receipt shall show among other particulars the class in which the pupil is reading with his admission number, counterfoils of the receipts should be filed.

STANDARD RATES

89 (a) Deleted.

(b) Deleted

(c) Special fees: The rate of special fees and tuition fees Leviable in high and higher secondary schools shall be as follows:

Fee Details	Existing Fee Rate		
	6-8	9-10	11 & 12
Admission Fee	0.50	0.50	1.00
Literary	0.50	1.00	3.00
Library	0.50	1.00	5.00
Games	10.00	20.00	30.00
Science	-	1.00	30.00
Audio Visual	10.00	10.00	10.00
Arts and Crafts	0.50	0.50	-
Excursion	-	0.50	-

Scout	1.00	1.00	1.00
Stationary	1.50	2.00	8.00
Medical Inspection	1.00	1.00	1.00
J.R.C	2.00	2.00	4.00
Amenities	5.00	5.00	10.00
Total	32.50	45.50	103.00(Science Group) 73.00 Arts Group
Tuition Fees for English Medium Classes	200/- p.a	250/-p.a	500/-p.a

Note: The rates prescribed above in these rules are as on date and the rates are liable for revision by the government or by the officers of the department under the authority of the government from time to time.

The special fee shall be collected in one lumpsum and allotted for each head by the Head of the institution in consultation with the Staff council.

There shall be Single Accounting procedure for Special Fee account. Diversion of funds from one item to another for the current year special fee account alone shall be permitted limiting to 25% of the collection under each head.

For utilizing the accumulated amount in the special fee fund prior permission is necessary.

- 1 Up to Rs.10,000/- District Educational Officers
- 2 Up to Rs.20,000/- Chief Educational Officers
- 3 Above Rs.20,000/- Director concerned

Allocation of amount for expenditure under each item shall be decided by the Head of the Institution in consultation with the special fee committee bearing in mind the need for spending the amount for the purpose for which it was collected.

Special fee account shall be scrutinized 100% every year by the inspecting officer at the time of inspection or by making any other suitable arrangements and the objections if any should be settled.

No further departmental audit is necessary.

The Head of the Institution shall print application form for admission of pupils to school with serial numbers. The Cost of printing application form for Admission to schools shall be met from stationery fee of the special fee fund and the sale proceeds shall be remitted to that fund. The cost of Application form for Admission in High Schools shall be Rs.5/- and in Higher Secondary Schools shall be Rs. 10/-.

Fines

90. (a) If a student fails to pay his fees on the date fixed for payment in these rules on or before the last working day of the first month in a term student's name shall be struck off the rolls. If re-admitted he shall in addition to the fees due from him, pay a re-admission fee of Rs.2/-(Rupees Two only).

(b) Deleted.

Remission of fee

91. If a pupil leaves a school during a term he shall have no right to claim a remission of any portion of the special fees. In the case of tuition fees the head of the institution shall refund on request, the tuition fees for the remaining terms from the amenity fees in respect of Government Schools and from the General funds in the case of aided and in respect of all other recognized schools.

Note: Deleted.

Educational Concession For Students

92. Students studying in recognized school shall be eligible for concessions and scholarships as enumerated below. However the norms and amount are subject to change by the order of the Government from time to time. List of eligible communities for concession is given in (Appendix -16).

Schools Run By The Adi-Dravida And Tribal Welfare

ASSISTANCE	ELIGIBILITY	WHOM TO BE APPROACHED
Supply of Slates	All students in Std 1 in Adi-dravida Tribal welfare Schools	Headmaster of the School
Text books	All students in Std 1 To 10 in Adi-dravida and Tribal Welfare schools 9 & 10 SC/ST/SC convert students in General schools	Headmaster of the School
Note Books	All students in Std 3 To 10 in Adi-dravida and Tribal Welfare schools 4 to 10 SC/ST/SC convert students in General schools	Headmaster of the School

Uniforms	All students in Std 1 To 12 in Adi-dravidar and Tribal Welfare schools	Headmaster of the School
Special Guide Books	All students in Std 10 and 12 in Adi-dravidar and Tribal Welfare schools	Headmaster of the School
Bicycles	SC/SCC/ST Girls students in Std XI and XII in all schools	Headmaster of the School

HOSTELS RUN BY THE ADI-DRAVIDA AND TRIBAL WELFARE

The following concessions are provided to the Boards.

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Free boarding and Lodging to the students studying up to 12th std	Annual Income limit Rs. 50,000/- Distance between the School and the residence should be more than 5 Kms (This does not apply to Girls)	District Adidraavidar Tribal welfare Officer or warden of the hostel
Uniforms	All boarders studying up to 12th std	Warden
Special Guides	All boarders studying std 10 and 12	Warden

SCHOLARSHIP

The scholarship and other concessions are given to Adi-dravidar and Schedule Tribe students

studying in Govt. schools and Govt. recognized schools. The details are as follows:

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Free Education up to 12th std to all (i.e.) Tuition fee will not be collected	Adi-dravidar/A.D.Christians and S.T students No income limit	Headmaster
Beyond 12th std students studying in Govt / Aided Institutions are exempted from payment of tuition fees	Adi-dravidar/A.D.Christians and S.T students No income limit	Principal

Granting of special fee for 6 to 10 std and examination fee for 10th std. These amounts will be given to the Headmaster and Director of Govt.Examinations directly	Adi-dravidar/A.D.Christians and S.T students No income limit	Headmaster / District Adidraavidar tribal welfare officer
Assistance to the children of those engaged in unclean occupations	Wards of those engaged in unclean occupation like scavenging, tanning, flaying. Religion, Caste and income No bar	District Adidraavidar & Tribal welfare officer

Details of Assistant to the children of those engaged in unclean occupations

	<u>A. DAYSCHOLAR</u>	<u>B. HOSTELLERS</u>
1-5 Standard	Rs. 25/-p.m for 10 months	3 to 8 Stds Rs.200/-p.m for 10 months
6-8 Standards	Rs.40/-p.m for 10 months	9-10 Stds Rs.250/-p.m for 10 months.
9-10 Standards	Rs.50/-p.m for 10 months	

In addition to this, a sum of Rs. 500/- p.a will be given to both, days scholars and hostellers.

BENEFITS	ELIGIBILITY	WHOM TO BE APPROACHED
Residential scholarships to students studying std 6 to 10 and staying in the hostel run by educational institution (Rs.25/- p.m to Rs.35/- p.m)	Hostels should have been recognized. Annual income limit Rs. 15000/-	District Adidraavidar and Tribal welfare officer

Post matric scholarship

Government of India postmatric scholarship:

Under this scheme all compulsorily payable fees and maintenance charges are sanctioned	Adi-dravidar / Schedule Tribes students studying in standards 11 and above. Annual Income Rs. 60965/-.	Headmaster / College principal/ District Adi dravidar and Tribal welfare officer
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Maintenance charges:

Days Scholars	Rs. 90/- to Rs. 190/- p.m	
Hostellers	Rs. 150/- to Rs. 425/-p.m	

Free Education

Special fee, Examination fee to students studying in +1 and +2.	Those who are not eligible for Govt of India and state scholarships. No income limit	Headmaster/ District Adidravidar and Tribal welfare officer
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INCENTIVES / AWARD OF PRIZES

To create a spirit of competition in the minds of Adi-dravidar / Schedule Tribe / AD- Christian students in improving the standards of education, a number of incentives are given. They are given below:

State Level:

A. +2 Public Examination Rs. 25,000/-	One boy and one girl each from Adi-dravidar/scheduled Tribe / AD Christians who have secured 1st mark	Commissioner of Adidravidar welfare Chennai-5 through the District Adidravidar and Tribal Welfare Officials.
B. 10th Public Examination Rs. 10,000/- For subjects:		
C. + 2 Examinations Rs. 2000/-		
D. 10th Stds Examination Rs. 1000/-		

District Level Prize:

+2 Examination Rs. 3000/- 10th Standards First Prize Rs. 1000/- Second Prize Rs. 500/- Third Prize Rs. 300/-	One boy and one girl among from Adi-dravidar / scheduled Tribe / AD Christians who have secured highest mark	District Adidravidar and Tribal welfare officer
8th Standards First prize Rs. 1000/- Second prize Rs. 500/- Third Prize Rs. 200/-	One boy and one girl each from Adi-dravidar/Schedule Tribe /AD Christian students who have secured highest mark in each Districts	District Adidravidar and Tribal welfare officer

Adhoc Merit Grant

Grant of one time award Rs. 300/-	Adi-dravidar / Schedule Tribe/ AD Christian Students who have secured 60% and above marks in 10th and 12th Stds public Examinations and pursuing higher studies	DAD & TWO/DCE/C Chennai-6.
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Bright Students Award

First two boys and two girls in each district from each community viz Adidravidar/ Schedule Tribe / AD Christians who have passed the 10th stds public exams and continue their studies are given a sum of Rs. 800/- for the 1st year and Rs. 960/- for the next five years.	Should have secured 1st and 2nd place in the 10th stds in the district and continue the studies. No income limits.	Commissioner of Adidravidar welfare, Chennai-5
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Gandhi Memorial Award

Two (one boy and one girl) AD students in each district who have secured 1st rank in the 12th std public examinations and continue their studies. For the 1st year Rs. 1500/- and for the subsequent 5 years Rs. 1000/- P.A	AD (Hindu) students who have secured 1st rank in 12th std exam in the district and continue their studies. No income limit	Commissioner of Adidravidar welfare, Chennai-5.
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Merit cum Means Award

Conditions and Prize amounts for grant of these awards are as per the Gandhi Memorial Awards. This award is meant for Scheduled Tribes and Adi-dravidar Christians.

Chief Minister's Award:

First 1000 boys and first 1000 girls among the Adi-dravidar/ ST/ AD-Christian students who have passed 12th std examination and continue their studies are given a sum of Rs.1500/- P.A for 5 years	Should find place in the list of the First thousand students who have passed 12th std public examinations and who continue their studies	Commissioner of Adidravidar welfare, Chennai-5.
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Incentive to AD/ST Girl Children

To reduce the drop out rate among the Adi-dravidar/ ST girls cash incentive are given to 60000 Adi-dravidar in 14 districts only and ST girl children in all districts in standards 3 to 5 and 30000 girls in 6th standards in all Districts AD /ST Girls in Stds III to V are given Rs. 500/- p.a and girls in VI std are given Rs. 1000/-p.a	AD/ Sch. Tribe girls studying in III to VI standards	District Adidravadar and Tribal welfare officers
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B. SCHEMES IMPLEMENTED THROUGH BACKWARD CLASSES AND MOST BACKWARD CLASSES WELFARE DEPARTMENTS

EDUCATIONAL SCHEMES**SCHOOL LEVEL BENEFITS: (Pre-matric)**

Sl. No	Concessional benefits	Conditions to be fulfilled	Contact Officer
(1). For IX & X Standards Students Only: BC/MBC/DNC			
	All prescribed Text Books will be supplied and Special Fees payable to the schools will be reimbursed at the rate of Rs.23.50 per student	Parental Annual Income should not be exceeded Rs. 50,000/-p.a. should have secured a minimum aggregate of 40% in the previous year examination (For DNCs no minimum marks prescribed). No prescribed application forms – proof of community and Income (Certificate) alone should be produced to the school Headmaster.	Head of the Schools concerned will prepare the indent for the supply of Text book to the eligible students in the beginning of the academic year and send the intent to the DBC and MWOs – get the required text books and supply them to the students on the reopening of the schools.

(2)	Additional Concessions To X / +2 Classes Only		
	Examinations fees for X std and +2 public examinations are reimbursed to the Government examinations department. Students need not pay the examinations fees.	Community and Income Certificates are enough. (For MBCs / DNCs no Income proof is required)	Headmasters of schools will take necessary action.
(3)	For Students Studying In English Medium And Govt.Aided Schools Only		
	Tuition Fees Reimbursed:		
	Standard Amount (p.m) 6 To 8 20.00 9 To 10 25.00 11 To 12 50.00 The above tuition fees amounts will be calculated for 10 months in a year and directly reimburse to the schools.	<u>Bcs</u> Parental annual Income should not exceed Rs.50,000/- p.a. and No one should be a graduate in the family <u>MBCs & DNCs</u> The above conditions are not applicable. All MBC/DNC students are eligible	The Headmaster of the school concerned to be contacted. They will examine the Income/Community factors of the students, prepare the reimbursement list and send it to the District BC and MW officer for the reimbursement of the tuition fee amount.
(4)	Scholarships (Post matric Scholarships) BCs : From +1 (Schools) to Phd research level (including BA., B.Sc., B.Com Colleges) MBCs / DNCs : From +1 (Schools) to Phd Research Level Colleges except B.A.,B.Sc., B.Com		
	Tuition fees, Special fees Book money (and) Boarding and Lodging charges for hostellers will be sanctioned at the	<u>BC / MBC</u> Parental annual Income should not exceed Rs.50,000/- p.a Should have passed in	Heads of educational institutions will prepare the sanction

rates prescribed in the state scholarship. Notification of this department (and) Examination fees alone will be sanctioned in full as charged by the examining authority (applications should be submitted in the prescribed form)	the previous years examination and secured a minimum of 40% marks <u>DNC</u> Income limit Rs. 50,000/-p.a (but) mere pass is enough. No minimum mark rules.	proceedings keeping in view the community, income, marks, rules etc and send them to the respective DBC & MWOs for the payment of the scholarship amounts to the students.
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Free Education Schemes

(1) Free Education (Up to Degree Level For MBCs / DNCs) From +1 Up to B.A.,B.Sc., B.Com Degree Courses			
Tuition fees, Special fees and all other non-refun dable fees, and examination fees – all will be reimbursed in full to the Educational institutions MBC/DNCs students can pursue their studies in colleges without paying any fee to the colleges	No parental Income limit. No other restrictions applicable. Proof of Community (Certificate) is enough.	Heads of Educational Institutions will prepare the sanction procee dings with refere nce to community and send the claims to the respective DBC and MWOs for payment of the amounts. The amount claimed will be reimbursed to the accounts of the Educational Institutions.	
(2) Free Educations (Up to Degree Level For BCs) B.A.,B.Sc., B.Com Degree Courses			
Tuition fees, Special fees and all other non-refundable fees and Examination fees will be reimbursed in	Parental annual Income should not be exceeded Rs. 50,000/- p.a. (and)	Heads of Educati onal institutions will prepare the sanction procee dings with	

full to the Educational Institution without any restrictions in amounts If the student has paid the amounts to the Colleges at the time of admission the amount will be reimbursement to the students. Applications should be submitted in the prescribed forms with Community, Income and No graduate in the family Certificates.	The student should be the first person studying degree course in the family.	reference to the Community, Income. No graduates family conditions etc and send the claims to the respective DBC and MWOs for the payment of the amounts. The amount will be reimbursed to the Institutions/ Students as the case may be.
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OTHER CONCESSIONS

Students, studying in standards 4 to 12 alone, will be admitted into these hostels. Two sets of uniforms (dresses) will be supplied free to these hostel students every year and for students staying in hostels in hill areas, heaters are supplied. Free textbooks will also be supplied every year. Besides this, students studying standards 10 and 12 and staying in these hostels will be supplied with free guides for securing higher percentage of marks in the Govt. Public Examinations. For these concessions, the hostel students need not apply separately.

INCENTIVES FOR RURAL GIRLS CHILDREN

(For MBCs/DNCs only)

Benefit amount at the rate 1000/- p.a.	Conditions to be fulfilled	Contact Officer
Incentive is sanctioned to MBC/DNC girl children studying in 3-5th and 6th standard in Govt. and	Parental annual income should not exceed Rs.25,000 p.a.	Headmasters of concerned Govt./ Aided Schools in rural areas will send the

Aided schools in rural areas at the <u>rate of Rs.500/- p.a. and Rs. 1000/- p.a. respectively</u> in order to prevent their dropout from <u>schools</u> . Amount will be credited to Small Savings Accounts in local post offices in their mother's name	(Scheme implemented in all district in the state except Chennai city). Number of beneficiaries restricted to 30,000	claims for the eligible students to the respective. DBC & MWOs for the sanction of incentive amounts and subsequent disbursement to the students through Post Office Savings Bank Accounts
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AWARD OF PRIZES

In order to encourage the BC/MBC/DNC students in their studies and to infuse competitive spirit in them, the following state level and district level prizes are awarded every year. There is no income limit for this scheme. These prizes/awards are common for the BC, MBC/DNC students.

The following prizes are awarded for BC/MBC/DNC students (Boys/ Girls) securing highest marks in the State/District level :-

Category	BC (Rs.)	MBC/DNC (Rs.)
State level		
+2 Examination 1 Boy	3,000	5,000
1 Girl	3,000	5,000
10th Standard 1 Boy	1,500	3,000
1 Girl	1,500	3,000
District level		
+2 Examination 1 Boy	1,500	3,000
(1st prize only) 1 Girl	1,500	3,000
10th Standard		
I prize 1 Boy	500	1000
1 Girl	500	1000
II prize 1 Boy	250	500
1 Girl	250	500
III prize 1 Boy	150	300
1 Girl	150	300

For this, the students need not apply separately. The students will be selected from the district wise merit list furnished by the Director of Government Exams, Chennai. The candidates will be traced with reference to the address furnished in the school records and after the verification of community etc. the amounts will be handed over to them by the DBC & MWO's to the students.

Memorial Awards (Perarignar Anna Memorial Award)

(Common for BC/MBC/DNCs)

+2 Examinations

Two boys and two girls securing highest marks in +2 examinations in each district will be sanctioned Rs.3,000/- per year for 4 years or till the completion of the degree course.

These awards are given only to the students securing highest marks in +2 exams at the district level and pursuing further studies in professional courses (Medical, Engineering, Agriculture, Veterinary Science etc.)

Thanthai Periyar Memorial Award

(Common for BC/MBC/DNCs)

10th Standard Exams

Two boys and two girls securing highest marks in 10th standard exams in each district will be sanctioned Rs.3,000/- per year for 3 years.

These awards are given to the boys and girls who have secured the highest marks in 10th standard among the students studying in the polytechnics functioning in each district.

The students are not selected directly on the basis of the top marks secured in 10th standard Public Examinations in each district.

Every year after the completion of admissions of the students into the polytechnics, the details about the meritorious candidates in each polytechnic will be collected by the DBC & MWOs in each district and among these students 2 boys and 2 girls, who have secured highest marks, will be selected. After verifying the community etc. the awards will be distributed.

If more than one candidate secured the same top ranks, the prize money will not be divided but additional prizes for awards will be given to them under all the above prizes/awards schemes.

Sanction of incentives to students securing high marks

(For MBC/DNC students only)

Concessions/Benefits	Conditions	Contact Officer
MBC/DNC boys and girls, who have secured very high marks in the +2 exams at the state level and pursuing degree courses further are sanctioned incentives at the rate of Rs.1,500/- per year for 5 years or till the completion of the course whichever is less	1 500 boys and 500 girls who have secured highest marks among the MBC/DNCs at the state level in +2 exams will be sanctioned the incentives.	The Directorate, based on the merit list furnished by the Director of Government exams, will select the candidates at the State Level. The Commissioner, and DMBC will send the selection list to the DBC & MWOs and through them intimation sent to the students. After getting intimation, the students will directly furnish further details to the DBC & MWOs. The incentive amounts will be disbursed through the colleges. The renewal amounts will also be sanctioned every year by the DBC & MWOs
	2 After +2, they should continue any degree course.	
	3 No income limit.	

Chapter VIII

Disciplinary Regulations

93. No Student, who has been convicted in a court of law for disloyal activities or who has been detained under the defense of India Rules or the Restriction and Detention Ordinance 1944 shall be admitted or re-admitted into a school without the previous sanction of the Director concerned.

94. Students of schools should abstain from active participation in party or communal politics.

95. Head of Institution of a school or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the school or hostel precincts of students on the rolls.

96. Head of Institution or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school or hostel precincts of students on the rolls so far as such rules seem necessary to maintain the credit, usefulness and reputation of the school or hostel.

97. Head of Institution or hostel authorities shall have full power to inflict the following punishments in the interest of the students or the institutions concerned. Fines, loss of attendance, loss of term marks, suspension or expulsion.

98.1 (a) if a teacher in any school by speeches or otherwise seeks to mislead his students into activities herein deemed objectionable, he is liable to be punished for dereliction of duty.

(b) If the Head of the Institution or any other teacher of a school is found to be negligent in the discharge of his duties or is found to have committed any irregularity, the Director shall, after due enquiry, declare him unfit to be a Head of the Institution or a teacher for a specified period or permanently as the circumstances of the case warrant.

2. The nature of enquiry to be conducted will be the same as that referred to in Rule 154.

3. An appeal shall lie to the Government in the case of orders issued by the Director.

99. In the event of any misconduct being persisted in and encouraged or permitted by the masters or the managing authorities of any recognized school, the Director may, after due warning, withdraw recognition from the offending school or withdraw the grant in-aid or withhold the privilege enjoyed by them.

99. A. The respective Director may declare any individual unfit to hold the post of secretary of a recognized school or Teacher Training Institute either permanently or for a specified period for proved charges of malpractice, corruption or mal-administration, besides taking any other action deemed necessary under the grant in aid code.

Note: Such declaration shall have the effect of debarring the person from continuing as the secretary of any other recognized school.

100. Deleted.

101. Deleted.

CHAPTER IX

Training Institutions under Public Management

102. The rules contained in this chapter shall apply to every District Institute of Education and Training (DIET) and Teacher Training Institute (TTI) under the control of the Director of Teacher Education, Research and Training.

Objective

103. The DIETs and TTIs included in this rule are intended to ensure that every trainee by the end of the two-year Diploma in Teacher Education Course, achieves academic excellence, professional competence and commitment to serve the community.

Classification of Training Institutions

104. Institutions for the training of primary and upper primary teachers for Standards I to VIII shall be classified as follows:

- (i) District Institutes of Education and Training (DIETs) which have been established consequent on the implementation of the National Policy on Education (NPE), 1986.
- (ii) Teacher Training Institutes (TTIs) which are intended to offer pre-service training only.

The following classes of persons are trained in the aforesaid institutions:

Persons who have passed the Higher Secondary Examination (HSE) conducted by the Board of Higher Secondary Examination under the control of the Director of Government Examinations, Chennai or an Examination considered equivalent to HSE by the Director of Teacher Education, Research and Training, Chennai.

(iii) Deleted.

105. DIET or TTI shall conduct a two-year Diploma course and there will be public examination at the end of each year:

Each DIET and TTI shall have a model school attached to it containing the standards necessary for the training of teachers of the grade it includes.

Control

106. The responsibility for the management and discipline of DIETs shall be vested in the heads of those institutions under the control of the Director of Teacher Education, Research and Training and the Principal of the DIET of the district in the case of TTIs.

Staff

107. (i) The staff of a DIET shall depend upon (a) the number of departments it contains, and (b) the number of vernacular languages included in the curriculum as per norms of NCTE, New Delhi.
- (ii) The following table shows the minimum qualification of all newly appointed members of the staff of DIETs / TTIs.

Qualifications of Staff DIETs

Posts (1)	DIETs (2)
1. Principal	A PG Degree + M.Ed. + Ph.D.+ 5 research papers in education, preferably in elementary education, published in national journals
2. Senior Lecturer	A PG Degree + M.Ed. + M.Phil. + 2 research papers in education, preferably in elementary education, published in national journals
3. Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.
4. Lecturer in Physical Education	A PG Degree + M. P. Ed.
5. Junior Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.
6. Art Teacher	A Degree/Diploma/ Certificate in the respective discipline, as suggested for similar posts in High/Hr.Sec.Schools.
7. Technician	
8. Librarian	
9. Laboratory Assistant	
10. Work Experience Instructor	On par with the Statistical Officers in the Dept. of Statistics
11. Statistician	

iii. Qualifications of Staff TTIs

Posts (1)	TTIs (2)
1. Principal	A PG Degree + M.Ed. + M.Phil. + 2 research papers in education, preferably in elementary education, published in national journals
2. Junior Lecturer	A PG Degree in the subject for which he/she is appointed + M.Ed.

- (iv) The holders of degrees, diplomas and certificates awarded by the Universities in Tamil Nadu or its equivalent will be held qualified to hold posts in DIETs and TTIs.

Infrastructure

107.A. (a) Every DIET / TTI shall be located in a relatively noise-free and pollution-free zone, having adequate supply of drinking water and electricity. It shall have good conveyance and communication facilities with the nearest town. Adequate space for the administrative wing, academic wing, playgrounds and space for recreation shall be provided.

(b) The requirements of land area for an intake of 50 students in the first year and 50 students in the second year shall be as follows:

Item	Area
Total Land Area	5000 sq. mts.
Floor Area of Building (excluding hostel and staff quarters)	1000 sq. mts.
Floor Area per Student	10 Sq. mts.

(c) The main building(s) in every DIET / TTI shall have the following facilities:

Rooms	Number	Area
1. Classrooms	4	60 sq. m. each
2. Assembly Hall	1	100 sq. m.
3. Library-cum-reading room	1	100 sq. m. (seating for 30 students)
4. Multipurpose Laboratory	1	75 sq. m.

(or) Science Laboratory + Psychology Laboratory	1	Not less than 75 sq.m. in total
E.T. Laboratory	1	
Mathematics Edn. Lab,	1	
Language Edn. Lab.	1	
Social Science Lab.	1	
5. Workshop	1	75 sq. m.
6. Art and Music Room	1	60 sq. m.
7. Games Room	1	50 sq. m.
8. Educational Technology room	1	40 sq. m.
9. Computer Room	1	40 sq. m.
10. Common Room	1	40 sq. m.

- (d) The administrative block in every DIET and TTI shall have the following rooms:

Rooms	Number	Area
1. Principal's Room	1	30 sq. m.
2. Teachers' Common Room	1	60 sq. m.
3. Office Room	1	50 sq. m.
4. Store Room	1	50 sq. m.

- (e) A minimum of 500 sq. m. area shall be provided in every DIET and TTI for playfields and physical education.

Apparatus and Appliances

108. (a) Every DIET and TTI shall be provided with the necessary apparatus and the appliances, models, pictures and specimens needed for giving training in all the subjects pertaining to primary and upper primary standards.
- (b) Every DIET and TTI shall have all the chemicals and other consumable goods to demonstrate all the experiments indicated in the syllabus of the primary and upper primary classes.
- (c) Provision for conducting the following tests shall be available in every DIET and TTI: Sensory-motor, Intelligence (Performance, Verbal and Non-verbal), Aptitude, Personality and Interest Inventories including Projective Tests. Provision for conducting simple Piagetian and Brunnerian experiments shall also be available in these training institutes.

- (d) One television set, one radio / transistor set, one audio cassette recorder, one videocassette recorder, one slide-cum-film strip projector, two microphones and one cordless microphone, one amplifier, two speakers, one OHP and adequate number of recorded and blank audio and video cassettes shall be available in every DIET and TTI.
- (e) One set of wood-working hand tools, one set of gardener's tools and other essential equipment required for work experience activities and provision for practicing work experience in tailoring, typewriting and performing simple experiments in electronics shall be made available in every DIET and TTI. A section with facility for practicing woodwork, carpentry, smithy, model making in clay and sheet metal work shall also be available in these institutes.
- (f) Drawing materials for preparation of charts, art paper, board, brushes, colours scope for practice of visual art shall be available in every DIET and TTI. Simple musical instruments such as harmonium, tabla, mridangam, flute and other popular local instruments shall also be available. Costumes and accessories for staging dance and drama performance, curtains and other accessories shall also be available in every DIET and TTI.
- (g) Adequate games and sports equipment and materials for important outdoor and indoor games and materials required for training in athletics and body building shall be available in every DIET and TTI.
- (h) A minimum of two computers and accessories for working on them shall be available in every DIET and TTI.
- (i) Every DIET and TTI shall be provided with a library containing, among other books, suitable works on the theory, history and practice of education. A minimum of 1500 books including reference and textbooks shall be available during the first year of the functioning of the institute and at least 100 books shall be added every year. Every DIET and TTI shall subscribe to at least three professional journals.

Furniture

- (j) All the rooms shall have adequate furniture for seating the sanctioned number of students and the staff of every DIET and TTI. The furniture requirements for different rooms are as follows:

Room	Requirement	Number
1. Per Classroom	Seats for the Students Chair for the Teacher Table for the Teacher Black Board White Board (3 m X 2 m) Additional Chairs OHP	To seat 50 1 1 1 2 1
2. Assembly Hall	Dais (6 m X 3 m X 0.5 m) Seats for the Students Chairs for the Teachers Chairs for the Guests	1 To seat 120 20 5
3. Laboratory	Tables (1.25 m X 2 m X 0.9 m) Tall Stools (0.6 m. ht) Table for the Teacher Chair for the Teacher Cupboard	5 20 1 1 1
4. Workshop	Work Benches (1.25 m X 2 m X 0.9 m) Stools (0.6 m. ht) Table for the Teacher Chair for the Teacher Cupboard	5 20 1 1 1
5. Computer Room	Computer Desks Seats for the Students Table for Consol Chair for the Instructor Cupboard White Board	2 2 1 1 1 1
6. Library	Book Shelves Periodical Rack Catalogue Cabinets (each with 4 card trays) Table for the Librarian Chairs Long Tables and Chairs Notice Board	For 2000 books 1 To hold 2000 1 2 To seat 50 1

Room	Requirement	Number
7. Principal's Room	Table (2 m X 1.25 m X 0.45 m)	1
	Chair	5
	Book rack	1
	Cupboard	1
8. Teachers' Room	Chairs	12
	Tables	12
	Additional Chairs	6
	Steel Shelves	12
9. Office	Tables for Administrative Staff	1 each
	Chairs for Administrative Staff	1 each
	Chairs for Visitors	6
	Cupboards	1 each
	Filing Racks	1 each
	Notice Boards	2
	Additional Chairs	2
10. Store Room	Cupboards	3
	Racks	2
11. Students' Common Room	Long Table	1

The requirements indicated are for an intake of 100 students i.e. 50 in the first year and 50 in the second year of the course. For student strength in excess of 100, proportionate increases shall be made in all the facilities listed.

Curriculum

109. The curriculum shall aim at the preparation of professionally competent and committed teachers to enable them to play their role. The main features of the curriculum shall be practical oriented courses, school based internship, school community relationship, comprehensive, continuous and competency based evaluation, development of skills necessary for transactional strategies and development of innovative thinking and practices in classroom instruction. The Competency-based curriculum shall emphasize the development of competencies relating to the social and educational context, conceptual clarity of the subject matter school management and harnessing of available resources in the community.

The curriculum shall also focus on the development of commitment in student teachers to the learners, society, professional growth and basic human

rights. An integrated approach to competencies, commitment and performance in teacher education shall be followed incorporating the advantages of the adoption of science and technology to quality teacher education. The curriculum for Diploma in Teacher Education (Elementary) shall be framed by the Director of Teacher Education, Research and Training and it shall be periodically revised and updated.

(a) The objectives of the Diploma in Teacher Education programme shall be as follows:

At the end of the programme, the student teacher will be able to

1. attract and retain in the school all school-age children from the school vicinity,
2. be familiar with the socio-economic status of families in the neighborhood,
3. adopt innovative and interesting techniques of teaching children from standards I to VIII,
4. mobilize means and materials for academic facilitation of the children,
5. develop appropriate basic personal and special skills in the pupils in each standard,
6. relate the resources of the school to those of the society for organizational cooperation and development,
7. provide opportunities for the development of individual talents in all respects,
8. participate in effective management of the school as integral unit of social development and
9. make the school function within the state's policy and strategies.

(b) The following subjects shall be taught as part of the curriculum:

1. Challenges in Indian Education
2. Educational Psychology
3. Educational Management
4. Language Education (Mother Tongue)
5. Language Education (English)
6. Mathematics Education
7. Science Education
8. Social Science Education
9. Educational Technology
10. Physical Education, Yoga and Health Education
11. Art Education and Work Experience

- (c) The first three papers shown above shall be completed in the first year. Papers IV to VIII shall be taught in both the years focusing on teaching the respective subjects in Standards I to V in the first year and in Standards VI to VIII in the second year. Papers IX to XI shall be spread over the two years as practical classes meant for internal assessment only.
- (d) Each student teacher shall have an internship programme as follows:
1. Training in Micro-teaching skill in the first year - 5 days
 2. Observation in Standards I to V in the first year - 10 days
 3. Practice Teaching in Standards I to V in the first year - 30 days
 4. Observation in Standards VI to VIII in the second year - 10 days
 5. Practice Teaching in Standards VI to VIII in the second year - 30 days
- (e) There shall be internal assessment and external examination in each year. The Director of Government Examinations shall conduct the external examination.

FIRST YEAR

S. No.	Subject	Internal Assessment Marks	External Examination Marks
1	Challenges in Indian Education	50	100
2	Educational Psychology	50	100
3	Educational Management	50	100
	Total	150	300

(f) SECOND YEAR

S. No.	Subject	Internal Assessment Marks	External Examination Marks
1	Language Education (Mother Tongue)	50	100
2	Language Education (English)	50	100
3	Mathematics Education	50	100
4	Science Education	50	100
5	Social Science Education	50	100
	Total	250	500
	Grand Total (I and II Year)	400	800

(g) INTERNAL ASSESSMENT

S.No.	Subject	I Year	II Year	Total	Reduced to
1	Educational Technology	50	50	100	50
2	Health Education	50	50	100	50
3	Physical Education & Yoga	100	100	200	100
4	Art Education & Work Experience	50	50	100	50
5	Internship - for each subject (5 x 50 = 250)	250	250	500	250
	Total	500	500	1000	500

- (h) A board of practical examiners will be constituted by the Director of Teacher Education, Research and Training for each DIET / TTI separately. The board shall comprise one chairperson and two members (two from DIET and one from TTI). This board shall be responsible for verifying the internal assessment marks with reference to the records maintained, observe the teaching of the examinees and verify the relevant marks of teaching practice of all the student teachers and finalize the marks awarded as part of internal assessment. The student teachers who fail in the internal assessment will have to appear before the board in the subsequent years.
- (i) The following shall be the pattern of question paper in each subject in the external examination:

	Question Type	Number	Marks
1	Objective (a) Type Multiple Choice Items (b) Fill-in the blanks (c) Matching Items	20 15 5	20 15 5
2	Short Answer Type (50 word answers)	10 out of 15	20
3	Paragraph Type (200 Word Answers)	4 out of 6	20
4	Essay Type (500 Word Answers)	Internal Choice – 2	20
	Total		100

Period of Training

110. (a) The period of training for the Diploma in Teacher Education course in every DIET and TTI shall be two academic years with 220 working days in a year. The student teacher shall have put in an attendance of 85% in each year to be eligible for appearing for the external examination, which will be held at the end of the year. Each student teacher shall undergo the internship programme compulsorily for forty days within the 220 working days each year and shall have observed 10 classes in each subject and taught at least 15 lessons in each subject every year.

(b) It shall be in the power of the Principal of the DIET / TTI to lengthen the period of internship in the case of student teachers who are not able to observe 10 classes in each subject and / or teach 15 lessons in each subject owing to illness or other unavoidable causes of absence during their period of internship.

(c) It shall be in the power of the Joint Director to an extent of 5 days and that of the Director of Teacher Education, Research and Training to an extent of 60 days to condone the absence of student teachers owing to illness or other unavoidable causes during their period of training of 220 days and to permit them to appear for the external examination to be held at the end of the academic year

Strength of Classes

111. The number under training in no class of DIET / TTI shall exceed fifty without the express sanction of the Director of Teacher Education, Research and Training.

Admissions and Withdrawals

112. Admission shall take place ordinarily at the beginning of the academic year. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of the academic year. Withdrawal in the middle of the academic year shall be allowed in no circumstances. No candidate who was dismissed or removed from the Service of Government or Local Body shall be admitted without the prior permission of the Director of Teacher Education, Research and Training.

Qualifications for Admission

113. (1) Every candidate for admission shall submit an application in the form prescribed by the Director of Teacher Education, Research and Training.

His / her age must be not less than 17 years and must not exceed 25 years as on 31st July of the respective year. For SC/ST and Physically

Handicapped candidates, the maximum age should not exceed 30 years. For widows, the age should not be above 40 years.

2) The Director of Teacher Education, Research and Training may in deserving cases relax the lower or the upper age-limit.

- (a) The candidate shall have passed the Higher Secondary Examination conducted by the Director of Government Examination, Government of Tamil Nadu or its equivalent with 45% of marks in aggregate.
- (b) The 45% of marks in the Higher Secondary Examination shall be reckoned with reference to the rules in force under the mark improvement scheme implemented by the Director of Government Examinations, Government of Tamil Nadu.
- (c) The SC / ST candidates with a mere pass in the Higher Secondary Examination shall be eligible to apply for admission.
- (d) The Applicant shall be eligible for admission in the medium offered in the TTI concerned in which he / she has studied the language in Standard X and XII under Part I or Part II or through that language as medium of instruction up to Standard XII.

3) The Candidate shall submit the true copies of the following certificates along with their application:

1. Transfer Certificate obtained from the institution last studied,
2. Mark Sheets of Standards X and XII along with improvement mark sheets, if any,
3. Community Certificate,
4. Residence / Nativity Certificate,
5. Conduct Certificate obtained from the Head of the Institution last studied and
6. Relevant Certificates for claiming seats under special category quota (priority seats).

(a). The Selected candidate shall submit a certificate of medical fitness obtained from a Government doctor not below the rank of an Assistant Civil Surgeon.

(b). If in the certificate of health / medical fitness issued to women candidates pregnancy of any stage is indicated, such candidates shall be ineligible for admission into DIETs / TTIs.

Selection of Candidates

114. The Selection of candidates for admission into DIETs / TTIs shall be made through Single Window System by a selection committee constituted by the Government. All the applicants shall be ranked category wise on the basis of marks obtained by them in the Higher Secondary Examination following the rule of reservation and other Government norms in vogue. The seats under the Special Category Quota (priority seats) shall be filled up by suitable candidates ranked by merit (i.e. marks obtained in the Higher Secondary Examination) without following the rule of reservation. For filling up all the seats, except the priority seats under Special Category Quota, the following subject wise and gender wise allocation shall be followed:

Subject Wise:

1. Science Group (Higher Secondary Course) : 50%
2. Arts Group (Higher Secondary Course) : 25%
3. Vocational Group (Higher Secondary Course) : 25%

Gender wise:

1. For boys : 50%
2. For girls : 50%

Fees

115. The following fees shall be levied from students at the time of admission:

S.No.	Item	Amount Rs.
1	Admission Fee	3,500.00
2	Amenity Fee	500.00
3	Medical Inspection Fee	50.00
4	Physical Training and Games Fee	50.00
5	Library Fee	100.00
6	Laboratory Fee	150.00
7	Field Work Fee	125.00
8	Stationery Fee	200.00
9	Audio - Visual Fee	200.00
10	Calendar	25.00
11	Journal / Newsletter	25.00
12	Hobbies and Craft Fee	25.00
13	Scouting and Guide Services	50.00
	Total	5000.00

Out of the fees levied as above, the admission fee of Rs.3,500/- shall be remitted into Government accounts and the remaining amount of Rs.1,500/- shall be deposited in the respective Saving Bank accounts maintained by the DIET / TTI for meeting out the expenditure of the Institute now and then.

116,117,117A,118,119,120,121- Deleted.

Time Table

122. A time-table, showing the distribution of subjects during each period, the subjects of each teacher who will be engaged in teaching, and the time set apart for the work of supervision, shall be displayed prominently in every DIET / TTI. The identified subjects shall be taught in the following manner:

S.No.	Subject	I Year	II Year	Total
1	Challenges in Indian Education	150	-	150
2	Educational Psychology	150	-	150
3	Educational Management	150	-	150
4	Language Education (Mother Tongue)	60	150	210
5	Language Education (English)	60	150	210
6	Mathematics Education	60	150	210
7	Science Education	60	150	210
8	Social Science Education	60	150	210
9	Educational Technology	60	60	120
10	Physical Education, Yoga and Health Education	60	60	120
11	Art Education & Work Experience	30	30	60
	Total	900	900	1800

Leave and Dismissal

123. (i) The principal of a DIET / TTI may give a student teacher casual leave amounting to not more than seven days at a time, exclusive of Sundays and other holidays, and not more than fifteen days in the year. In case of real necessity, he/she may also give additional leave, but it shall be subject to an overall ceiling of 15% of the working days in the year.
- (ii) A student will forfeit one day's casual leave for every four times he is marked late.

- (iii) The Principal of a DIET / TTI shall withhold any kind of scholarship amount sanctioned to a student teacher, in part or full, if he/she fails to put in 90% of attendance in the year.
- (iv) A student teacher may be dismissed by the controlling authority for continued idleness or serious misconduct; and, if so dismissed, he/she may be declared unfit for employment as a teacher. He/she shall also be required to refund the whole amount drawn by him/her from Central or State funds.

Explanation: Participation of the trainees in strike or indulgence in activities likely to incur or encourage strike inside or outside the DIET / TTI or the hostel if any attached to it will be considered as serious misconduct within the purview of this rule.

- (v) Notwithstanding anything contained in these rules, it will be open any time to the Director of Teacher Education, Research and Training to withhold the publication of the result of any pupil trainee, who had been a candidate for the Diploma in Teacher Education Examinations, if on proper enquiry, he finds that the candidate had got admission to the DIET / TTI by furnishing false information or by false representation or was guilty of serious misconduct immediately preceding his / her appearance in the DTE Examination. If the candidate had received any kind and amount of scholarship, he / she shall also be required to refund the whole amount drawn by him / her by way of scholarship from Central, State, Local, Municipal and Panchayat Funds.

Inspection

124.

1. The Director/ Joint Director DTERT in every DIET shall make an annual inspection of academic activities and records connected thereof.
2. An annual inspection-cum-audit of academic activities, accounts and records connected thereof shall be made by the Principal of the DIET concerned in every Government TTI under his / her jurisdiction.
3. The Director of Teacher Education, Research and Training, the Joint Director (DTERT), the Deputy Director (DTERT) may make surprise visits and periodical visits.
4. Periodical and test audits shall be carried out by the audit officers of the Government and by the Accountant General.

125. Deleted.

126. Deleted.

127. Evaluation of Certificates of other State Diploma in Teacher Education
Evaluation of other State Teacher Training Certificate shall be done by the DTERT as per the G.O.Rt.No.1236, School Education, dated 17.9.1984.

Particulars to be submitted for Evaluation of Secondary Grade Teacher Training Certificates of other States.

- A) Name of the Applicant and Address for Communication :
- B) X Standard Mark Statement :
- C) Higher Secondary / Intermediate / P.U.C. Certificate (with 50% marks in aggregate) (If studied in other State, the certificate should be evaluated). :
- D) Teacher Training I Year, II Year and TCH :
- E) Teacher Training Transfer Certificate :
- F) Fees : Evaluation Charges. :
- a) Rs.500/- (By means of Demand Draft) drawn in favour of Director, DTERT, Chennai-6.
- b) Rs.100/- for each mark sheet and Rs.100/- for the Diploma, which comes to Rs.300 normally, drawn in favour of Secretary, KSEEB, Bangalore.

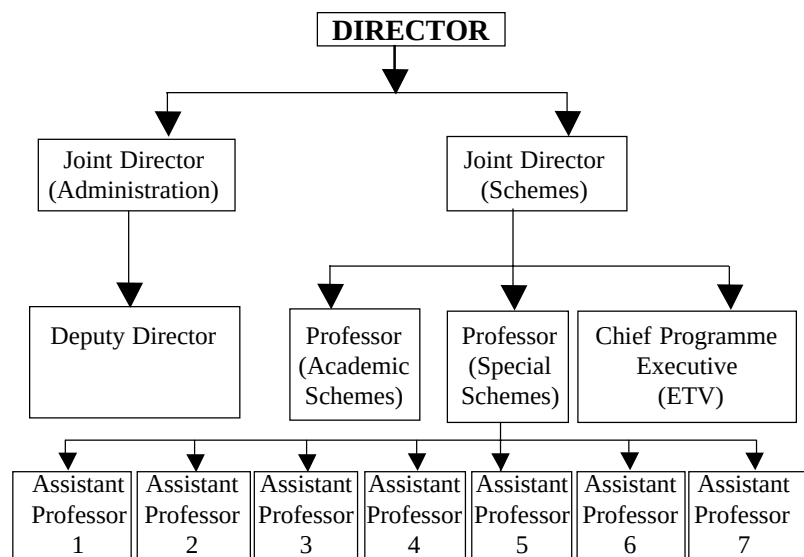
Particulars to be sent for evaluation

1. Evaluation charges: Demand Draft for Rs.500/- drawn in favour of the Director, DTERT, College Road, Chennai-6.
2. Demand Draft for the mark sheet and the diploma which comes to Rs.300/- normally drawn in favour of the Secretary, KSEEB, Bangalore.
3. All the original mark sheets.
4. One Xerox copy for all the original mark sheets.
5. One covering letter.

Structure of DTERT

127 A. It was in the year 1990, the SCERT, the District Institutes of Education and Training (DIETs) and the Teacher Training Institutes (TTIs) in the State came under one umbrella with the name "Directorate of Teacher Education, Research and Training (DTERT)". Since then the DTERT has an exclusive Head of Department and has staff members of its own in 1999.

The following is the organogram of the Structure of Directorate of Teacher Education Research and Training.



Under DTERT, 29 District Institutes of Education and Training, 9 Government Teacher Training Institutes, 37 Minority Teacher Training Institutes, 7 Non-Minority Teacher Training Institutes and one Anglo Indian Teacher Training Institute are functioning.

The main functions of the DTERT envisaged are:

- i) To ensure quality of Elementary Education through In-service Training.
- ii) To standardize the Teacher Preparation Programme.
- iii) To undertake research activities for quality Elementary Education.
- iv) To cooperate for decentralized Educational Planning and Management.
- v) To perform extension activities.

The Structure of DIETs

127 B. Universalisation of elementary education and eradication of adult illiteracy have been two of the most important and basic goals of educational development in India since independence. The National Policy on Education (1986) says that the new thrust in elementary education will emphasize beside universal enrolment and retention, “a substantial improvement in the quality of education”. In this context, it is to be observed that

“of all the factors that influence the quality of education... the quality, competence and character of teachers are undoubtedly the most significant.”

These in turn depend substantially on the quality of training and other support provided to them.

The National Policy on Education and Programme of Action envisaged a district level Institute in the shape of District Institutes of Education and Training. These Institutes are closer to the field and hence more aware of its problems and needs. Consequently, there would be wider coverage quantitatively and qualitatively.

a) Mission

The mission of a DIET could be stated briefly in the following terms:

To provide academic and resource support at the grass root level for the success of the various strategies and programmes being undertaken in the areas of elementary and adult education with special reference to the following objectives:

- ?? Universalisation of Primary/Elementary Education
- ?? NLM targets in regard to functional literacy in the 15-35 age group.

b) Major functions

A DIET has three main functions:

- i) Training (Pre service and In-service)
- ii) Resource support
- iii) Action Research

c) Nature

As In-service training is one of the main functions of DIETs, throughout the year, DIETs are non-vacation institutions. The personnel would be classified as non-vacation staff and given consequential benefit as per Tamil Nadu Government Rules.

DIET provides residential facility to both Pre-service and In-service trainees. But first priority shall be given to trainees other than pre-service trainees.

(d) Each DIET comprises the following seven academic branches.

1. Pre Service Teacher Education Branch (PSTE)
2. Work Experience Branch (WE)
3. District Resource Unit (DRU)

4. In-service Programmes, Field interaction and Innovation Co-ordination Branch (IFIC)
5. Curriculum, Material Development and Evaluation Branch (CMDE)
6. Educational Technology Branch (ET)
7. Planning and Management Branch (P & M)

e) HOSTEL

1) Every DIET will have separate hostels for men and women. The capacities of these hostels will be decided mainly keeping in view the ratio of men and women among various groups of trainees who would be coming to the Institute.

2) The Principal may appoint either a common warden for both hostels and separate wardens, as may be found locally suitable, from among the faculty members. In case of separate wardens, the one for women's hostel may as far as possible, be a lady.

3) While servicing the residential part of the hostel will be the responsibility of the Institute staff, all requiring expenses in connection with the mess (including remuneration to cook etc) will be born by trainees. In case of preservice trainees they will bear it themselves, while payment for other trainees will come from the funds provided for the conduct of the relevant programmes. The Institute will only provide furniture and utensils for use in the mess.

4) The Hostel Mess may be run either by the students as a cooperative, or through a contractor as may be found locally convenient.

f) Control

The responsibility for the management and discipline of District Institute of Education and Training shall be vested in the Principals under the overall control of the Director Directorate of Teacher Education Research and Training, Chennai.

CHAPTER X

Training Institutions under Private Managements

- 128 (a) Except as hereinafter provided, the rules for Teacher Training Institutions under public management shall hold good in every recognised Teacher Training Institute under private management.

Classification of Private Teacher Training Institutions

- (b) The Teacher Training Institutions (Elementary) under Private Managements shall be classified as follows:

- (i) Aided Teacher Training Institutes under Non-Minority Managements
- (ii) Aided Teacher Training Institutes under Minority Managements
- (iii) Unaided (Self-financing) Teacher Training Institutes under Non-Minority Managements
- (iv) Unaided (Self-financing) Teacher Training Institutes under Minority Managements
- (v) Anglo-Indian Teacher Training Institutes Control

129. The responsibility for the management and discipline of a TTI under Private Management shall be vested in the Manager (Secretary / Correspondent) recognized by the Department.

Admission and withdrawal

130. Admissions of student teachers in the Private TTIs should be approved by the Director of Teacher Education, Research and Training. On completing the procedure of selection for admission of candidates, the selection list shall be countersigned by the Principal of the DIET in the district concerned and submitted to the Director of Teacher Education, Research and Training for approval.

Withdrawal of student teachers of the Private TTIs shall not be allowed in the middle of the year without the express sanction of the Principal of the DIET concerned.

131. Deleted.

Selection of Candidates

132. The selection of candidates for admission shall be as follows:

- (i) Through a quota (Government Quota) fixed by the Government for selection under Single Window System of admissions to be filled by the committee constituted for the purpose as explained in Chapter IX, and
- (ii) Through another quota (Management Quota) fixed by the Government for selection by the Manager of the Private TTI.

Under both the quotas (Government as well as Management), the selection of student teachers shall be in the order of merit (i.e. marks scored by the candidates in their Higher Secondary Examination) subject to the rule of reservation and other regulations in force.

Fees

- (iii) a. Fees shall be collected both by the Aided Non-Minority and the Aided Minority Managements in accordance with the fee structure prescribed for the student teachers of DIETs and Government TTIs.
- b. In the case of Unaided (Self-financing) TTIs, the fees to be collected by the Non-Minority and Minority Managements shall be fixed by the Government. The Government from time to time shall prescribe the fee structure for different types of Private TTIs.

Grant

- 133. a) The quantum and amount of grant payable to the Aided Non-Minority and the aided minority TTIs shall be decided by the Government. The Principal of the DIET in the district shall be empowered to release such grants periodically.
- b. The Director of Teacher Education, Research and Training may declare any individual unfit to hold the post of Manager or Secretary or Correspondent of a recognized Private TTI, either permanently or for a specified period, for proved charge of malpractice, corruption or maladministration, besides taking any other action deemed necessary under the Grant-in-Aid Code.
- c. Except as provided above, the rules under the Grant-in-Aid Code shall mutatis mutandis hold good in every Aided Private Teacher Training Institute.

Inspection

- 134. a) An annual inspection of academic activities and records connected thereof shall be made by the Principal of the DIET concerned in every Private Unaided TTI under his / her jurisdiction.
- b. An annual inspection-cum-audit of academic activities, accounts and records connected thereof shall be made by the Principal of the DIET concerned in every Private Aided TTI under his / her jurisdiction.
- c. Surprise visits and periodical visits may be made by The Director of Teacher Education, Research and Training, the Joint Director (DTERT), the Deputy Director (DTERT) and the Principal of the DIET concerned.
- d) Periodical and test audits shall be carried out by the audit officers of the Government and by the Accountant General.

Opening of Teacher Training Institutes

135. a) Registered Trusts or an individual or a society interested in opening and running a Teacher Training Institute shall seek a No Objection Certificate to do so from the Government. They shall apply to the Director of Teacher Education, Research and Training paying a processing fee of Rs. 18,000/-. A fact-finding committee appointed by the Government shall submit a report to the Government regarding the fulfillment of conditions of land availability, infrastructure and other resources of the management. Based on this report and the need to establish a TTI in the District, the Government may issue N.O.C. to the concerned management.

b) The National Council for Teacher Education (NCTE), a statutory body constituted by the Government of India by an Act of Parliament in 1993 for the purpose of ensuring high standards in teacher education and an adequate supply of teaching manpower, shall accord recognition (temporary or periodical or permanent) to the TTI on the strength of the No Objection Certificate issued by the Government of Tamil Nadu and on the fulfillment of norms and standards prescribed by this body for opening and running a Teacher Training Institute.

CHAPTER-XI

EXAMINATION FOR TEACHERS CERTIFICATE

Kind of Certificate

136. Certificates shall be of three kinds :-

- a. Certificate of ability to teach the subjects that ordinarily enter into curriculum of schools for general instructions.
- b. Certificate of ability to teach subjects included in Government Technical Examination scheme; and
- c. Certificate of ability to give instruction in Physical Training.

137. A certificate of the first kind shall be designated as "Diploma in Teacher Education" the second kind "Technical Teacher's Certificate" and the third kind "Physical Training Teacher's Certificate" (Higher Grade)

138. Conditions to Grant of Diploma in Teacher Education Candidates who have passed the Higher Secondary Examination conducted by the Director of Government Examinations of Tamil Nadu or its equivalent with not less than 45% of marks in aggregate are eligible for admission in to Diploma in Teacher Education. The SC/ST candidates with a mere pass in the Higher Secondary Examination shall be eligible to apply for admission. The candidates' age must be not less than 17 years and must not exceed 25 years as on 31st July of the respective year. For SC/ST

and Physically Handicapped Candidates, the maximum age should not exceed 30 years. For widows the age should not be above 40 years.

139. The examination for Diploma in Teacher Education shall be conducted by the Director of Government Examinations every year at the end of first year and at the end of second year of the course with the assistance of the staff of the DIET and TTIs and such other persons as the Director may from time to time depute for the purpose.
140. The examination shall be held once in a year and ordinarily in the month of April. It shall be held at such centres as the Director of government Examination may from time to time fix and he shall make all necessary arrangements for it.
141. The examination shall be in such of the subjects of the course laid down in the scheme of work in training schools as the Director may from time to time prescribe. The candidate shall appear in such subjects both in internal and external examination determined by the Director concerned from time to time. The results of the examination shall be entered by the Director of Government Examinations in the certificate of the successful candidates in the form of marks, which shall be the percentage of the maximum obtainable.
142. The Director of Government Examination will determine which of the candidate shall be declared to have passed the examination and will publish their name in the Tamil Nadu Government Gazette.
143. A candidate who fails in the examination may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a training school. The student teachers who fail in the internal assessment will have to appear before the board in the subsequent years.

CERTIFICATES

144. On passing the examination each Trained Teacher will receive from the Director of Government Examination the certificate of Diploma in Teacher Education.
145. Deleted
146. The fees required to be paid by the candidate for Diploma in Teacher Education shall be fixed by the Director of Government Examination under the authority of the Government from time to time.

TECHNICAL TEACHERS CERTIFICATE

147. Technical Teachers Certificate shall be awarded to such candidates who have undergone the prescribed training course. Such course is conducted by Director of School Education and the Director of Government

Examinations conducts examination. The subjects and the centres where the courses are to be conducted shall be fixed by the Director of School Education and notified in the Tamil Nadu Gazette.

148. Candidates possessing the minimum general educational qualification of a pass in SSLC and pass in Technical Examination Higher prescribed by the Director of School Education from time to time are eligible for admission to the course and such candidates who have passed the technical examination of Lower or Higher Grade are eligible for admission to the Technical Teachers Certificate Course.

EXAMINATION

149. The Director of Government Examination will arrange for the examination (Theory and Practical) at the end of the prescribed course on the result of which the successful candidates shall be awarded Technical Teachers Certificate.
150. Trained Teachers of Diploma in Teacher Education who possess the Government Technical Examination Certificate of the grade prescribed for the subject are also required to undergo the full Technical Teachers Certificate Course in the subject and take the practical examination. They shall be allowed to appear for the special methods only, other subjects are exempted. Similarly persons who have obtained a Technical Teachers Certificate after undergoing the regular training course in one subject, if they desire to obtain a certificate in some other subject shall undergo the full Technical Teachers Certificate Course in the other subject and take the practical examination. They shall be allowed to appear for special method only, and exempted from other subjects.

FEES

151. The fees required to be paid by the candidate shall be Rs.215/- and subject to change by the Government or by the Director under the authority of the government from time to time.

A candidate who fails in the examination need not appear for training course and shall be allowed to appear for a subsequent examination as a private candidate on payment of the same fee on each occasion. The candidate who fails in the practical, shall be required to undergo the practical course again.

TEACHERS CERTIFICATE IN PHYSICAL TRAINING - HIGHER GRADE

152. Candidates for Teachers Certificate in Physical Training Course shall be required to have undergone the prescribed training at a recognized

physical training institute and to have a practical acquaintance with physical training and games and ability to teach these subjects. Applications for admission to the test must be submitted to the Director of Government Examination in the form prescribed by him.

The syllabus is prescribed and the course is conducted by Director of School Education. The candidates who have undergone the necessary full year's training at the Y.M.C.A. College of Physical Education, Saidapet and Ramakrishna Vidhyalaya Maruthi College of Physical Education, Coimbatore shall be eligible to appear for the examination both theory and practical of the Higher Grade Certificate in Physical Education. The Director of Government Examinations conducts the examination every year in April and he issues the certificate. There will be six papers in theory and one paper in practical and First Aid examination.

FEES

153. The fee to be paid by each candidate for admission to the Teachers Certificate in Physical Training Course Higher Grade shall be as follows.

Examination Fee	-	Rs.20/-
Registration Fee	-	Rs. 5/-
Certificate Fee	-	Rs.10/-
Service Charges	-	Rs. 2/-

Total		Rs.37/-

The above fees shall be subject to change by the Government or by the Director under the authority of the government from time to time.

Suspension and Cancellation of Certificates

154. A Teachers Certificate of any grade belonging to teachers or head of the institution employed in any school under the control of the inspecting officer may at any time be suspended by the Chief Education Officer, if the teacher's or head of the institution's character or conduct is shown to be bad or if the teacher or head of the institution is proved to have indulged or taken part or participated in subversive activities, or if the teacher or head of the institution is found to be negligent in the discharge of his duties.

A teacher certificate of any grade belonging to teachers or headmasters may at anytime be suspended or cancelled by the Director concerned if the teacher's or head of the institution's character or conduct is shown to be bad or if the teacher or head of the institution is proved to have indulged or taken part or participated in subversive activities or if the teacher or head of the

institution is found to be negligent in the discharge of his duties.

Such suspension or cancellation shall not be ordered except when the teacher or Head of the institution has been convicted in a court until the teacher or headmaster has been informed in writing of the charges against him, and a face enquiry has been made by the inspecting officer concerned or by the Director or by any officer deputed by the Director for the purpose.

The nature of enquiry to be conducted will be as follows :-

The inspecting officer concerned should submit the preliminary report to the Director in regard to the conduct or work of the teacher or head of the institution. If the Director considers that a prima-facie case has been made out, orders will be issued to the inspecting officer on the further action to be taken. Charges will then be framed by the inspecting officer and communicated to the teacher or head of the institution for his written explanation, which will be obtained and submitted together with the remarks of the manager or secretary of the committee to the Director by the Inspecting Officer with his remarks thereon. The officers empowered to inflict the punishment will then issue suitable orders considering the merit of each case. In a majority of cases a personal enquiry may not be found necessary. The enquiry may however, be held if in the opinion of the enquiry officer, such a procedure is found necessary.

An appeal shall lie to the government in respect of original orders passed by the Director and to the Director in respect of orders passed by the inspecting officer.

Note :

- The above rule is not applicable to teachers employed in government schools as their cases are governed by the Tamil Nadu Civil Services Classification, Control and Appeal Rules.
- The expression of views, which are calculated to bring in to hatred, ridicule or contempt the beliefs or practices of any religion within the precincts of the school or outside will also be taken as bad conduct for the purposes of this rule.
- When the general educational qualification certificate of any teacher is suspended or cancelled, the Teacher Training certificate or Diploma in teacher education possessed by the teacher who got the same on the basis of the general educational qualification shall also be automatically suspended or cancelled.

CHAPTER – XII

DEPARTMENT OF GOVERNMENT EXAMINATIONS

155. The Department of Government Examination was formed as a separate Department in February 1975 with Director of Examinations as the Head of the Department in the cadre of Director of School Education.

The first Secondary School leaving certificate examination was conducted in the year 1911. This department started conducting the following major exams from the year noted against each of them in addition to the various exams given in the Annexure.

Name of the Examinations Year Commenced

Matriculation	1979
Anglo-Indian	1979
Higher Secondary	1980

This Department, which was having its office at Chennai only, started forming of Regional Offices initially at Madurai and Coimbatore. Subsequently Regional Offices were formed at Trichirappalli, Tirunelveli, Chennai, Cuddalore and Vellore. Apart from the examinations in academic fields, this Department is conducting various job oriented examinations also.

To enable the dropouts who could not pursue their school (formal) studies due to various reasons, this Department is conducting 8th standard Public Examination purely for Private Candidates. Like wise, private candidates are also permitted to appear for SSLC and Higher Secondary School Examinations directly.

156. THE LIST OF THE VARIOUS EXAMINATIONS CONDUCTED BY THE DEPARTMENT OF GOVERNMENT EXAMINATIONS AS ON 01.01.2003

S.No.	Name of the Examination	Session
1	i. SSLC Public Examination ii. OSLC Public Examination	March/June/October March/June/October
2	Higher Secondary Examination (General Education and Vocation Courses)	March/June/ September
3	Anglo-Indian School Leaving Certificate Examination	March/June/October
4	Matriculation Examination	March/June/October

5	Diploma in Teacher Education Examination (I & II)	April
6	ESLC Examination for Private candidates	December
7	Diploma Examination in Teaching the i. Special Blind ii. Senior Grade Blind	June June
8	Diploma Examination in Teaching the Deaf	September
9	Technical Examination in Agriculture (Lower & Higher Grade)	May
10	Technical Examination in Handloom Weaving (Lower and Higher Grade)	May
11	Technical Examination in Drawing Group i. Drawing Design (Lower and Higher Grades) ii. Free Hand Outline and Models Drawing (Lower and Higher Grades) iii. Geometrical Drawing (Lower and Higher Grades)	November
12	Technical Examination in i. Painting (Lower and Higher Grades) ii. Modeling (Lower and Higher Grades)	November
13	Technical Examination in Needle work and dress Making (Lower and Higher Grades)	November
14	Technical Examination in Embroidery (Lower and Higher Grades)	November
15	Technical Examination in Tailoring (Lower and Higher Grades)	November
16	Technical Examination in Indian Music (Lower and Higher Grades)	November
17	Technical Examination in Dancing (Lower and Higher Grades)	November
18	Technical Examination in Printing Group i. Type Casting ii. Machine Work iii. Stereo Typing iv. Compositor's Work v. Printer's Ware House Work vi. Proof Reader's Work	November

	vii. Press Work viii. Book Binding (Lower and Higher Grades)	
19	Teachers Certificate in Physical education (Higher Grade)	April
20	Tamil Pandit Certificate Examination	March/October
21	Diploma in Anglo-Indian Teacher Training Education	April
22	Teacher's Certificate Examination in Indian Music	April
23	Indian Music Additional Practical Examination	November
24	Diploma in Music Teaching	May
25	Sanskrit Prak Siromani Examination	May
26	Natya Visharadha i. Bharatha Natyam ii. Nattuvangam	May
27	Vadya Vishardha in i. Nathaswaram ii. Thavil iii. Flute iv. Mirudhangam v. Khadam vi. Kanchira vii. Moresing	May
28	Sangeetha Vidwan Title Examination (ISAIKALAIMANI)	May
29	Final Examination in Indian Music for Evening Class Students	May
30	Teaching the mentally retarded Children Diploma Examination	June
31	National Talent Search Examination	October
32	Tamil Nadu Rural Students Talent Search Examination	May

157. SCHEME OF GOVERNMENT EXAMINATIONS

(a) Examination

Secondary	SSLC
-----	School Leaving Certificate
Oriental	OSLC

Examination for regular school pupils is conducted during the month of March/April

(b) Eligibility

There shall be a Government Examination at the end of the course in X Standard and the students i.e. School Pupil Candidates who are studying in a recognized high school and completed the same are eligible to appear for the SSLC/OSLC Public Examination conducted during the month of March/April every year.

(C) Age

The pupil should have completed the age of 14 on the first day of the month in which the examination is to be conducted.

(d) Presenting Students through Schools

At the end of the course in X standard and the date fixed by the Director of Government Examinations from time to time, the Head of the school shall forward to the respective Regional Deputy Director of Government Examinations the Nominal Roll in the prescribed forms of his pupils who will be appearing for the public examination conducted by the Board.

(e) Fees

Examination Fee to be collected as follows :

Examination Fee	-	Rs.100.00
Mark Certificate	-	Rs. 10.00
Service Charge	-	Rs. 5.00

Total		Rs.115.00

(f) Fee Concession

- 1 Students belonging to the SC. ST are totally exempted from Exam Fees.
- 2 Students belonging to OB & MBC category whose parental income is less than Rs.50,000/- p.a. are exempted from the payment of Exam Fees.

(g) Concession

Granted to school pupils in respect of certain categories.

S.No.	Categories	Concession
1	Blind Candidate	i. Fee Exemption ii. Appointment of Scribe
2	Deaf & Dumb	i. One Language under Part A or Part B Exemption ii. Fee Exemption
3	Physically Handicapped and Dyslexia candidate concession will be granted on the basis of Medical Certificate from the authorized Medical Practitioner/ Psychiatric/ Educationist and recommendation of the Head of School and the District Educational Officer	i. Appointment of Scribe ii. Extra time in Examination by one and half hours.

158. Conduct of Examination

SSLC/OSLC Examinations are conducted as detailed below :

- 1 March/April Session
- 2 Special Supplemental June/July
- 3 Supplementary Examination September/October

Scheme of Examination

Examination will be conducted for the following subjects on the dates fixed by the Director of Government Examination every year. Duration of each examination is 21/2 hours.

Subject	SSLC	OSLC
Part A	Tamil or Mother Tongue Language Paper-I	Tamil or Mother Tongue Language Paper-I
Part A	Tamil or Mother Tongue Language Paper-II	Main Language Paper I Sanskrit/Arabic/Perssion
Part B	English Paper I	English Paper II
Part B	English Paper II	Main Language English Paper I, English Paper II
	Mathematics	Mathematics

	Science Social Science Advanced Paper III	Science Social Science Compulsory subject but not taken into account for eligibility purpose.
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In Language the Question Papers in Paper-I and Paper-II will be in Tamil or Mother Tongue i.e. Tamil, Telugu, Malayalam, Hindi, Gujarathi, Kannada and Urdu.

For Non Language subjects the following mediums are permitted. Tamil or mother Tongue, Telugu, Malayalam, Kannada, Hindi and English.

159. Eligibility for a Pass

A Pass in the SSLC (X Std) Examination requires a minimum of 35% of marks in each one of the five subjects. This includes passing under the compartmental system also.

A pass in the OSLC (X Std) Examination requires a minimum of 35% of marks in each subject.

Social Science or Tamil or Mother Tongue is an optional subject for OSLC Public Examination but it will not be taken into account for eligibility but the candidate should attend this subject compulsorily.

160. Direct Private Candidates

- Eligibility :
- i. VIII Standard passed with English
 - ii. Should have completed the age of 141/2 on the first day of the month in which the examination is to be conducted.

(a) Fees / Mode of Remittance

Granted to school pupils in respect of certain categories.

Examination Fee	-	Rs.100.00
Registration	-	Rs. 10.00
Mark Certificate	-	Rs. 10.00
Service Charge	-	Rs. 5.00

Total		Rs.125.00

Chennai City candidates have to remit the Examination Fee by means of Demand Draft obtained from any Nationalized bank drawn in favour of the

Secretary to the Regional Deputy Director of Government Examinations, Chennai-6.

Other than Chennai City candidates have to remit the Examination Fee by chalan in Government Treasuries only.

Application forms can also be obtained in the following offices.

- 1 Directorate of Government Examinations, Chennai-6
- 2 Office of the Regional Deputy Director of Government Examinations, Tirunelveli
- 3 Office of the Regional Deputy Director of Government Examinations, Madurai
- 4 Office of the Regional Deputy Director of Government Examinations, Coimbatore
- 5 Office of the Regional Deputy Director of Government Examinations, Tiruchirappalli
- 6 Office of the Regional Deputy Director of Government Examinations, Cuddalore
- 7 Office of the Regional Deputy Director of Government Examinations, Vellore
- 8 Office of the Regional Deputy Director of Government Examinations, Chennai
- 9 All the offices of the Chief Educational Officer and District Educational Officer.

(b) Applications should be submitted with the following enclosures :

- 1 Hall Ticket with Passport size photo attested by the Head of School in which the candidate last studied.
- 2 Xerox copy of the Mark Certificate of the previous appearance (or) Xerox copy of T.C. issued from the Recognized school where the candidate passed. VII standard with English (or) Xerox copy of VIII standard (ESLC) Mark Certificate issued by Director of Government Examination, Chennai-6.
- 3 Computer Coding Sheet.
- 4 Receipt for the payment of Examination Fees.

Submission of Application : Filled in applications have to be sent to the following offices which are nearer to their residence/center.

	Revenue District	Office with address
1.	Kanyakumari, Tirunelveli & Tutitcorin	Regional Deputy Director of Government Examination, S.N.Main Road, Tirunelveli-1
2.	Ramnad, Virudhunagar, Sivaganga, Madurai, Theni and Dindigul	Regional Deputy Director of Government Examination, Hakkim Ajmal Khan Road, Madurai-2
3.	The Nilgiris, Coimbatore, Erode, Salem, Namakkal and Dharmapuri	Regional Deputy Director of Government Examination, Town Hall, Coimbatore-1
4.	Pudukottai, Trichy, Karur, Perambalur, Nagapattinam, Thanjavur and Thiruvarur	Regional Deputy Director of Government Examination, Mannarpuram Main Road, Trichy-20
5.	Cuddalore, Villupuram, pondicherry and Karaikal	Regional Deputy Director of Government Examination, School Street, Cuddalore-1
6.	Vellore and Thiruvannamalai	Regional Deputy Director of Government Examination, Sathuvachary, Arcot Road, Vellore-9
7.	Kanchipuram, Thiruvallur and Chennai	Regional Deputy Director of Government Examination, College Road, Chennai-6

Notification for the issue and submission of application (i.e. Last date) will be published.

161. Distribution of Hall Tickets and Time Table

The candidates should collect their Hall Tickets and Time Table in person three days before the commencement of the examination from the examination centre.

While receiving the Hall Tickets candidates should hand over a self-addressed envelop with postage of Rs.20/- to the chief superintendent of that centre for sending their Mark Certificate by Registered Post at a later stage.

162. Examination

Examinations will be conducted in the order of date, day and subjects mentioned in the Timetable.

In the event of any holiday being declared after the publication of Timetable the examination will be conducted as scheduled, unless and otherwise it is intimated by the Directorate of Government Examinations, Chennai-600 006.

Release of Results

Results of School candidates (Pupils only) will be published through dailies and through Internet in same web sites. Apart from this tabulated Mark List (TML) will be sent to the respective schools where they have appeared for the examination.

In respect of Private candidates, results will not be published through dailies and it will be available in the Internet.

163. Distribution of Mark Certificates

Mark Certificates will be sent to the respective schools. For private candidates the Mark Certificate will also be sent to the examination centres simultaneously.

The pupil candidates as well as the private candidates should check the particulars of the individual and sign at the appropriate place in the certificate. Wrong entries/omission/correction if any should be brought to the notice of the under signed. (Secretary, State Board of School Examination, Tamil Nadu, Chennai-6) immediately and get corrected. Request for correction will not be considered after that.

Correction in Name/Date of Birth will be made in the Mark Certificate itself on the basis of the school records only.

164. Retotalling of Valued Answer Scripts

Only Re-totalling of Valued Answer Scripts will be allowed. Prescribed applications can be had from the Regional Offices and office of the Chief Educational Officer and District Educational Officer.

These applications have to be sent to the Deputy Director of Government Examinations, College Road, Chennai-6.

MATRICULATION EXAMINATION

165. SCHEME OF EXAMINATION

There shall be a Government Examination at the end of the 10-year course. The examination shall be conducted in the following subjects in accordance with the syllabus, text book/guide books and scheme of examinations, etc., subject to such other changes or modifications or other alterations that may be brought into effect by Government from time to time.

Subject	Hours	Maximum Marks
First Language :		
English Paper-I	2 ½ Hours 100	
English Paper-II	2 ½ Hours 100	200
Second Language :		
Paper – I	2 ½ Hours 100	
Paper – II	2 ½ Hours 100	200
Mathematics Paper – I (Algebra, Set Language, Mensuration, Applied Mathematics, Graphs and Computer Science)	2 ½ Hours 100	
Mathematics Paper – II (Geometry, Trigonometry, Analytical Geometry, Practical Geometry and Statistics)	2 ½ Hours 100	200
Science (Theory) Paper – I (Physics and Chemistry)	2 ½ Hours 100	
Practical-Physics	1 ½ Hours 25	
Chemistry	1 ½ Hours 25	50
Science (Theory) Paper – II (Botany and Zoology)	2 ½ Hours 100	
Practical-Botany	1 ½ Hours 25	
Zoology	1 ½ Hours 25	50
History and Civics	2 ½ Hours 100	
Geography	2 ½ Hours 100	200
TOTAL		1100

Second language shall be taught in the following Media only :-

Tamil, Hindi, Telugu, French, Malayalam, Urdu, Sanskrit, Arabic, German and Kannada.

166. HOLDING THE EXAMINATION

- There shall be a Government Examination at the end of X year Course in March/April and also supplementary Examinations in September / October every year or otherwise notified by the Director.

- ii. Notwithstanding anything containing in clause (I) above, the Board/ Government may,--
- (a) Hold the examination during such other period of the year and on such dates and time as it may fix or
- (b) Hold a special Examination or re-examination in all or any of the subjects when so required on such dates and time as may be fixed by the Director.

MODEL OF EXAMINATION

Candidates for the examination shall be examined by means of—

1. Written Examination
2. Practical Examination as prescribed in the course of study and the Scheme of Examination.

167. ELIGIBILITY FOR ADMISSION OF PUPIL CANDIDATES TO THE GOVERNMENT EXAMINATIONS

1. According to the Supreme Court Judgment in Civil Appeal No.1761-62 of 1991, dated 8th April 1991 and as per G.O.Ms.No.441 and 442 Education, dated 12th April 1971, no institution which does not enjoy recognition shall be permitted to present students for writing the Public Examination conducted by the Directorate Government Examination, Madras.

2 At the end of the course in the X Standard in a Matriculation School and by the first week of September at the latest, the Head of the Institution shall forward to the Member Secretary of the Board of Matriculation Examination a list, in a prescribed form, of his pupils who will be appearing for the Public Examination conducted by the Board and who are in his opinion eligible to appear for the Matriculation Examination. Those candidates found in the list forwarded by the Head of the Institution are eligible for admission and deemed to have applied for appearing for the Matriculation Examination only subsequently their names included in the Nominal Roll also.

Any candidate who applies for the Matriculation Examination in the above said manner should appear for all the subjects in their first sitting.

2 Candidates appearing for the Matriculation Examination should have attained the age of 14 years on the first day of the month in which the examination is held.

3 The fee for admission to the examination shall be Rs.100 for each candidate and the fee due in respect of all the candidates presented by the school should be remitted into the treasury and the treasury receipt attached to the list referred to in (1) above.

168. PRESENTATION OF PUPIL CANDIDATES FOR THE GOVERNMENT EXAMINATIONS

The Heads of Matriculation Schools should submit a list of candidates separately for pupil candidates and supplementary candidates to be presented at the Matriculation Examinations ordinarily to be held in March/April in the prescribed form known as “NOMINAL ROLL” to the Department of Government Examinations, Madras-6, within the prescribed date as may be notified to all the Heads of Matriculation Schools.

Detailed instructions for the preparation of the Nominal Roll and Remittance of Examination fees are issued annually in the form of Notice to all the Heads of Institutions presenting candidates some time in July/August. The Heads of Institutions should scrupulously follow those instructions while preparing the Nominal Roll, etc.

Failure to follow these instructions by the staff of the Matriculation School, including the Head of the institution will render them liable for debarring from any remunerative work connected with the conduct of Government Examinations, under the control of the Department of Government Examinations.

169. SUPPLEMENTAL EXAMINATION

A supplemental examination shall be held in September/October every year for the benefit of the candidates who are not successful at the preceding March Examination or previous examinations. Regular candidates who fulfill all the requisite conditions such as attendance in Theory and practical classes, etc., but could not appear for the Government Examination for reasons beyond their control may be permitted to appear for the subsequent examinations as detained Private Candidates on production of a certificate from the Headmaster concerned to that effect. Such candidates should pay the examination fee whether or not they have paid it previously.

As per G.O. Ms.No.1683, dated 17th December 1990, application from the failed candidates of Matriculation Examination is entertained directly by the Additional Secretary to the Director of Government Examinations.

Private candidates should apply in the prescribed form which can be had from the Directorate of Government Examinations, Madras-6 enclosing the fee receipt and xerox copy of the certificates of previous appearance in respect of candidates once appeared through schools and failed and a certificate from the Head of the Institution in respect of detained candidates who have undergone X year of School study in a recognized Matriculation High School and satisfied all other conditions prescribed for regular candidates but could not appear for the examination due to some reason or other.

170. EXAMINATION FEES

The fee for admission to the examination shall be as follows for each candidate and fees due in respect of all the candidates presented by the School should be remitted into the Treasury and the Treasury Receipt attached to the list referred to in paragraph 1 under the eligibility of admission of pupil candidates.

To appear for all subjects - Rs.100/-

To appear compartmentally - Rs.50/- per subject

(G.O.Ms.No. 240, Education (V-I), dated 1st March 1991)

Exemption from payment of examination fees-- Blind candidates are exempted from payment of the prescribed examination fees provided they produce a Medical Certificate from a Registered Medical Practitioner to the effect that--

- 1 He/She is suffering from total blindness
- 2 He/She cannot read and write and
- 3 The appointment of a scribe to assist the candidate in answering the examination is absolutely necessary.

But in respect of inmates of the blind schools it would suffice if the head of the blind school concerned certifies to the effect that--

- 1 the pupils are inmates of the school
- 2 the pupils are maintained at State expenditure either directly or indirectly.
- 3 They are so poor as to deserve the concession

The rate is liable for revision at any time as may be decided by the Government.

The fee for the issue of computerized tabulated mark list is Rs.50 for each school, which shall be met from school Amenity fund or Stationery/ Examination fee fund without being collected from students.

(G.O.Ms.No.219, Education VI, dated 26th February 1991)

171. ELIGIBILITY FOR A PASS

A candidate shall be declared to have passed the Matriculation (X Standard) Examination, Tamil Nadu if he/she obtained not less than thirty five percent of marks in each one of the five subjects and their pass shall be classified as follows:-

Percentage of Marks	Aggregate Total Marks	Class in which placed
1. 60 percent and above	660 to 1,100	First Class
2. 50 percent and above; below 60 percent	550 to 659	Second Class
3. 35 percent and above; below 50 percent	385 to 549	Third Class

A candidate may pass the whole examination by passing all the subjects prescribed in one session or at the different sessions under compartmental system.

172. SUPPLEMENTARY CERTIFICATE-PROVISION FOR IMPROVEMENT

If a pupil wishes to improve the certificate already awarded to him/her in one or more subjects already brought up may appear any number of time at succeeding examinations conducted by the Board in any subject or subjects in which the examination is held.

173. PENALTIES

- 1 a. Where evidence is laid before the Director of Government Examinations, showing that any person to whom a certificate has been or is proposed to be given under the rules, is found guilty of malpractice at the Matriculation Examination or convicted by a court of law or what is in his opinion, a serious offence or that any person to whom a certificate has been given has himself/herself or on his/her behalf if made erasures or unauthorized or fraudulent alterations in the certificates or possessed with bogus certificates obtained by illegal means, the Director of Government Examinations may hold the holder of the certificates responsible and cancel or withdraw or suspend the certificate with the regard to the offence.
- b. If the Director of Matriculation School, cancelled or withheld or suspended Transfer Certificate with due regard to the offence, the Matriculation Examination mark certificate issued by the Department of Government Examinations possessed by the individual will also be automatically cancelled or withheld or suspended for the same period(s) as in the case of Transfer Certificate.

174. PROVISION FOR RESCRUTINY OF VALUED SCRIPTS

PAYMENT OF PRESCRIBED FEE

After the receipt of Matriculation Certificate it is open to a candidate to apply for retotalling of marks in one or more subjects in which he/she has

a doubt regarding the performance. The request should be made in the prescribed form with a fee as mentioned below as per G.O.R.No.1752, Education, dated 9th November 1987:-

Rs.100 for each subject (including both the papers)

Paper-I and Paper-II

The rate is liable for revision at any time as may be decided by the Government.

175. ISSUE OF DUPLICATE / TRIPLICATE COPY OF CERTIFICATE

I. The following instructions are issued for the preparation and issue of duplicate copies of Matriculation Computer mark certificates in cases where the loss of originals has been satisfactorily accounted for.

The fee for the issue of duplicate copy of Matriculation certificate shall be as follows:-

- | | | | |
|---|---|-----|----------|
| 1 | Fee for issue of Duplicate Certificate per session | ... | Rs.100/- |
| 2 | Fee for issue of Triplicate Certificate per session | ... | Rs.200/- |

The rate is liable for revision at any time as may be decided by the Government.

It is very essential that the name of the candidate should be written in the application and in all certificates attached to the application as entered in the original Matriculation Certificate and as per school records failing of which will lead to unnecessary correspondence and delay in issuing the duplicate certificate.

II. The fee for the issue of duplicate certificate shall be remitted into a Government Treasury under the relevant head of account and the receipt thereof submitted to the Inspector of Matriculation Schools through the head of the Institution in which the holder of the original certificate studied last along with the application for the issue of duplicate certificate. In no case shall the headmaster/headmistress forward the application of a pupil for a duplicate certificate before satisfying himself/herself with reference to the marks of identification of the pupil and other records in his possession that the person who has applied is the one entitled to receive the certificate.

III. On receipt of the Treasury receipt accompanied by application in the prescribed form forwarded by the headmaster explaining the necessity for the duplicate certificate, the Inspector of Matriculation Schools, will if satisfied with the reasons assigned in the application issue a Notification in the Tamil Nadu Government Gazette regarding the loss of original certificate of the pupil.

III. The Inspector of Matriculation Schools after the publication of the notification in the Tamil Nadu Government Gazette will send a proposal for the issue of duplicate copy of Matriculation certificate duly furnishing the particulars of the pupil who has applied for the issue of duplicate copy of certificate to the Additional Secretary to the Director of Government Examinations, Madras in the proforma prescribed along with the Treasury Receipt and with a copy of loss of original certificate Notification published in the Tamil Nadu Government Gazette duly recorded there on the date of publication.

It is very essential that the name of the candidate should be written in the application and in all certificates attached to the application as entered in the original certificate and as per School Records failing of which will lead to unnecessary correspondence and delay in issuing of Duplicate Certificate.

IV. On receipt of proforma with the particulars of the pupil who has applied for the issue of copy of Duplicate Matriculation Certificate through the Inspector of Matriculation Schools with his recommendation, the Additional Secretary to the Director of Government Examination, Chennai will verify the particulars of the pupil with Examination Tabulated Mark Registers kept in his office and will prepare a copy of Matriculation Certificate affixing his signature and send it to the Headmaster/Headmistress of the school concerned for handing it over to the holder of the original under intimation to the pupil and Inspector of Matriculation Schools concerned.

176. ISSUE OF CERTIFIED EXTRACT OF MARKS AND EXTRACT OF DATE OF BIRTH

The rate of fees for the issue of certified copy of marks and certified Extract of date of birth shall be of Rs.50/- for each.

The fee mentioned above may be paid in the shape of crossed Indian Postal Orders.

177. Matriculation Examination For Private Candidates

- | | | | |
|---|-------------------------|---|---|
| 1 | Eligibility | : | Candidates once appeared through Schools are eligible to apply as a private candidate. |
| 2 | Syllabus and Text Books | : | Books published by Tamil Nadu Text Book Corporation based on the syllabus prescribed by Directorate of Matriculation Schools. |

- 3 Fees : Exam Fee (For each subjects)Rs.100-
Registration Fee Rs. 10-
Mark Certificate Fee Rs. 20-
Service Charge Rs. 5-
For each application
- 4 Enclosures to Application : 1 Fees – (D.D/Chalan)
2 Xerox copy of Old Mark Certificate
3 Self Addressed (Rs.10/-)
Stamped Covers – 2
- 5 Submission of Application : Should be Submitted to Additional
Secretary (Matric),
Directorate of Government Exams,
College Road, Chennai-600 006.
- 6 Distribution of Hall Tickets and Time-Table : Time-Table Notification will be
published in dailies and broadcast in
Radio/Telecast in Television. Hall
Ticket Distribution centers will be
intimated to the candidates by post.
- 7 Release of Results : Results will be released through
internet
- 8 Distribution of Mark : Candidates should collect the Mark
Certificate Certificates in person from
the respective examination centres on
the dates prescribed by Director of
Government Examinations and
announced in dailies.

178. Anglo-Indian Examination

- 1 Eligibility : Candidates once appeared through
Schools are eligible to apply as a
private candidate.
- 2 Syllabus and Text Books : Syllabus prescribed by Directorate of
School Education
- 3 Fees : Exam Fee (For each subjects)Rs. 50-
Registration Fee Rs. 10-
Mark Certificate Fee Rs. 20-
Service Charge Rs. 5-
For each application
- 4 Enclosures to Application : 1 Fees – (D.D/Chalan)

- 2 Xerox copy of Old Mark Certificate
3 Two Self Addressed
Stamped Covers
i. Rs.10/- Stamp affixed
ii. Rs.30/- Stamp affixed
- 5 Submission of Application : Applications Should be Submitted to
Additional Secretary (Matric),
Directorate of Government Exams,
College Road, Chennai-600 006.
- 7 Distribution of Hall Tickets and Time-Table : Exam Time-Table will be notified
in dailies and broadcast in Radio/
Television. Hall Tickets will be sent to
the candidates by post.
- 7 Release of Results : Results will be released through
internet
- 8 Distribution of Mark Certificates : Mark Certificates will be sent by
Registered post to the postal address
mentioned by the candidates in their
application.

179. EIGHTH STANDARD PUBLIC EXAMINATION-PRIVATE STUDY (Conducted yearly once in the month of December)

- 1 Procedure for Admission : Application forms to be filled and
submitted at the Regional Offices of
this Department after the release of
Notification.
- 2 Fees : Rs.135/- in form of Treasury Challan
remitted for mofussil candidates in
form of Demand Draft for Chennai
City Candidates.
- 3 Enclosures to application : 1 Evidence for Date of Birth (121/2
years completed on 1st of Dec.
2 Examination fee Challan (or) DD
- 4 Submission of application : To be submitted at the respective
Regional Offices as notified.
- 5 Distribution of Hall Tickets and Time-Table : Hall Ticket and time-table will be sent
to the candidates one week before the
examination by post from regional
offices.

- 6 Release of Results : Result will be released after two months
- 7 Distribution of Certificates : Mark Certificates will be sent to the candidate's residence by Registered post from the Regional Office.

180. EIGHTH STD. PUBLIC EXAMINATION-PRIVATE STUDY ISSUE OF DUPLICATE CERTIFICATE

1	Procedure for applying	Candidate can obtain application from this department and can apply directly to this office.
(Name / Regn. No. & section and Date of Birth must be stated clearly)		
2	Fees	Rs.105/- (in Total)
3	Mode of Remittance	Fees amount must be remitted to Govt. Treasury vide challan form enclosed with application
4	Enclosures with Application	1 Original Challan for remittance of fees 2 Thasildar's Certificate in Original stating that the mark certificate is lost beyond recovery (or) spoiled / burnt remains of original certificate.
5	Sub mission of Application	To be sent by Regd. Post to "Additional Secretary (ESLC) Director of Govt. Exams, Chennai-6".

181. GOVERNMENT TECHNICAL EXAMINATION

- 1 ELIGIBILITY (LOWER) : A PASS IN EIGHTH STANDARD
- 2 ELIGIBILITY (HIGHER) : A PASS IN LOWER GRADE (OR) A PASS IN SSLC For Private Candidates & SSLC FAIL OR PASS FOR REGULAR SCHOOL PUPILS.
- 3 PROCEDURE FOR ADMISSION : AFTER PUBLICATION OF NOTIFICATION CALLING FOR APPLICATIONS FROM ELIGIBLE CANDIDATES
- 4 FEES : LOWER Rs.37/-
HIGHER Rs. 47/- EXCEPT

- DANCING
DANCING LOWER Rs.42/-
DANCING HIGHER Rs.57/-
- 5 ENCLOSURES TO APPLICATION : PROOF FOR EDUCATIONAL QUALIFICATIONS & FEE PAID CHALLAN
- 6 SUBMISSION OF APPLICATION : DIRECT TO HEAD OFFICE ADDRESSED TO ADDITIONAL SECRETARY (TECHNICAL) OFFICE OF THE DIRECTORATE OF GOVERNMENT EXAMINATIONS, CHENNAI-600006.
- 7 DISTRIBUTIONS OF HALL TICKETS AND TIME-TABLE : BY POST
- 8 RELEASE OF RESULTS : INTIMATED DIRECTLY TO CANDIDATES BY POST
- 9 DISTRIBUTION OF CERTIFICATES : THROUGH REGISTERED POST

182. HIGHER SECONDARY EXAMINATION - PUPIL CANDIDATES

Higher Secondary Examination for Pupil Candidates is conducted during the month of March every year.

1 ELIGIBILITY :

- a. Academic Qualification : A Pass in SSLC or equivalent
- b. Age : Should have attained the age of 16 plus on the 31st July of the calendar year in which the examination is held.
- c. Course Completion : Should have completed two years of study in a recognised Higher Secondary School

2 SYLLABUS AND TEXT BOOKS :

The Syllabus and Text Books are prescribed by the Director of School Education for 12th Standard (State Board)

SUBJECTS	DURATION OF THE EXAMINATION
Language Part I ***	3 Hours
Language Part II English	3 Hours
Part III-4 subjects	3 Hours
Any 4 subjects classified for Different Group Codes	3 Hours (Except Typewriting)
(Under General & Vocational Stream)	2 Hours for Typewriting
*** Permitted Languages Under Part-I : Tamil, Hindi, Kannada, Telugu, Malayalam, Urdu, Gujarati, Sanskrit, Arabic, Persian, French, and German & Latin.	
Part III-Advanced Languages-all languages including English	3 Hours
Permitted medium for non-language subjects : Tamil, Telugu, and Malayalam. Urdu & English. Kannada,	
However Question papers will be supplied only in Tamil and English	
Maximum marks prescribed	Minimum for pass
200 marks for each subject	70 marks
For subjects involving Practical:	
Theory - 150 Marks	Theory 40/150
Practical - 50 Marks	Practical 30/50

Candidates securing 70 marks each in all the six subjects (even compartmentally) are eligible for higher studies.

3 FEES / MODE OF REMITTANCE :

For groups involving subjects with Practicals : $200+25* = \text{Rs.}225/-$

For groups involving Subjects without practicals $150+25* = \text{Rs.}175/-$

Rs.25-Rs.20/- Mark Certificate Fee

Rs. 5/- Service charge

Students belonging to SC, ST categories are totally exempted from Exam Fees.
Students belonging to MBC & OB category whose parental income is less than
Rs.50,000/- p.a. are exempted from the payment of Exam Fees.

4 ENCLOSURES TO APPLICATION :

Nominal Roll Submitted by the Head of Institution along with Fee
Remittance Particulars.

5 SUBMISSION OF APPLICATION

The Heads of Institutions should submit the nominal Roll to Chief Educational Officer concerned, on the dates prescribed by Director of Government Examinations.

6 DISTRIBUTION OF HALL TICKETS & TIME-TABLE

Headmaster concerned will issue identity card to individual student. Timetable copies will be issued to schools through Chief Educational Officer concerned. Register Nos. will be assigned in Nominal Roll and sent to School before the commencement of Practical Examination.

7 RELEASE OF RESULTS

Results of Examination shall be announced during third week of May in dailies as well as in Internet along with marks.

8 DISTRIBUTION OF CERTIFICATES

Mark Certificates shall be distributed through their relevant examination centres within a week after the publication of results.

183. HIGHER SECONDARY EXAMINATION-PRIVATE CANDIDATES

1 ELIGIBILITY

After issue of Notification by this Department in dailies, Higher Secondary Examination for Private candidates shall be held during March/September every year. For those candidates who have failed in one or two subjects (H type) Special Supplementary Examination is being conducted during June/July every year. Candidates applying for Higher Secondary Examination are classified under three categories as detailed below :

Type of Candidates	Eligibility to apply
Regular Private Candidates (H)	Candidates who have once registered for the earlier session of Higher Secondary Examination and failed or absented may apply in the same group. They should apply in the "H" type application form duly furnishing the particulars required enclosing the Xerox copy of the previous appearance mark certificate, duly attested by the Headmaster of the School in which the candidate had studied and Challan / Demand Draft for the fees remitted.
Direct Private Candidates (HP)	Candidates who have appeared for the SSLC Public Examination and declared eligible for

	admission to University Courses of study or who have secured 35% of marks in each of the subjects prescribed for the SSLC Public Examination (X or XI) or who have passed any other examination which will be equivalent to SSLC Examination in Tamil Nadu or other State Boards are eligible to apply; provided
	i. They must have a minimum of two years gap from the year of passing SSLC Examination or equivalent Examination and
	ii. They should have completed 16 years of age on the 1st day of April of the year in which the Exam is held Candidates can appear only for the subjects not involving practical under General Education.
	iii. Candidates who have passed their SSLC Examination in other states and wish to apply for Higher Secondary Examination in Tamil Nadu as direct private candidate (HP Category) should obtain a Migration certificate also from their Education Board and enclose it along with the application. Such Candidates should offer only in the subjects and medium permissible by the Government of Tamil Nadu. No Transfer Certificate will be issued along with the Mark Certificate to Direct Private Candidates and no other claim regarding T.C. will be entertained. They should apply in the 'HP' type application or duly furnishing the particulars required enclosing their original SSLC Mark Certificate(s) or equivalent Certificate(s) possessed by them in proof of their eligibility and the Challan / Demand Draft for the examination fees remitted.
Improvement Scheme (HI)	Candidates who have already passed the HSE in all the six subjects and want to improve their marks obtained earlier should apply in the HI

application form. These candidates should write the Examination subject to the following conditions.

- As per the revised system candidates should necessarily appear in all the six subjects (Part I language, Part II English and 4 optional subject Under Part III)
- The marks secured by the candidates in the improvement Examination alone will be taken into account for admission to higher course of study.
- They should enclose their original HSE Mark Certificate and Challan / Demand Draft for having remitted examination fees along with the application. The application without Higher Secondary Examination Mark Certificate in original will be rejected.

For the candidates appearing for the examination under the improvement scheme the original Mark Certificate of earlier examinations submitted by the candidate along with the application will be cancelled and the Improvement Mark Certificate alone will be issued to them.

2 SYLLABUS AND TEXT BOOKS :

The syllabus and Text Books is the same as followed in regular schools (State Board) for the 12th Std. (Same as that for pupil candidates). HP candidates can apply for any one of the combinations of subjects under Part III.

HIGHER SECONDARY EXAMINATION GENERAL GROUPS WITHOUT PRACTICALS FOR DIRECT PRIVATE APPEARANCE

(Group of subjects once opted cannot be changed)
(A few examples of Group No. and Subject under Part III)

544	Economics	Commerce	Accountancy	Business Mathematics
611	Maths	Home Science	History	Adv. Language
613	Maths	History	Economics	Adv. Language
614	Maths	History	Political Science	Adv. Language
616	Maths	History	Commerce	Adv. Language

617	Maths	History	Accountancy	Adv. Language
622	Maths	Economics	Commerce	Accountancy
623	Maths	Political Science	Commerce	Accountancy
624	Maths	Commerce	Accountancy	Logic
627	Home Science	History	Economics	Adv. Language
644	History	Economics	Political Science	Adv. Language
645	History	Economics	Sociology	Adv. Language
646	History	Economics	Commerce	Accountancy
647	History	Economics	Commerce	Adv. Language
648	History	Economics	Accountancy	Adv. Language
649	History	Economics	Psychology	Adv. Language
651	History	Economics	Ethics & Indian Culture	Adv. Language
663	History	Commerce	Accountancy	Adv. Language
673	Economics	Commerce	Accountancy	Logic
674	Economics	Commerce	Accountancy	Adv. Language
677	History	Economics	Commerce	Ethics & Indian Culture
679	History	Economics	Political Science	Sociology
680	History	Economics	Political Science	Ethics & Indian Culture
681	History	Economics	Logic	Psychology
682	Political Science	Sociology	Logic	Psychology
683	Economics	Political Science	Commerce	Accountancy
685	History	Economics	Political Science	Psychology
687	Home Science	History	Economics	Sociology
689	Home Science	History	Economics	Political Science

3 PROCEDURE FOR ADMISSION

Every year blank application forms are distributed in the first week of December for March session and 3rd week of July for September session. For

candidates who have failed in 1 or 2 subjects, Special Supplementary Examination will be conducted during June/July every year for which applications are issued during last week of May.

Blank application forms can be had from

- 1 Directorate of Government Examinations, Chennai-6
- 2 Office of the Chief Educational Officers
- 3 Office of the District Educational Officers
- 4 Office of the Joint Director (Education), Pondicherry
- 5 Officer of the Regional Deputy Director of Govt. Examinations, Tirunelveli, Madurai, Coimbatore, Trichy, Cuddalore and Vellore.

Application format in the WEBSITE can also be downloaded and used.

(4) EXAMINATION FEES

Regular Private Candidates 'H' type	All subjects (involving practicals)	200 + 35*
	All Subjects (without Practical) Under Compartmental System	150 + 35*
	For each subject with or without Practical	50 + 35*
Direct Private Candidates 'H' type	For all subjects	150 + 35*
Improvement Scheme 'HI' type	Rs. 600 + 35*	

*

1	Registration Fee	-	Rs.10/-
2	Mark Certificate Fee	-	Rs.20/-
3	Service Charge	-	Rs. 5/-

			Rs.35/-

Direct Private candidates who had failed in language Part I & II under old syllabus (Prior to March 1997) and opt for existing New syllabus should remit additionally Rs.2/- for conducting Aural-Oral Skill Test in Paper II in Languages Part I & Part II.

REMITTANCE OF EXAMINATION FEE

- a. Private candidates from Mofussil area should remit the examination fee under the relevant head of accounts into the Treasuries/Sub Treasuries.
- b. Private candidates from Chennai City should obtain Demand Draft from any one of the branches of State Bank of India or from any one of the Nationalised Banks, Chennai, favouring the “Additional Secretary to Director of Government Examinations (Higher Secondary) Chennai-6”. No other mode of payment will be accepted. On the reverse side of the Demand Draft, candidates should write their full name and address without fail. Further the candidates should write the Demand Draft Number date and Name of the Bank in the relevant column of the application without fail.

NOTE : Application received with India Postal Orders will summarily be rejected.

5 ENCLOSURES TO APPLICATION

- | | | |
|-----------|---|---|
| “H” Type | : | 1 Application Form
2 Xerox copy of the Previous appearance Mark Certificate duly attested by Head Master of School in which candidate had studied.
3 Challan / DD for fees remitted |
| “HP” Type | : | 1 Filled in Application Form
2 Original SSLC (or) Equivalence Certificate
3 Challan / DD for fees remitted |
| “HP Type | : | 1 Filled in Application Form
2 Challan / DD for fees remitted
3 Original HSE Mark Certificate |

ATTESTATION OF PHOTO & OTHER DOCUMENTS

- | | | |
|---------------|---|---|
| “H” & HI Type | : | Attestation to be done only by the Headmasters/ Headmistress of the school where the candidate has studied last. |
| “HP” Type | : | Attestation to be done only by the Headmasters/ Headmistress of the school where the candidate has studied last or Headmaster of near by High/ Higher Secondary School close to his place of residence who has personal knowledge of the candidate. |

Applications attested by Gazetted Officers other than the headmasters will summarily be rejected.

6. SUBMISSION OF APPLICATION

Filled in application should be submitted in the box provided in the above office of the Regional Deputy Director of Government Exam (or) sent by Registered Post with acknowledgement due on or before the date prescribed by Director of Government Examination, Chennai-6.

7.DISTRUBUTION OF HALL TICKETS & TIME-TABLE :

Hall Ticket shall be sent to Exam centre cum Hall Ticket Distribution centre along with Timetable copies 15 days before the commencement of Examination. These Hall Tickets will be distributed on 3 subsequent days as follows.

For candidates whose names start with alphabets

- | | | |
|------------|---|---------|
| ‘A’ to ‘J’ | - | 1st day |
| ‘K’ to ‘T’ | - | 2nd day |
| ‘U’ to ‘Z’ | - | 3rd day |

8.RELEASE OF RESULTS :

Results of Private candidate along with marks are released in web site one or two days after publication of results of school candidates.

9. DISTRIBUTION OF CERTIFICATES

Mark Certificates are distributed through the respective exam cum hall ticket distribution centres one week after publication of results on 2 subsequent days.

- | | |
|---------------|------------------|
| For Alphabets | A to M - 1st day |
| | N to Z - 2nd day |

While receiving the hall tickets the candidate should give a self addressed Rs.30/- stamp affixed envelope at the exam centre so as to send the certificate by registered post to their residential address in case they fail to collect the same in person.

184. Special Features

From Higher Secondary Exam, March 2001 onwards, Xerox copies of Answer Scripts in 4 subjects namely Physics, Chemistry, Biology and Mathematics are being issued to candidates and revaluation of the same being permitted, besides retotalling in all subjects.

Fees

- Cost of Xerox copy application : Rs.20/-
 For each and every subject separate application should be submitted.
- Fee for issue of Xerox copy : Rs.55/-
 (Rs.50/- + Rs.5/- Service Charge of each subject)
- Fee for revaluation of each subject : Rs.405/-
 (Rs.5/- Service Charge)
- Fee for retotalling :
- Subjects Comprising one paper : Rs.125 + 5/-
 Subjects Comprising two papers : Rs.200 + 5/-

Issue of Xerox copy of Answer Scripts

With a view to bring transparency in the evaluation system, from the Higher Secondary Examination held in March 2001 onwards, Xerox copy of answer scripts are given to students in four subjects namely Physics, Chemistry, Biology & Maths, which are vital for the students who seek admission to professional courses of study. In addition to this, revaluation is also permitted in the above-mentioned four subjects. A three-member committee of subject experts revalues the scripts. Any increase or decrease in marks on revaluation up to 3 is ignored after revaluation is effected in both ways. This system had ensured not only transparency in the evaluation methods adopted but also bring into focus the accountability of teachers.

- 1 Fee for issue of xerox copy of Answer Scripts : Rs.50 + 5/- (Service Charge)
= Rs.55/-
- 2 Fee for evaluation : Rs.400 + 5/- (Service Charge)
= Rs.405/-

Only those candidates, who apply for xerox copy of answer scripts are permitted to apply for revaluation.

Mode of Remittance

Candidates other than Chennai City may remit the prescribed fee under the following Head of Account through challan in Treasury / Sub-treasury.

ISSUE OF XEROX COPY	FOR REVALUATION
0202 Edn. Sports Arts and Culture	0202 Edn. Sports Arts and Culture
01 General Education	01 General Education
102 Secondary Education	102 Secondary Education
AA Examinations conducted by Director of Government Examinations	AA Examinations conducted by Director of Government Examinations
07 Fees for the issue of Xerox copies of answer scripts DPC 0202-01-A102-AA-0705-	Fee for Revaluation
08 other items 3 Service Charges 0202-01-102-AA-0807	DPC 0202-01-102-AA-0603 3 Service Charges 0202-01-102-AA-0807

Candidates in Chennai City should remit the prescribed fee in the form of DD drawn in favour of "Additional Secretary (Higher Secondary) to Director of Government Examinations, Chennai-6.

Measure of Transparency / Retotalling

Candidates are permitted to apply for retotalling of all subjects within the dates prescribed by this department after the publication of results.

FEE

For each Subject : Rs.125 +5 (Service Charge)

For Subjects comprising two papers : Rs.200+5 (Service Charge)

Issue of Consolidated Mark Sheet

Candidates who complete their S.S.L.C. or Higher Secondary Examinations on compartmental system in various appearance shall be provided with a consolidated mark sheet on remittance of a prescribed fee fixed by the Director of Government Examination under the authority of the government from time to time. In such cases all original mark sheets previously issued for each sitting shall be surrendered.

CHAPTER XIII**HIGHER SECONDARY EDUCATION**

185. Consistent with the National Policy on Education the Government of Tamilnadu restructured the system of General Education with effect from 1-7-1978 and introduced the 10+2+3 pattern of Education replacing the 11+1+3 pattern. Consequently the one year Preuniversity course has been delinked from the University programme and located in select High Schools as the elongated

course of 2 years duration known as Higher Secondary Course. Under this system SSLC Public Exam is held at the end of standard X and Higher Secondary Public Exam is held at the end of standard XII.

The salient feature of the new pattern is that the curricular syllabus for the Higher Secondary Course has been drawn, different from that of the High school to provide a suitable link with the University programme to facilitate vertical mobility of students. The new system also provides for Vocational Education to meet the demands for middle level categories and to enable the students to be self supporting and also to reduce the pressure for admission to the Higher level Professional & Technical courses. So, the Higher Secondary Course has been divided into two main streams, namely, Part A Academic Course and Part B Vocational Course

186. ACADEMIC COURSE

The languages and optional subjects to be offered are as follows.

Part I - Any one of the following 13 languages.

1. Tamil 2. Hindi 3. Kannada 4. Telugu 5. Malayalam 6. Urdu
7. Gujarathi 8. Sanskrit 9. Arabic 10. Persian 11. French 12. German and 13. Latin.

Part II – English

Part III – Any four of the following subjects and languages at advanced level to be offered in each group and the combination of subjects and/or languages in each group approved for adoption in schools are governed by the instructions issued by the Director concerned from time to time.

1. Maths 2. Physics, 3. Chemistry, 4. Botany 5. Zoology 6. Biology
7. Computer Science 8. History 9. Geography 10. Economics
11. Commerce 12. Accountancy 13. Business Maths 14. Home Science 15. Political Science 16. Sociology 17. Logic
18. Psychology 19. Ethics and Indian Culture 20. Advanced Language in 14 languages mentioned above (13+English)

Part B – VOCATIONAL COURSE

Part I & Part II - Same as for academic course

Part III – One vocational subject and one of the optional subjects of the Academic course related to the vocational course as prescribed in the Syllabus

The allocation of periods per week will be as follows:

Part I – Language – 4 periods

Part II – Language – 5 periods

Part III – Academic course – 7 periods for an optional subject. Where the optional subject includes practical, 2 periods of practical classes will be treated as equal to one period of Theory.

Physical education – 2 periods

Moral Instruction – 1 period

Part III – Vocational course.

One related subject – 7 periods

Vocational subject - 21 periods for Theory & Practical.

187. Unlike Matriculation and Anglo Indian Schools where the medium of instruction is English, in ordinary Higher Secondary Schools the medium of instruction will be Tamil or the mother tongue of the students, if there is viable minimum strength in each group. English medium classes will be permitted according to needs. English medium classes will be permitted only as an addition to Tamil medium.

188. It will be free education for all who study through the medium of their mother tongue linguistic minorities who join English medium classes for want of their medium for study through their mother tongue will also be given free education. Others have to pay the tuition fee prescribed by the Government from time to time for study through English medium.

189. Candidates who have passed the SSLC Public Exam under the 10+2+3 pattern either in one sitting or under compartmental system or after private study are eligible for admission to std XI (first year Higher Secondary Course). No new admission will be made in std XII (second year course). However candidates from different systems or from other States will be admitted in std XI or XII according to the class to which they are found fit after evaluating their certificates.

190. Candidates should have completed the age of 15 and 16 respectively as on 31st July of the year of admission for admission to standards XI and XII. Candidates who have failed in std XII will not be permitted to continue regular school course for the second year. Candidates who have failed in std XI will be permitted to continue their course.

191. Change of groups or course in std XII is not permissible. The viable minimum strength in each group will be 15 and each class will offer two groups. The maximum for each class will be 50 students. In vocational courses, the viable minimum strength will be 10 with a maximum of 30.

192. The style of functioning of the Higher Secondary Classes will be a mix of the system followed in the colleges with the system followed in Schools. For example, for teaching languages combined classes will be

conducted for students in each standard belonging to different groups and courses and similarly for the students offering subjects involving practicals wherein some will be in the labs while the rest will be attending theory classes.

For teaching the Higher Secondary Classes of the academic courses possession of Post Graduate degree in the relevant subject or language has been prescribed as the essential qualification in addition to a degree in teaching. For teaching vocational subjects only part time instructors at the rate of two per subject are allowed.

APPENDIX-1

Chapter III Rule 12.1

Application for Recognition

PARTICULARS FOR OPENING OF NEW HIGH SCHOOL

- 1 Name of the Center (in Block Letters) where the High School is proposed to be opened. :
- 2 Revenue District, Taluk, Name of Block : & Educational District, Post Office.
- 3 Agency proposing opening of the school, : whether a registered body, if so the details may be furnished
- 4 Standards proposed to be opened :
- 5 Whether the centre where the School is to be opened lies in :
 - a. Municipal Corporation :
 - b. Municipality :
 - c. Panchayat Union :
 - d. Township :
- 6
 - a. Population of the centre (Males and Females) : should be furnished separately
 - b. The population of the rural area outside : proposed locality from which pupils are likely to be drawn to the proposed school should be furnished separately
 - c. In this case the names of the villages : population, the distances to the centre should be furnished.

7. Population of children under the age group : 14-17, in the centre unit (Boys and Girls should be furnished)
- 8 Names of primary schools-lower or middle : within a radius of 8 Km from the centre including the center with the strength
- 9 Opinion of the Assistant Educational Officer and District Educational Officer concerned : for the opening of the proposed High School about the object of any, from the middle school should be furnished.
- 6 Information regarding the existing High Schools in the centre i.e. Taluk headquarters, town of all High and Middle Schools in the town in a Map. :
- 11
 - a. If it is a Municipality all Schools in the : municipal limits (high and middle with their distances to the proposed centre should be furnished)
 - b. If the centre lies in a Panchayat Union : Block, the names of all the Schools (High and Middle) in the entire block together with their distances from the proposed centre should be furnished.
 - c. If there are no high schools in a centre the name and distances of the nearest high : school to the centre should be furnished
- 12 Whether the other High schools in the : unit were consulted as to whether they have any objection for the proposal If so, the reasons or objections therefore, enclosing the letter in original.
- 13 The number of boys and girls came out of the latest March SSLC Public Examination from: each of the High Schools in the area.
- 14 Natural barriers in between if any the existing High schools and the proposed centre in the unit If so, the same may be explained with : full details and rough sketch plan enclosed.

- 15 Whether the proposal is for opening a new :
School or upgrading of middle school in to
High School.
- 16 Whether similar proposal came up for
consideration, in the previous year, if so, the
No. and date and the Nature of final orders
passed on it. :
- 17 Whether the proposed High School will :
create healthy rivalry in the field of education
in the centre.
- 18 Details of the accommodation proposed to be
provided for the proposed High School :
a. Is it ready? :
b. A rough sketch showing the
accommodation proposed with the :
dimensions of class room etc., duly
marked
c. Whether the building proposed is pucca, :
thatched or tiled and own or rented or rent
free.
- 19 Whether the agency is registered if so what :
extent
- 20 Whether the sponsors are prepared to create
in and owned of Rs.1,00,000/- in the name of
the schools with absolute right and without
any reversionary right to the donor. :
- 21 Whether the agency has any fund each in :
deposit to meet the recurring incidental
charges to start and run the school.
- 22 Was there secondary schools in the locality :
at any time previously and closely, if so,
details as to the reasons that lead to the
closure of the school to be furnished.
- 23 How the secondary education needs of the :
area is met at present
- 24 A rough sketch of centre where the school :
is proposed to be opened specifying,

- a. The locality where the schools is proposed
to be opened. :
- b. Middle schools in the centre with their :
distances duly marked.
- c. Natural barriers if any in between the :
institutions clearly specified.
- d. High Schools in the centre with their :
distances duly marked.
- 25 Number of children belonging to the centre :
not attending High school situated outside the
unit with adequate therefore.
- 26 Number of pupil expected to join in each :
standards of the proposed school if opened
- 27 Number of children belonging to the centre :
now under instruction in the other High
school in the centre school campus.
- 28 Number of children that are expected to be :
drawn to the proposed school from the rural
areas very close to the proposed schools in
the centre.
- 29 General remarks and proposals of the :
management to fulfil the conditions of
recognition.

APPENDIX-1-B

PROPOSAL FOR UPGRADING OF HIGH SCHOOL INTO HIGHER SECONDARY SCHOOL

- 1 Name of the High School applying for :
upgrading as Higher Secondary School.
- 2 Whether Aided/Mission/Local Body/Govt. :
- 3 Name of the Panchayat Union in which the :
school is located and name of the Educational
District.
- 4 Name of the Higher Secondary School :
already upgraded in the panchayat union area
- 5 List of Higher Secondary Schools within a :
radius of 8 Km. and their strength in the First
Year and distance from the proposed school.

- 6 Total strength of the proposed school :
- 7 Strength in Std. X in the school seeking for :
upgrading medium-wise
- 8 Whether the management is willing to create
endowment of Rs.1,00,000/- as stipulated by:
Govt. in respect of the Aided School, the
opinion of the Headmaster and PTA may be
obtained about the public contribution of
Rs.2,00,000/-
- 9 Facilities available in the proposed school :
- 10 a. Accommodation (with rough sketch plan :
drawing on plain paper)
b. Laboratory (whether laboratory is well :
equipped should be noted)
c. Library (No. of books to be noted) :
d. Play-ground (Area to be noted in acres) :
- 11 Other special reasons if any :
- 12 Is the locality predominantly populated by :
Most Backward Class, Backward Class,
Scheduled Caste or Tribal people.

APPENDIX-2

Chapter III Rule 20

Rules for preparation of dimensional sketches of School Buildings :

1. Dimensional sketches of school buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of the buildings and show the exact positions of doors, windows, stairs etc. The sketches may be prepared by any competent person and shall be certified by the maker.
2. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.
3. Officers of Public Works Department who are required to prepare sketches shall be remunerated by the management of the school concerned according to the rates prescribed by the Executive Engineer of the Division from time to time.

4. Management of schools desiring the services of Public Works Department Officers should apply to the Executive Engineer of the Division.
5. The Executive Engineer will determine whether any, and if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

Note : Deleted.

APPENDIX-3

Chapter III Rule-21

Sanitation certificates for purpose of Recognition

- 1 The Health officer of Government are required to examine all schools under all managements as part of their ordinary duty for the issue of sanitary certificate for purpose of recognition. Schools under all management will be required to produce a sanitary certificate in the form prescribed by the Health Department when applying for recognition of schools under their management or any subsequent, occasions if called for.

The following officers are competent to issue these certificates :

- a. Corporations – Health Officer or Assistant Health Officer
- b. Municipalities – Health Officer-Municipal Health Officer
- c. In Municipalities where – District Health officers or
there are no health officers Assistant District Health officers
and in Rural areas in all or if satisfactory reasons are
Districts. given Health Inspectors

Schools under private management are required to pay a fee prescribed by them for the issue of the certificate.

The management will pay the fee into Government Treasury to be credited to the relevant head of account and enclosing a challan for the amount will address the officer concerned requesting him to inspect the school for the issue of the sanitary certificate. The management will also submit a copy of this letter to the next higher authority. The officer concerned will then inspect the school and report to the next higher authority, competent to issue the certificate enclosing challan for the fee credited into the treasury.

1. In case in which the certificate is issued by the Health Officer of corporations, the fee will be credited to the corporation. In such cases the management concerned will remit the fee into the corporation treasury and enclosing the challan for the amount, will address the commissioner

of the corporation requesting him to arrange for inspection of the school by the corporation Health Officer and for issue of the certificate.

- 2 During their tours the above officers will visit schools and report on their sanitary condition to the educational authorities concerned, but they will not be allowed to charge fees except for an inspection with a view to recognition or where additions of buildings are required to be certified.
3. The following is the form in which the sanitary officer's certificate should be submitted, necessary modifications being made when the actual conditions do not permit for the exact wording being used:

SANITARY CERTIFICATE

Sub: Schools-Sanitary Certificate issued to -----

Ref: 1. Application dated -----

2. Inspection dated -----

With reference to the above, I here by declare that the accommodation provided in ----- for each of the several classes for the minimum number of pupils taught therein is properly ventilated and lighted; that the building is maintained properly that it is neat and clean; that the latrine arrangements are adequate and satisfactory; that the supply of drinking water is wholesome and all other aspects of sanitation is -----.

Station Signature

Date

Designation.

APPENDIX-4

Chapter III Rule-33

Application for Admission

Admission No.

Date of Admission.

Admitted in Std.

Headmaster :

APPLICATION FOR ADMISSION UPTO X STD.

- 1 Name of the student : In Tamil
(In Block Letters) In English
- 2 Date of Birth : in figures
in words
- 3 Nationality and State :

- 4 Religion :
- 5 a. Whether he/she belongs to the following community say Yes or No :
 - i. Scheduled caste
 - ii. Scheduled Tribe
 - iii. Most Backward/Backward Community/Other Community
- b. Name of the Community :
- 6 Whether living with the parent or guardian :
- 7 Name of the father and occupation :
Name of the mother and occupation :
Address :
- 8 Name of guardian :
Relationship :
Occupation :
Address :
- 9 Standard last studied :
Year of study :
School in which studied last whether promoted to the next higher standard :
- 10 Whether transfer certificate is attached :
- 11 Standard for which admission is sought :
- 12 i. Mother tongue :
ii. Medium :
- 13 Languages studied i. :
ii. :
- 14 Previous school history :
S.No. Name of the School Standard Year

15. Identification Marks : 1.
2.
3.

I promise that all the particulars given above are correct.

Signature of Student

Signature of Father/Mother (or) Guardian

APPENDIX-4-A

Application No :

NAME OF THE SCHOOL

APPLICATION FOR ADMISSION INTO HIGHER SECONDARY CLASSES

Marks scored in X Std. Public Examination / Matriculation Examination

Tamil English Maths	Science His/Geo	Total
SSLC		
500		
MATRIC		
1100		

Group in order of preference

	A	B	C	D	E	F	G	Medium
General Education								TM / EM
Vocational Course	V1	V2	V3	V4	V5	V6	V7	

For office use only

Admitted in class / section

Medium

Date of Admission

Admission Number

Headmaster

- 1 Name of the student : In Tamil
In English
- 2 Date of Birth :

3 Sex : Male / Female

4 Native place and state :

5 Religion :

6 Whether he/she belongs to :

Scheduled Caste/Scheduled Tribe/

MBC/BC/Converted Christian

Caste :

7 Whether living with the parent
or guardian :

8 Name of the Father Mother Guardian

Occupation

Address

Annual Income

9 Class last studied :

Year of study :

School in which he/she studied :

last Reason for break of study if any

10 Class for which the student
seeks Admission :

11 Whether protected from small pox :

12 Identification marks as in SSLC TC :

I promise that all the particulars given above are correct to the best of my knowledge. I promise to abide by the rules and regulations of the school.

Signature of the student

Signature of Father / Mother (or) Guardian

Place :

Date :

Note :

Attested copies of mark sheet and transfer certificate should be attached with application. Originals should be produced at the time of admission.

Groups available in the school

General Education

A Physics Chemistry Biology Maths T.M.

B

C

D

E

F

G

Vocational Education

V1

V2

V3

V4

V5

V6

V7

Note :

- 1 Satisfactory evidence in regard to the date of birth must be insisted upon. The head of the Institution will be held responsible for the accurate entry in the admission register of the date of birth. In case of pupils presenting an Elementary School Leaving Certificate, the entry in regard to the date of birth should be verified with particular case.
- 2 After the admission is made the admission number date of admission, standard of admission shall be endorsed on the application and on the transfer certificate as the case may be.

APPENDIX-5

Chapter III Rule - 34

Form of Transfer Certificate

Hr.Secy.TMR Code No.

Hr.Secy. Certificate Sl.No.

Hr.Secy.Reg.No.

School No :

SSLC Marksheet SL.No.

TMR Code No.

SSLC Reg. No.

Admission No.

GOVERNMENT OF TAMIL NADU DEPARTMENT OF SCHOOL EDUCATION TRANSFER CERTIFICATE

Recognized by the Department of School Education

- 1 a. Name of the School
b. Name of Educational District
c. Name of the Revenue District
- 2 Name of the Pupil (in Block Letters) Tamil
English
- 3 a. Name of the Father of the Pupil
b. Name of the Mother of the Pupil
- 4 Nationality, Religion and Caste
- 5 Community whether he/she belongs to
a. Adi Dravidar (Scheduled Caste or Scheduled Tribe)
b. Backward Class (Mention the Name)
c. Most Backward Class (Mention the Name)
d. Converted to Christianity from Schedule Caste or
e. Denotified Communities (Mention the Name)
If the pupil belongs to any one of the Five categories mentioned above, write "Yes" against the relevant column.
- 6 Sex
- 7 Date of Birth, as entered in the admission Register in figures and words
- 8 Personal marks of identification as in
SSLC / Matric / TC a)
b)
- 9 Date of admission and standard in which admitted (the year to be entered in words)

- 11
 - a. Standard in which the pupil was studying at the time of leaving (in words)
 - b. The course offered i.e. General Education or Vocational Education
 - c. In the case of General Education the subjects offered under part III Group-A and Medium of Instruction
 - d. In the case of Vocational Education the Vocational subject under part III Group-B and the related subject offered under Part III Group-A
 - e. Language offered under part I
 - f. Medium of Study
- 11 Whether qualified for promotion to higher standard under Higher Secondary Education rules.
- 12 Whether the pupil has paid all the fees due to the school
- 13 Whether the pupil was in receipt of any Scholarship (Nature of the Scholarship to be specified) or any Educational concession
- 14 Whether the pupil has undergone medical inspection if any during the academic year (first or repeat to be specified)
- 15 Date on which the pupil actually left the school.
- 15 (a) No. of working days, days attended with percentage.
- 16 The pupils conduct and character
- 17 Date on which application for Transfer Certificate was made on behalf of the pupil by his Father or Mother or Guardian
- 18 Date of the Transfer Certificate

19 Course of study

Name of the School	Academic Year(s) studied	Standard(s) Language	First Instruction	Medium of
--------------------	--------------------------	----------------------	-------------------	-----------

20 Signature of the Head of the Institution
Date and School Seal

Note :

Schools under Private Management shall have the words “Recognized by the Department of Education Chennai” printed in the Transfer Certificate to be issued by them.

- 1 Transfer Certificates issued by the Higher Secondary Schools under Private Management without the words “Recognized by the Department of Education, Chennai” shall not be considered valid.
- 2 Erasures and unauthenticated or fraudulent alterations in the Certificate will lead to its cancellation.
- 3 Should be signed in ink by the Head of the Institution who will be held responsible for the correctness of the entries.
- 4 Declaration by Father or Mother or Guardian

I hereby declare that the particulars recorded against items 2 to 7 are correct and that no change will be demanded by me in future.

Signature of Pupil

Signature of the Father or Mother or
Guardian

APPENDIX-5-A

Chapter III Rule

Form of Transfer Certificate

TMR Code No.

Serial No :

SSLC Reg. No.

Admission No.

School No :

GOVERNMENT OF TAMIL NADU
DEPARTMENT OF SCHOOL EDUCATION
TRANSFER CERTIFICATE

Recognized by the Department of School Education of Tamil Nadu

- 1 a. Name of the School :
- b. Name of Educational District :
- c. Name of the Revenue District :
- 2 Name of the Pupil (in Block Letters) :
- 3 a. Name of the Father of the Pupil :
- b. Name of the Mother of the Pupil :
- 4 Nationality, Religion and Caste :
- 5 Community whether he/she belongs to
 - a. Adi Dravidar (Scheduled Caste or Scheduled Tribe) :
 - b. Backward Class (Mention the Name) :
 - c. Most Backward Class (Mention the Name) :
 - d. Converted to Christianity from Schedule Caste or
 - e. Denotified Communities (Mention the Name) :
- 6 Sex :
- 7 Date of Birth, as entered in the admission :
Register in figures and words
- 8 Personal marks of identification as in :
 - a)
 - b)
 - c)
- 9 Date of admission and standard in which admitted (the year to be entered in words)
- 10 Standard in which the pupil was studying at the time of leaving(in words) :
- 11 Whether qualified for promotion to higher :
standard
- 12 Whether the pupil was in receipt of any :
scholarship (Nature of the scholarship to be specified)

- 13 Whether the pupil has undergone medical :
inspection during the academic year
(first or repeat to be specified)
- 14 Date on which the pupil actually left the :
school.
- 14 (a) No. of working days, days attended with
percentage.
- 15 The pupils conduct and character
- 16 Date on which application for Transfer
Certificate was made on behalf of the
pupil by his Father or Mother or Guardian
- 17 Date of the Transfer Certificate
- 18 Course of study

Name of the School	Academic Year(s) studied	Standard(s) Language	First Instruction	Medium of
--------------------	-----------------------------	-------------------------	----------------------	-----------

- 19 Signature of the Head of the Institution
Date and School Seal

Note :

1. School under Private management shall have the words “Recognized by the Department of Education Chennai” with Recognition Number printed on the Transfer Certificate to be issued by them.
2. The transfer certificates issued by the School under private management without the word “Recognized by the Department of Education Chennai” shall not be considered valid.
3. Erasures and unauthenticated or fraudulent alterations in the Certificate will lead to its cancellation.
4. Should be signed in ink by the Head of the Institution who will be held responsible for the correctness of the entries.
5. Declaration by the Father or Mother or Guardian

I here by declare that the particulars recorded against items 2 to 7 are correct and that no change will be demanded by me in future.

Signature of Pupil

Signature of the Father or Mother or Guardian

APPENDIX-5-B**Rule-34**

Name of the School :

Address :

CONDUCT CERTIFICATE

Date :

This is to certify that _____ was a
 student of this institution from _____ to _____ during the
 period his/her Conduct and Character were

 Head of the Institution
 (Designation Seal)

Office Seal with Date

APPENDIX-6-A**Chapter III Rule-52****Register of admission and withdrawal**

S. No.	Admn. No.	Name	Father's Name	Mother's Name	Name of Guardian	Residence	Occupation of parent or Guardian	School and standard from which pupil has come
1	2	3	4	5	6	7	8	9

Whether an ESLC issued by the department was produced on admission	Whether TC from Secondary School was produce on Admission	Date of Admn.	Date of Birth	Nationality	Caste to which the pupil belongs (BC/MBC)	Religion	Does the pupil belongs to SC/ST convert to Christian (SC/ST)	Mother tongue
10	11	12	13	14	15	16	17	18

Standard on admission	No. and date of TC produced	Standard last studied	Date of leaving	Number & Date of TC issued	Standard on leaving	Reason for leaving	School to which the pupil has gone	Personal Marks of Identification (three)
19	20	21	22	23	24	25	26	27

APPENDIX – 7**Chapter III Rules-52****Register of Attendance of Pupils**

S. No	Admn. No	Name	Class	Date	Number of days
			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
1	2	3	4		5

Number present daily

Number on Roll at the beginning of the month

Number on Roll at the end of the month

Number of School Days

Admitted during the month

Average attendance during the month

Average Number on roll during the month

NOTE : Under Column Name, Initial should be written after the name

DIRECTIONS FOR KEEPING REGISTER

The Register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a footnote and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered for two or three days at a time.

Attendance should be marked thus

- 1 Morning attendance Left to Right (\)
- 2 Evening attendance Right to Left (/)
- 3 Full attendance (X)

Pupils sick may be marked 'S'

Absent with leave 'L'

Absent without leave 'a' (in small alphabet)

There should be no dots or blanks.

The average attendance during the month is obtained by adding up the daily attendance and dividing it by the number of times the pupil met during the month.

1. If a pupil admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the four day's attendance.
3. A pupil re-admitted whether at the beginning or in the middle of a month should be his name entered in black ink, but underlined with red ink.
4. If a pupil left school in the middle of a month a black line should be drawn through the attendance spaces from the first day he left, to the last school day of the month.
5. Column 1 to 6, 11, 12, 15 and 16 of the Register of Admission and withdrawal should be written in the first page of the attendance Register.

APPENDIX - 8

Chapter III Rule-52

Register showing the previous School History of New Admission

In the statement, showing the previous history of pupils admitted since last inspection the pupils should be divided into the following classes :

- (a) Those who come from recognized Secondary Schools
- (b) Those who come from recognized Elementary Schools
- (c) Those who have not previously attended any School

The statement should include the following details :

For (a)

- 1 Name of Pupil
- 2 Age of Pupil

3 Name and occupation of parent or guardian

4 Name of school last attended by pupil

5 Standard to which admitted

6 Standard in which the pupil was reading in last school

7 Date of admission to that standard in last school

8 Whether described as fit for promotion in Transfer Certificate

For (b)

1 Name of Pupil

2 Age of Pupil

3 Name and occupation of parent or guardian

4 Name of school last attended by pupil

5 Standard to which admitted

6

For (c)

1 Name of Pupil

2 Age of Pupil

3 Name and occupation of parent or guardian

4 Standard to which admitted

5 The measures which have been taken to provide suitable education by a trained teacher in lieu of attendance at a school

6 In such cases a certificate obtained from a trained teacher to the effect that the student is eligible for admission to the class for which admission is sought.

APPENDIX – 9-A

Chapter III Rule-52

Daily fee collection Register

Daily fee collection Register for the year

S. No	Receipt No	Admn No	Name	Caste	Standard and division	Admn. Fee	Tuition Fee	Aminity	Literacy	Library	Medical Inspection	Science
1	2	3	4	5	6	7	8	9	10	11	12	13

Games	Audio Visual	Arts & Craft	Excursion	Stationery	Scout	JRC	Other Fees	Total	Amount remitted in challan No
14	15	16	17	18	19	20	21	22	23

Amount deposited in Bank	Balance if any	Remarks	Initial of the Head of the Institution
24	25	26	27

NOTE : Total of collection to be struck at the end of each day and the remittance noted in the remarks column

APPENDIX – 9-B

Chapter III Rule-52

TERM FEE REGISTER

Standard :

Year :

Section

S. No	Admn No.	Name	Special Fees		Term I		Term II		Term III	
			Amount	Recp. No.	Amount	Recp. No.	Amount	Recp. No.	Amount	Recp. No.
1	2	3	4	5	6	7	8	9	10	11

Note :

- When a pupil is admitted into a class at the middle of the term, the tuition fees for the term in which he is admitted should be collected and entered.
- In the abstract the S.No. of the defaulters shall be indicated.

APPENDIX-10

Chapter III Rule-52

Register of Attendance of Masters for the month of

S. No	Name	Designation	Morning Evening	Date 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31	Casual Leave taken		
				C.L availed	Total C.L taken	Remarks	
1	2	3	4	5	6	7	8

Note :

- Postings in the leave Register should be verified by the Head of the Institution Weekly
- Attendance Abstract:
 - Total No. of Teachers
 - No. of post vacant
 - No. of Teachers present
 - No. of Teachers on casual leave
 - No. of Teachers on other leave
 - No. of Teachers on other duty
 - No. of Teachers without intimation
 - Signature of the Head of the Institution

APPENDIX – 11

Chapter III Rule-52

ACQUITTANCE ROLL FOR THE ESTABLISHMENT OF THE FOR THE MONTH OF

S. No.	Name & Designation	Pay	PP	DA	HRA	CCA	MA	SA	OA	Total
1	2	3	4	5	6	7	8	9	10	11

DEDUCTIONS

PF Contri- bution	PF Loan	FA	Handloom Adv.	Khadhi Adv.	HBA	Motor Vehicle	PLI	IT	Total Ded.	Net Amt.	Sig nat ure
12	13	14	15	16	17	18	19	20	21	22	23

APPENDIX – 12
Chapter III Rule-52

Register of Scholarship held in the _____ during the year _____

Nature of Scholarship : _____ Date of Encashment : _____

S.No.	Name	Standard	Amount Sanctioned date	Signature of the pupil with parent	Signature of the	Remarks
1	2	3	4	5	6	7

Note : If the disbursement of scholarship is not made on the same date, an abstract to be made in the Register.

ABSTRACT :

Date	Total Amount Received	Amount Disbursed	Balance on Hand	Signature of the Head of the Institution
1	2	3	4	5

Note : 1. The disbursement certificate should be signed by the Head of the Institution and the balance amount if any, shall be returned to the concerned department by cheque / DD.

2. These registers should be maintained separately for SC / ST and MBC / BC school students.

APPENDIX – 13
Chapter III Rule-52

FORM OF CASH BOOK

RECEIPTS				EXPENDITURE					
S.No.	Date	Details of Receipt	Rs. np.	S.No	Date	Details of Expenditure	Voucher No.	Rs. np.	Bank Balance

APPENDIX – 14**Chapter III Rule-52**

**Register of Furniture, Book and Appliances Purchased with the Aid of
Grant from Public Fund**

S.No.	Name of Article	No. of such Articles	Date of Supply	Actual Cost	No.&Date of the Directors Proceedings sanctioning the grant for the articles mentioned in column (2)	Amount of Grant Sanctioned	Remarks
1	2	3	4	5	6	7	8

APPENDIX –15**Chapter III – Rule –51****Cumulative Record for Problem Student**

1. Name of Pupil
2. Standard
3. Age
4. Act of Indiscipline
5. Date
6. Corrective measures taken
7. Signature of Teacher
8. Signature of Head of the Institution

APPENDIX – 16**LIST OF COMMUNITIES****SCHEDULED TRIBES**

- | | | | |
|---|-----------|----|----------------------------|
| 1 | Adiyan | 25 | Malayali (in Dharamapuri |
| 2 | Aranadan | | Vellore, Tiruvannamalai, |
| 3 | Eravallan | | Pudukkottai,Salem, |
| 4 | Irular | | Namakkal, Cuddalore, |
| 5 | Kadar | | Villupuram,Tiruchirapalli, |

6	Kammara (excluding Kanniyakumari Karur and Perambalur District and Shencottah District) Taluk of Tirunelveli District)	26	Malayakandi
7	Kanikaran, Kanikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	27	Mannan
		28	Mudugar, Muduvan
8	Kaniyan, Kanyan	30	Pallayan
9	Kattunayakan	31	Palliyan
10	Kochu Velan	32	Palliyar
11	Konda Kapus	33	Paniyan
12	Kondareddis	34	Sholaga
13	Koraga	35	Toda (excluding
14	Kota (excluding Kanniyakumari Kanniyakumari District District and Shencottah Taluk and Shencottah Taluk of Tirunelveli District) of Tirunelveli District)		
15	Kudiya, Melakudi	36	Uraly
16	Kurichchan		
17	Kurumbas (in the Nilgiris District)		
18	Kurumans		
19	Maha Malasar		
20	Malai Arayan		
21	Malai Pandaram		
22	Malai Vedan		
23	Malakkuravan		
24	Malasar		

SCHEDULED CASTES

37	Adi Andhra	71	Kudumban
38	Adi Dravida	72	Kuravan, Sidhanar
39	Adi Karnataka	73	Madari
40	Ajila	74	Madiga
41	Arunthathiyar	75	Maila

42	Ayyanavar (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)	76	Mala
		77	Mannan (in Kanniyakumari District) District and Shencottah
43	Baira Taluk of Tirunelveli District)		
44	Bakuda	78	Mavilan
45	Bandi	79	Moger
46	Bellaara	80	Mundala
47	Bharatar (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)	81	Nalakeyava
		82	Nayadi
48	Chakkilliyan kumari District and	83	Padannan (in Kanniya-
49	Chalavadi Shencottah Taluk of		
50	Chamar, Muchi Tirunelveli District)		
51	Chandala	84	Pagadai
52	Cheruman	85	Pallan
53	Devendrakulathan	86	Palluvan
54	Dom, Dombara, Paidi, Pano	87	Pambada
55	Domban	88	Panan (in Kanniya-
56	Godagali		kumari Dist. and
57	Godda		Shencottah Taluk of
58	Gosangi		Tirunelveli District)
59	Holeya	89	Panchama
60	Jaggali	90	Pannadi
61	Jambuvulu	91	Panniandi
62	Kadaiyan	92	Paraiyan, Parayan,
63	Kakkalan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)		Sambavar
		93	Paravan (in Kanniya-
			kumari Dist. and
64	Kalladi		Shencottah Taluk of
65	Kanakkan, Padanna (in the Nilgiris District)		Tirunelveli District)
		94	Pathiyan (in Kanniya-

66	Karimpalan	kumari Dist. and
67	Kavara (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	Shencottah Taluk of Tirunelveli District)
		95 Pulayan, Cheramar
68	Koliyan	96 Puthiraivannan
69	Koosa	97 Raneyar
70	Kootan, Koodan (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)	98 Samagara
		99 Samban
		100 Sapari
		101 Semman
		102 thandan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
		103 Thoti
		104 Tiruvalluvar
		105 Vallon
		106 Valluvan
		107 Vannan (in anniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
		108 Vathiryan
		109 Velan
		110Vetan (in Kanniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
		111 Vettiyan
		112 Vettuvan (in anniyakumari Dist. and Shencottah Taluk of Tirunelveli District)
		113 SC Converts to in Buddhism

NOTE : Person belonging to Christian communities who are converts from any Hindu communities included in the SC list may see Sl.No.241 below.

LIST OF BACKWARD CLASSES

- 1 G.O.Ms.No.28 BC & MBCW Department, dated 19.07.1994.
- 2 G.O.Ms.No.100 BC & MBCW (BCC) Department, dated 24.11.97
- 1 Agamudayar including Thozhu or Thuluva Vellala
- 2 Agaram Vellan Chettiar
- 3 Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 4 Servai (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts)
- 5 Ansar
- 6 Arayar, Nulayar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 7 Archakarai Vellala
- 8 Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 9 Ayira Vaisyar
- 10 Badagar
- 11 Billava
- 12 Bondil
- 13 Boyas (except Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal and Dharmapuri District) Pedda Boyar (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts) Oddars (except Thanjavur, Nagapattinam, Tiruvarur, Tiruchirappalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts) Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts) Nellorepet oddars (except Vellore and Tiruvannamalai Districts) Sooramari oddars (except Salem and Namakkal Districts)
- 14 Chakkala (except Sivaganga, as Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and the Nilgiris Districts)
- 15 Chavalakarar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 16 Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)

- 17 Chowdry
- 18 Converts to Christianity from Scheduled Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in Public Services.
- 19 CSI formerly SIUC (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District) Donga Dasaris (except Kancheepuram, Tiruvallur, Tiruchirapalli, Karir, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts)
- 21 Dekkani Muslims
- 22 Devangar, Sedar
- 23 Dombs (except Pudukottai, Tiruchirapalli, Karur and Perambalur Districts) Dommars (except Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Thiruvannamalai Districts)
- 24 Dedekula
- 25 Enadi
- 26 Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 27 Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 28 Ezhuva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
- 29 Gangavar
- 30 Gavara, Gavarai and Vadugar (Vaduvar) (othersd than kamma, Kapu, Balija and Reddi)
- 31 Gounder
- 32 Gowda (including Gammala, Kalali and Anuppa Gounder)
- 33 Hegde
- 34 Idiga
- 35 Illathupillaimar, Illuvar, Ezhuvar and Illathar
- 36 Jhetty
- 37 Jogis (Except Kancheepuram, Tiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Thiruvannamalai Districts)
- 38 Kabbera
- 39 Kaikolar, Sengunthar

- 40 Kaladi (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindugul, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts)
- 41 Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 42 Kalingi
- 43 Kallar (including Easanattu Kallar, Gandarvarkottai Kallars) (except Thanjavur, Nagapattinam and Thiruvarur and Pudukottai Districts) Koottappal Kallars (except Pudukottaiand Tiruchirapalli, Karur and Perambalur Districts) Piramalai Kallars (except Sivagangai, Virudhunagar, Ramanathapuram, Madurai and Theni, Dindigul, Pudukottai, Thanjavur and Nagapattinam and Thiruvarur Districts) Periasooriyur Kallars (except Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 44 Kallar Kula Thondaman
- 45 Kalveli Gounder
- 46 Kambar
- 47 Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher, Kal Thacher, Kamsala and Viswabrahmin).
- 48 Kani, Kanisu, Kaniyar, Panikkar
- 49 Kaniyala Vellalar
- 50 Kannada Saineegar, Kannadiyar(thoughout the State) and Dasapalanijika(Coimbatore, Erode and the Nilgiris Districts).
- 51 Kannadiya Naidu
- 52 Karpooora Chettiar
- 53 Karuneegar(seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar).
- 54 Kasukkara Chetiar
- 55 Katesar, Pattamakatti
- 56 Kavuthiyar
- 57 Kerala Mudali
- 58 Kharvi
- 59 Khatri
- 60 Kongu Vaishnava

- 61 Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Kurumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Pala vellala Gounder, Sanku vellala Gounder and Rathinagiri Gounder).
- 62 Koppala Velama
- 63 Koteyar
- 64 Krishnavaka (in Kanniyakumari district and Shencottah Taluk of Tirunelveli District).
- 65 Kudikara Vellalar
- 66 Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 67 Kuga Vellalar
- 68 Kunchidgar
- 69 Labbais including Rowther and Makayar(Whether their sopken language is Tamil or Urdu).
- 70 Lambadi
- 71 Latin Catholics (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 72 Lingayat (Jangama).
- 73 Mahratta (Non-Brahmin) (including Namdev Mahratta).
- 74 Malayar
- 75 Male
- 76 Maniagar
- 77 Mapilla
- 78 Maravars(except Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Ramanathapuram, Sivagangai, Virdhunagar, Tirunelveli and Toothukudi Districts) (including Karumaravars, Appanad Konadayam Kottai Maravar (except Sivagangai, Virudhunagar, Ramanathapuram, Maduraiand Theni and Dindigul Districts) and Sembanad Maravars (except Sivagangai, Virudhunagar and Ramanathapuram Districts).
- 79 Moondrumandai Enbathunalu(84) Ur. Sozhia Vellalar
- 80 Mooppan
- 81 Muthuraja, Muthuracha, Muttiriyar, Muthiriyar, Mutharaiyar
- 82 Nadar, Shanar and Gramani (including Christain Nadar, Christian Shanar and Christain Gramani)

- 83 Nagaram
- 84 Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 85 Nangudi Vellalar
- 86 Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 87 Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 88 Odiya
- 89 Oottruvalanattu Vellalar
- 90 O.P.S. Vellalar
- 91 Ovachar
- 92 Paiyur Kotta Vellalar
- 93 Pamulu
- 94 Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a scheduled caste).
- 95 Panisaivan (including Virakodi Vellala).
- 96 Kathikarar in Kanniyakumari District
- 97 Pannirandam Chettiar or Uthama Chettiar
- 98 Parkavakulam (including Surithimar, Nathamar,Malayamar, Mooppanar and Nainar)
- 99 Perike (including Perike Balija).
- 100 Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 101 Podikara Vellalar
- 102 Pooluva Gounder
- 103 Poraya
- 104 Pulavar (in Coimbatore and Erode Districts).
- 105 Pulluvar or Pooluvar
- 106 Pusala
- 107 Reddy (Ganjam).
- 108 Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty0.
- 109 Sakkaravar or Kavathi(in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).

- 110 Salivagana
- 111 Saliyar, Padmasaliyar, Patusaliyar, Pattariyar and Adhaviyar
- 112 Savalakkara
- 113 Senaithalaivar, Senaikudiyar and Illaivanianar
- 114 Sheik
- 115 Sourashtra (Patnulkarar)
- 116 Sozhiavellalar (including Sozha Vellalar, Vetrilaikarar, Kodikalkarar and Keeraikarar).
- 117 Srisayar
- 118 Sundaram Chetty
- 119 Syed
- 120 Thogatta Veerakshatriya
- 121 Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 122 Tholuva Naicker and Vetlakara Naicker
- 123 Thoraiyar
- 124 Thoriyar
- 125 Ukkirakula Kshatriya Naicker
- 126 Uppara, Uppillia and Sagara
- 127 Urali Gounder (except Tiruchirapalli, Karur and Perambalur and Pudukottai Districts) and Orudaya Gounder or Oorudaya Gounder (in Madurai and Theni, Dindigul, Coimbatore, Erode, Tiruchirapalli, Karur and Perambalur, Pudukottai and Salem and Namakkal Districts).
- 128 Urikkara Nayakkar
- 129 Vallambar
- 130 Valmiki
- 131 Vaniyar, Vania Chettiar (including Gandla, Telikula and Chekkalar).
- 132 Veduvar and Vedar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 133 Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
- 134 Velar
- 135 Vellan Chettiar
- 136 Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)

- 137 Vokkaligar (including Vakkaligar, Okkaligar, Kappaliyar, Kappiliya, Okkaliga Gowda, Okkaliya, Gowda, Okkaliya Gowder, Okkaliya Gowda).
- 138 Wynad Chety (The Nilgiris District).
- 139 Yadhava (including Idaiyar, Telugu Speaking idaiyar Known as Vadga Auvar or Vaduga Idaiyar or Golla and Asthanathra Golla).
- 140 Yavana
- 141 Yerukula
- 142 Converts to Christianity from any Hindu Backward Classes Community or Denotified Communities except the converts to Christianity from Meenavar, Parvatharajakulam Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar.
- 143 Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes; and who have nobody else to take care of them either by law, or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.

MOST BACKWARD CLASSES

(G.O.Ms.No.28, BC & MBCW Department dated 19-7-94)

- 1 Ambalakarar
- 2 Andipandaram
- 3 Bestha, Siviari
- 4 Bhatraju (other than Kshatriya Raju)
- 5 Boyar, Oddar
- 6 Dasari
- 7 Dommara
- 8 Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is a Scheduled Tribe).
- 9 Isaivellalar
- 10 Jambuvanodai
- 11 Jangam
- 12 Jogi
- 13 Kongu Chettiar (in Coimbatore and Erode Districts only).
- 14 Koracha
- 15 Kulala (including Kuyavar and Kumbarar).

- 16 Kunnuvar Mannadi
- 17 Kurumba
- 18 Kuruhini Chetty
- 19 Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari
- 20 Mond Golla
- 21 Moundadan Chetty
- 22 Mahendra, Medara
- 23 Mutlakampatti
- 24 Narikoravar
- 25 Nokkar
- 26 Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya).
- 27 Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the Community is Cheduled Case) (including converts to Christianity).
- 28 Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including converts to Christianity).
- 29 Mukkuvar or Mukayar (including converts to Christianity).
- 30 Punnan Vettuva Gounder
- 31 Pannayar (other than Kathikarar in Kanniyakumari District).
- 32 Sathatha Srivaishnava (including Sathani, Chattadiand Chattada Srivaishnava).
- 33 Sozhia Chetty
- 34 Telugupatty Chetty
- 35 Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Thozhuva Naicker).
- 36 Thondaman
- 37 Valaiyar (including Chettinad Valayars).
- 38 Vannar (Salavai Thozhilalar) (including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
- 39 Vettaikara
- 40 Vettuva Gounder
- 41 Yogeewarar

DENOTIFIED COMMUNITIES

(G.o.Ms.No.28, BC & MBCW Department dated 19-7-94)

1. Attur Kilnad Koravars (Salem and Namakkal, Cuddalore, Villupuram, Ramanathapuram, Sivagangai and Virudhunagar District)
2. Attur Melnad Koravars (Salem and Namakkal District).
3. Appanad Kondayam Kottai Maravar (Sivagangai, Virudhunagar, a. Ramanathapuram, Madurai and Theni and Dindigul Districts).
4. Ambalakkarar (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
5. Ambalakkarar (Suriyanur, Tiruchirapalli, Karur and Perambalur Districts).
6. Boyas (Tiruchirapalli, Karur and Perambalur, Pudukottai, The Nilgiris, Salem and Namakkal and Dharmapuri Districts).
7. Battu Turkas
8. C.K.Koravars (Cuddalore and Villupuram Districts).
9. Chakkala (Sivagangai, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur, Madurai and Theni, Dindigul and The Nilgiris Districts).
10. Changayampudi Koravars (Vellore and Tiruvannamalai Districts).
11. Chettinad Valayars (Sivagangai, Virudhunagar and Ramanathapuram Districts).
12. Domb's (Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
13. Dobba Koravars (Salem and Namakkal Districts).
14. Dommars (Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).
15. Donga Boya
16. Donga Ur. Korachas
17. Devagudi Talayaries
18. Dobbai Korachas (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
19. Dabi Koravas (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts).
20. Donga Dasaries (Kancheepuram and Tiruvallur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Chennai and Salem and Namakkal Districts).

21. Gorrela Dodda Boya
22. Gudu Dasarisi
23. Gandarvakottai Koravars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Cuddalore and Villupuram Districts).
24. Gandarvakottai Kallars (Thanjavur, Nagapattinam and Thiruvarur and Pudukottai Districts).
25. Inji Korvars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
 - 1 Jogis (Kancheepuram and Tiruvallur, Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts).
 - 2 Jambavanodai
 - 3 Kaladis (Sivagangai, Virudhunagar, Ramanathapuram, Madurai and Theni, Dindigul, Thanjavur, Nagapattinam and Thiruvarur, Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
 - 4 Kal Oddars (Kancheepuram and Tiruvallur, Ramanathapuram, Sivagangai, Virudhunagar, Madurai and Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur and Perambalur, Tirunelveli, Toothukudi and Salem and Namakkal Districts)
 - 5 Koravars (Kancheepuram and Tiruvallur, Ramanathapuram, Sivagangai, Virudhunagar, Pudukottai, Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Tirunelveli, Toothukudi, Chennai, Madurai and Theni, Dindigul and The Nilgiris Districts).
 - 6 Kalinji Dabikoravars (Thanjavur, nagapattinam and Thiruvarur and Pudukottai Districts).
 - 7 Kootappal Kallars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
 - 8 Kala Koravars(Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
 - 9 Kalavathila Boyas
 - 10 Kepmaris (Kancheepuram and Tiruvallur, Pudukottai and Tiruchirapalli, Karur and Perambalur Districts).
 - 11 Maravars (Thanjavur, Nagapattinam and Thiruvarur, Pudukottai, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli and Toothukudi Districts).
 - 12 Monda Koravars

- 13 Monda Golla (Salem and Namakkal Districts).
- 14 Mutlakampatti (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts)
- 15 Nokkars (Thiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 16 Nellorepet Oddars (Vellore and Tiruvannamalai Districts.)
- 17 Oddars (Thanjavur, Nagapattinam and Thiruvarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Madurai and Theni and Dindigul Districts).
- 18 Pedda Boyas (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 19 Ponnai Koravars (Vellore and Tiruvannamalai Districts).
- 20 Piramalai Kallars (Sivagangai, Virudhunagar, Ramanathapuram, Madurai, and Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Thiruvarur Districts).
- 21 Periya Suriyur Kallars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 22 Padayachi (Vellayan Kuppam in Cuddalore District and Tennore in Tiruchirapalli, Karur and Perambalur District).
- 23 Punnan Vetuva Gounder (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 24 Servai (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 25 Salem Melnad Koravars (Madurai and Theni, Dindigul, Coimbatore, Erode, Pudukottai, Tiruchirapalli, Karur and Perambalur, Salem and Namakkal, Vellore and Tiruvannamalai Districts).
- 26 Salem Uppu Koravars (Salem and Namakkal Districts).
- 27 Sakkaraitamada Koravars(Vellore and Tiruvannamalai Districts).
- 28 Saranga Palli Koravars
- 29 Sooramari Oddars (Salem and Namakkal District).
- 30 Sembanad Maravars (Sivagangai, Virudhunagar and Ramanathapuram Districts).
- 31 Thalli Koravars (Salem and Namakkal Districts).
- 32 Thelungupatty Chettis (Tiruchirapalli, Karur and Perambalur and Pudukottai districts).

- 33 Thottia Naickers (Sivagangai, Virudhunagar, Ramanathapuram, Kancheepuram and Tiruvallur, Thanjavur, Nagapattinam and Thiruvavarur, Tiruchirapalli, Karur and Perambalur, Pudukottai, Tirunelveli, Toothukudi, Salem and Namakkal, Vellore, Thiruvannamalai, Coimbatore and Erode Districts).
- 34 Thogamalai Koravars or Kepmaris (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 35 Uppukoravars or Settipalli Koravars (Thanjavur, Nagapattinam and Thiruvavarur, Pudukottai, Madurai, and Theni, Dindigul, Vellore and Thiruvannamalai Districts).
- 36 Urali Gounders (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 37 Wayalpad or Nawalpeta Korachas
- 38 Vaduvarpatti Koravars (Madurai and Theni, Dindigul, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli, Toothukudi, Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 39 Valayars (Madurai and Theni, Dindigul, Tiruchirapalli, Karur and Perambalur, Pudukottai, Erode and Coimbatore Districts).
- 40 Vettaikarar (Thanjavur, Nagapattinam and Thiruvavarur and Pudukottai districts).
- 41 Vetta Koravars (Salem and Namakkal District).
- 42 Varaganeri Koravars (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).
- 43 Vettuva Gounder (Tiruchirapalli, Karur and Perambalur and Pudukottai Districts).

PART - II (4)

THE TAMIL NADU EDUCATIONAL ASSESSMENT & EVALUATION CODE

PART - II (4)**THE TAMIL NADU EDUCATIONAL ASSESSMENT
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THE TAMIL NADU EDUCATIONAL ASSESSMENT & EVALUATION CODE

CHAPTER I

Introduction:

Title : - This code shall be known as “The Tamil Nadu Educational Assessment & Evaluation Code”

Application : - The provision of this code shall apply to all the Inspecting Officers employed under the Education Department.

Scope : - The provisions of this code are intended to be in complete harmony with the various Codes, acts and rules, regulations, manuals, orders and proceedings issued from time to time by Government and the Department.

For order of the Director – Instructions in this code which may be found in conflict with the provisions of any code or regulation or order should be reported to the Director concerned.

Proper Name :- In the case of proper names, the authorized spelling shall be adopted. Proper names for which authorized spelling has not been furnished shall be spelt on the principle of transliteration.

Definition of Terms:- The hierarchy of the Departments under the control of the School Education Department of the Government are as follows:-

Director of School Education
Director of Elementary Education
Director of Government Examinations
Director of Teacher Education Research and Training.
Director of Matriculation Schools

The term “Local Body” means a Municipal Corporation or Council or a Municipality or Township or Town Panchayat or Panchayat.

The term “Public Funds” includes state funds and funds of Local Body;

The term “Mayor” signifies the Mayor of Corporation and the term “Chairman” signifies the Chairman of Municipality or Chairman of a Panchayat Union, and the term “President” refers to the President of Town Panchayat or Village Panchayat of other Panchayat.

Deleted

Educational Divisions :-

For the purpose of Educational Administration, the Revenue District is divided into Educational Districts. In the case of Elementary Education the Revenue District is divided into Panchayat Union Blocks. These shall be in the order fixed from time to time by the controlling authority.

Personal conduct of Public servants: - This is regulated by “Government Servant’s Conduct Rules”.

Delegation: - Powers as to make appointments are regulated by the relative statutory service rules while, transfers sanction of leave, grant of recognition to Schools, etc., assigned in this code to officers of the department are of the nature of delegations and are liable to resumption as occasion may arise either temporarily or permanently.

CHAPTER II

Leave to Inspecting Officer

Mode of application:- Applications for leave shall be made in the form of letters addressed to the sanctioning authority through the proper channel specifying the period and nature of leave and explaining the necessity for it. Government stationery should not be used for the purpose.

Reports of transfer and assumption of charges : - These shall be prepared and submitted by subordinate officers in accordance with the instructions contained in Appendix I (form enclosed).

Leave other than casual leave:- This shall be governed by rules made in exercise of the powers conferred by the T.N. Fundamental rules and the subsidiary rules framed by the State Government thereunder, or the Tamil Nadu Leave Rules, 1933.

Casual Leave:- This may be granted subject to the limits prescribed by Government by an officer to the officers immediately subordinate to him.

No casual leave without prior sanction:- No officer shall avail himself of casual leave without previously obtaining sanction for it except in case of urgent necessity such as illness and in such special cases sanction for the leave should be sought for with the least possible delay.

Compensation casual leave:- Officers empowered to grant casual leave may also grant a day’s leave, should opportunity occur, to a subordinate who is called on to attend office on a public authorized holiday, except as a punishment, subject to the following conditions:

Such holidays may not be taken by a Government servant without the previous sanction of the authority who is competent to grant him casual leave.

Not more than ten such holidays in all may be taken in a calendar year and no such holidays shall be taken after the expiry of six months from the public holiday for which they were substituted. It will, however, be within six months, which the head of the office finds to be convenient.

Not more than seven such holidays may be accumulated and a lower number may be fixed at his discretion by the head of the office.

Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed ten days.

Special Casual Leave:- Special casual leave not counting ordinary casual leave may be granted in accordance with the instruction contained in the later pages of thisbook.

Absence of officers for attending conferences or meetings:- Officers are often called upon to attend conferences or meetings or appointed on committees of other State Governments, the Central Government, quasi Government bodies like Universities, etc., In these cases, the officers have to attend such conferences, meeting, etc., either in their personal capacity or as representatives of the Government. The absence of these officers from their normal place of duty on such occasions should be treated as follows :-

If an officer attends a conference, meeting etc., as a representative of the State Government, the period of his absence should be treated as on duty.

If an officer is permitted to attend any such conference meeting etc., on the request of any other State Government, Central Government, a quasi Government body like the University or a private body and if he is paid remuneration, the period of absence should be treated as casual leave or other leave for which he is eligible and if he is not paid any remuneration, it should be treated as on duty, in either case the Government, the quasi Government body or the private body concerned will meet the officer’s travelling allowance and daily allowance for the period in question;

If an officer is permitted to attend a conference, meeting etc., in his personal capacity the period of his absence should be treated as casual leave or other leave for which he is eligible (G.O.Ms. No. 2055, Home (Service) dated 20th October 1954)

Authorities to grant leave: - Leave of any kind may be granted by the immediate superior officer.

CHAPTER III

Powers of Gazetted Inspecting Officers as to appointment and promotion

Chief Educational Officers, District Educational Officers, District Elementary Educational Officers, Inspector of Anglo Indian Schools and Inspector of Matriculation schools:- may appoint teachers, clerks and servants subordinate to them and whose appointments vest in them; In making appointments and promotions, care should be taken to see that the conditions prescribed in the statutory rules are fulfilled and the procedure prescribed by the government are followed.

Personal file to be maintained:- The Inspecting Officers of the gazetted rank shall maintain in their personal custody in the prescribed form a personal file for every officer and servant of the department subordinate to them, and record therein, in their own handwriting and over their initials such fact as come to their personal notice from time to time regarding the work and character of each. Special care should be taken to see that the entries are, in no case, based on mere hearsay, but on personal experience or enquiry. Any adverse remark shall be communicated to the person concerned. Those personal files shall be handed over to the successors in office to be continued by him. It will serve the purpose of an official history of each subordinate officer and help the inspecting officers in giving or recommending promotions.

Confidential sheets should be maintained for all Secondary School HM's PG teachers B.Ed and B.T. assistants working in Local Body Schools by the District Educational Officers and these would be written up preferably at the time of inspection. Copies of those confidential sheets should be submitted to the CEO immediately after the inspection of the respective Schools. In addition to writing these confidential reports, inspecting officers must have an allround judgment about all such assistants so that they will be in a position to offer the necessary help to the Higher Authorities in the choice of selecting proper headmasters for Schools.

22. Half-yearly confidential sheets to the Director:- With a view to enable the Director to give due consideration to the claims of each officer of the subordinate Educational Service for promotion the Chief Educational

Officer and the Chief Inspector of Physical Education shall furnish him, in the first week of every April and October, confidential sheets, referring briefly to the work of all officers within their respective jurisdiction whose appointments vest with the Director (Similar reports should be submitted to the CEO by District Educational Officers on behalf of officers subordinate to them and by the heads of offices and institutions under their control to the District Educational Officers. This work should not, for obvious reasons, be entrusted to any subordinate officer.

CHAPTER IV

Punishment and dismissal of officials

Procedure to be observed in case of punishments: - All inspecting officers may punish for gross neglect of duty or for misconduct, all subordinate officers and servants whose appointments vest in them. Fines must not be imposed on officers The appropriate punishments are censure, withholding of increment, reduction in pay or rank, recovery from pay of the whole or part of any pecuniary loss caused to Government due to negligence or breach of orders, suspension, compulsory retirement, removal from service and in the last resort dismissal from Civil Service of the Government.

Before any punishment is inflicted, the written explanation of the officer proposed to be punished should be obtained to the charges which will be framed in writing. No order of recovery from pay, reduction, removal or dismissal shall be passed without following the procedure prescribed in Rules of the Tamil Nadu Civil Services (Classification, Central and Appeal) Rules. Neglect of duty or misconduct on the part of all other subordinate officers should be reported to the Director concerned.

24. Powers of all inspecting Gazetted Officers-

Chief Educational Officers, District Educational Officers and District Elementary Educational Officers and other Gazetted Inspecting Officers may dismiss for gross misconduct, for proved dishonesty or for continued inefficiency, all subordinates whose appointment vest in them, Permission to resign or to retire from service while disciplinary proceedings are pending or are in contemplation must be refused.

Government servants cannot be allowed to evade disciplinary action by retiring or resigning from service. Orders should be passed by the competent authority requiring or permitting an officer to retire on attaining the age of superannuation or otherwise or accepting his resignation, when any departmental proceedings against him are pending or are under contemplation. A Government servant who is due to retire on attaining the age of

superannuation should not, however, be retained in the service on this ground after the date on which he attains such age, but should be directed to handover charge and wait for orders. The final orders on the departmental proceedings, should, however, be made to take effect from the date on which he attained the age of superannuation.

(c) Appeal-An appeal against an order passed by any authority shall lie to higher authority prescribed in the Service Manual.

25. Public Servants-suing or threatening to sue Government –Legal position of tenure of appointment- whenever a Government servant threatens to seek redress in a Court of Law in respect of any matter connected with his employment or conditions of service, he may simply be informed that the threatened suit is awaited. If he already exhausted his normal official channels of redress, no disciplinary action need be taken. If he goes to a Court before exhausting the normal official channels redress, disciplinary action can be taken against him. These instructions apply only to cases where the department competent to grant the relief asked for.

CHAPTER V

ADMINISTRATION ON OFFICES

26. Inspection of offices.-The Chief Educational officer shall make a careful annual inspection of the offices of the District Educational Officers under his control and submit a report to the Director not later than the 31st March in each year. The offices of the Chief Educational Officers, Chief Inspector of Physical Education and Inspector of Anglo-Indian Schools will be inspected annually by the Director or an officer deputed by him. The office of the Inspector of Matriculation Schools will be inspected by the Director of Matriculation Schools or an officer deputed by him. In all case the report of the inspection will be submitted to the Director concerned immediately after inspection.

District Elementary Educational Officers shall inspect the offices of the officers immediately subordinate to them once a year and shall satisfy themselves that the accommodation provided is sufficient and suitable and that the state of the office is satisfactory. A report in each case shall be submitted to the Joint Director of Elementary Education.

The scope of the inspection reports shall be in accordance with the departmental questionnaire issued by the Director concerned.

27. Taking charge of Subordinate offices by the Chief Educational Officers and District Elementary Educational officers.-Chief Educational Officers and District Elementary Educational Officers may, in cases of sudden emergency, take immediate charge of offices subordinate to them, pending the approval or concurrence of the Director concerned.

28. Supervision of Subordinate officer's work.- District Elementary Educational Officer shall exercise immediate control over the work of Assistant Elementary Educational Officers and promptly report to the Joint Director (Elementary) any neglect of duty or irregularity on their part. Among the means of exercising such control shall be prompt and regular review of diaries of visits and other periodical returns and reports in respect of the quality, quantity and regularity of the work as revealed by them.

29. Attendance at Offices- All inspecting officers should attend office regularly from 10.00 a.m. to 5.45 p.m. on all working days when they are at their headquarters and not engaged in inspection work or on outside duties in their official capacity. The office hours shall be the same as for all Government offices. Any change in the office hours which may be found necessary in the hot weather should be given effect to only with the prior approval of the competent authority and should be duly notified in the TamilNadu Government Gazette.

CHAPTER VI

Administration of Developmental Institutions

30. Control over Higher Secondary, Secondary and Elementary Schools.- Hr.Sec.Schools are under the administrative control of the Chief Educational Officers, the Secondary Schools are under the control of the District Educational Officers and the Primary and Middle Schools are under the administrative control of District Elementary Educational Officer under the immediate control of Assistant Elementary Educational Officers and Additional Assistant Elementary Educational Officers at the Block level.

Inspection of Higher Secondary Schools:

Inspection of higher secondary schools will be taken up once in two years by the Chief Educational Officer accompanied by the District Elementary Educational officer. He can take some subject experts with him. The experts will be from the retired P.G. Teachers, Headmasters and Officers of the education department who have retired from the service.

The academic performance of each and every teacher should be evaluated. If the number of teachers are more than thirty, a two day inspection may be programmed. All aspects specified in the Evaluation and Assessment proforma should be evaluated and suitable instruction given to the concerned teachers. The action taken on the report of previous inspection should be carefully scrutinized. The composition note books reflect the competency and originality of the student. The inspecting officers should pay full attention to the performance of the students and the sincerity of the teacher correcting the notebooks.

Visits:

The real functioning of the school can be realized only at the time of surprise visit. The officer can spend nearly two hours in a school. He should visit one school daily at the time of prayer and one school in the last period of the working day. Every school should keep an “Inspection Note” in which the inspecting officers alone can record their remarks. A visit will be incomplete without observing a few classes.

Appointment:

The power of appointment of secondary grade teachers and specialist teachers on similar pay scales vests with the CEOs. The vacancy position should be verified before making appointments. When the number of vacancies are higher than the actual number of appointments, preference should be given on the basis of the strength of the students and also the longer duration of the vacancy and the number of vacancies in each category. The communal Roster and Rotation should be scrupulously followed without giving room for any complaint. There should be complete transparency regarding all appointments.

Staff Fixation and re-deployment (by CEO and DEEO):

On the basis of Government orders and instructions of the director concerned issued from time to time, staff strength in relation to student strength shall be fixed and surplus teachers if any, shall be transferred along with the post to the needy schools. This exercise should be made taking the strength as on 1st August every year for govt. schools and aided schools separately. This should be completed before the end of August and reported to the Director concerned.

Transfer of teachers:

General transfer of teachers of all categories of teachers will be done by the C.E.O. The guidelines given by the department should be strictly followed.

Recognition:

A list of schools enjoying temporary recognition with due date for renewal of recognition shall be maintained. The Inspecting Officer should see that the aided schools are not released staff grant if the renewal of recognition is not applied within the specified period.

Government Examination:

The preparation of time table for Higher secondary Practical Examination, the appointment of internal and external examiners and departmental officers shall be done by the CEO. It is the duty of the CEO to appoint the departmental officer, custodian of question papers for the Higher

Secondary theory examinations. However appointment of flying squad, Assistant supervisors shall be done by the DEO. All arrangements for the smooth conduct of the SSLC Public examination vests with the DEO. The CEO will select schools for valuation work. All the inspecting officers shall act under the instruction of Directors of Government Examinations in matters connected with government examinations.

31,32,33 &34 - Deleted

35. Government Examinations.-Inspecting officers of different levels are expected to be thoroughly familiar with the curriculum and the rules for the conduct of Government Examinations. They are also expected to be familiar with the instructions notified from time to time in the Tamil Nadu Government Gazette or by the Director of Government Examination regarding the rules, dates of application syllabuses and text books for the various examinations such as the VIII Standard Examinations, (ESLC) Examination and SSLC examination, Higher Secondary Examinations and Matriculation examinations and other Supplementary Examinations.

Chapter VII**Recognition of Schools**

36. The rules for recognition, form of application, the conditions should be fulfilled, time limit, payment of fees, creation of endowment etc., applicable to schools of different stages are given in great detail in the Tamil Nadu Educational Rules the Tamil Nadu Elementary Education Act 1920 and the rules made there under. The Tamil Nadu Recognised Private Schools Regulation) Act 1973 and the rules made there under and the Tamil Nadu Minority Schools (Recognition and payment of grant) Rules 1977.

CHAPTER VIII**Teachers’Certificates and Teachers’Service Registers**

37. Conversance with Rules.- Inspecting Officers of every grade are expected to be conversant with the rules regarding teachers’ certificates and teachers’ service registers.

38. Teachers’Certificate.- Both at inspections and visits, especially at the time of making appointments, and in the course of correspondence relating to teachers’ certificates, Inspecting Officers should not fail to scrutinize the certificates to see that they are in order and the entries in them have not been tampered with and to take action against any irregularities which they might notice. They should ensure that the general education and TSLC/DTE bear the signature of the holders in the places provided for them and that the year of the birth has been written in words and duly noted in the certificate. Whenever

appointment of a new teacher comes to the notice of the Inspecting Officer either at visit to a school or in the monthly return of an elementary school, the Inspecting Officer shall call for the original certificates of the newly appointed candidates and scrutinize the genuineness of the certificate before approving the teachers appointment and assessing grants on behalf of the teacher. Certificates issued by the educational authorities outside the State or by institutions whose recognition and authority are in doubt or whose equivalent is not stated in the Educational Rules and proceedings of the Director, should be submitted by the Inspecting Officer to the competent superior authority for evaluation.

39. The Service Register of a teacher newly appointed in any type of recognised private school shall be opened by the secretary of the school and sent to the Inspecting officer along with the certificates in original within a period of one month from the date of appointment for counter signature.

A copy of the Service Register shall be maintained separately by the individual teacher updated and attested by the Head of the institution. At annual inspection of Aided schools and on other occasions where necessary inspecting Officer shall scrutinize all teachers' Service Registers to ensure that all the entries in them are in order, upto date and in conformity with rules that in all cases of doubt regarding courses of service the teacher's service register is a vital and important record.

Chapter IX

Official Etiquette-observance of proper procedure

40. Instructions for the guidance to all officers to avoid lapses in official Etiquette.

When the Governor of the state is on camp Inspecting Officers at Head Quarters should specially call on and leave information before they leave the Head Quarters, if they are transferred to some other station.

41. Invitation to Governor.- Invitations should not be sent to the Governor unless he is attending the function himself or a message is required in which case it should be definitely indicated in a separate covering letter.

42. When Governor presiding a function. – The Governor should not be invited to functions except to undertake the first and primary duty at such functions and when he attends a function and when he attends a function it is unnecessary to have another to preside at such a function.

43. A Request to Governor well in advance.- Whenever there are important functions in a district in which the District Officers or Head of Departments feel that the Governor should participate, they should write well

in advance to the Governor's Secretary to ascertain and let them know the Governor's intentions of a tour specially for presiding over a function or opening some institutions unless it is combined with his regular or normal tours.

44. Office Procedure – Form of salutation in demi-official letters and endorsements between Officers in district. The Government examined the various forms and endorsement in vogue in the district between the Collectors and officers of other departments and consider that having regard to all the aspects of the matter it would be preferable to use the words like "Transmitted" and "retransmitted" between the Collectors and the Gazetted Officers of other departments and that it would not be correct for the District Officers to use the endorsement "Returned" to the Collector who is normally treated as the Head of the District.

It is emphasized that the mode of salutation in D.Os. and in endorsements by itself does not indicate any relative superiority of the posts of the officers corresponding, which is determined by the functions they perform and ever-sensitiveness to these petty matters should not be permitted to vitiate the camaraderie among all officers which alone would conduce to efficient discharge of their duties.

45. Petitions addressed to Government-Disposal.-

The complaints and petitions received by Government are now sent to Heads of Departments for remarks and not for disposal by them and that this was largely due to a feeling that the treatment of a paper referred for disposal was perfunctory and due attention was paid only when a report was asked.

The best course in such cases would be to send the papers to be understood that he would deal with the case with the same care as he would in a case sent for comments. In important cases, however, the Government may require the action taken to be reported to them.

46. Submission of reports to and correspondence with Honourable Ministers instructions.- Whenever local subordinates are asked by Honourable Ministers to enquire into any matter or make reports, the reports should be sent through the Head of the Department concerned and the concerned department in the Secretariat. The Heads of Departments should not correspond with the Ministers. They should go only through the concerned department in the Secretariat.

47. Reports direct to the Hon'ble Minister:- There might arise rare occasions of subordinate officials being asked to furnish immediate information by Honourable Ministers when a rigid adherence to the above procedure may result in some delay, however little it may be and which might defeat the very object with which the information may have been sought. In such rare cases,

subordinate officials and heads of departments shall furnish the information to the department concerned in the Secretariat in addition to the Honourable Minister.

48. Petitions to Government Instructions regarding the submission and receipt of petitions addressed to the Government are given in Appendix-3.

49. Relationship with the Public:- Indifference or discourtesy towards the members of the public coming to Government Officials for relief or guidance is positively bad. The conduct and personal relations of Government Servants with the public should be so regulated as to reflect their duty to serve in the best interests of the people and the society and the country. It is the duty of the Government Servants to treat all the members of the public who came before them with due courtesy.

50. Duties imposed on District Level Officers: District Level Officers including District Educational Officers, Inspector of Anglo Indian Schools, Inspector of Matriculation Schools, District Elementary Educational Officers should acquaint themselves with the conditions of Education in all its stages.

51. Duties imposed by special Codes and Rules:- The Tamil Nadu Educational Rules. The Tamil Nadu Elementary Education Act, 1920 and rules made there under; The Tamil Nadu Recognised Private Schools (Regulation) Act, 1973 and the Rules framed there under, and the Tamil Nadu Educational Grant-in-aid Code and various instructions issued from time to time by Government and the Directors concerned in regard to several aspects pertaining to the proper and efficient conduct of schools and the conditions governing the employment to teachers therein impose various duties on the Inspecting Officers, and these shall be attended to in their minute requirements. But while carrying out the regulations of the department. Inspecting Officers shall be ever on their guard against administrative machinery. They shall enforce the rules with perfect impartiality.

52. Duties of inspecting Officers in the matter of character Training.

Inspecting Officers shall take every opportunity to impress on managers, Heads of institutions teachers and pupils the inexpediency and danger of sacrificing character training to mere intellectual instruction. The inspecting officer is expected to be thoroughly conversant with the several new measures introduced in schools in such respects as computer training, craft, cocurricular and extracurricular activities in general new methods of teaching like audio-visual methods and sufficiently adequate, well planned and varied physical education activities for all the pupils and the provision of playground material and instructional facilities for all these matters and be constantly assessing the extent to which all the educational requirements are fulfilled of

comparable figures, and the instructions issued by the Director from time to time requiring them to maintain correct and up-to date particulars of school-age children in their jurisdiction cannot be too often nor too strongly emphasized. Inspecting officers should make fullest use of the opportunity of inspections, visits to teachers, association meetings and review of monthly returns to obtain and record all the available information about the schools.

All Inspecting Officers are expected to maintain pocket books of facts and figures relating to institutions and educational conditions in their jurisdiction. They should personally test the validity of the periodical returns both with reference to the probability of the figures in the light of their experience and in comparison with the previous returns.

Efficient administration of the schemes of compulsory education in force in their jurisdiction forms one of the most important duties of Inspecting Officers. In addition to the general responsibilities in respect of the schemes, certain duties pertain specially to each grade of officers as prescribed in the Rules under that Andhra Pradesh Education Act and in the executive instructions issued by the Director and all officers are expected to be conversant not only with these rules and instructions but also with their full implications in regard to such details as enumeration of the census of children of school age, propaganda among parents, general supervision and vigilant watch over the progress of the schemes by intelligent examination and personal verification of the figure enumerated from time to time. They shall take prompt action in all cases of defaults and submit to their respective superior authorities the prescribed reports and returns on the due dates so that the Director is kept promptly and fully informed of the progress of the schemes in all cases of defaults and submit to their respective superior authorities the prescribed reports and returns on the due dates so that the Director is kept promptly and fully informed of the progress of the schemes in all the districts in the state by every school. They should inspect not only the mass drill and games and sports activities of the individual school but also the activities at the Zonal level and district Level. The Inspecting Officers are generally expected to take a leading part in the organization and functioning of District Sports Associations with the assistance of the District Education. The effective Functioning of NSS and NCC, Scout, JRC etc should be ensured and encouraged by the inspecting officer.

53. Grants: The administration of the system of grants to aided schools including teaching grants and special grants, the grant of book allowances and scholarships under military concession to children of Defense personnel is one of the functions of the inspecting Officer.

54. Duties of Inspecting Officers in relation to Government Examinations:

It is one of the duties of the inspecting officers to arrange for the efficient conduct of the Examinations conducted by the Director of Government Examinations such as public Examination for the award of Secondary School Leaving Certificate, Anglo Indian School Leaving Certificates, Higher Secondary Course Certificate, Diploma in Teacher Education, Elementary School Leaving Certificate, Government Technical Examinations for Technical Teachers Certificate and other supplementary Examinations. For the proper conduct of these Examinations, they shall utilize the services of Deputy Inspectors, Principals and Staff members of the DIET Heads of institutions of High and Higher Secondary Schools and Teacher Training Institutes as Chief Superintendents and custodians of question paper packets and other Officers of the department Chiefly as Assistant superintendents and departmental Officers. They shall also employ under conditions prescribed by Director of Government Examinations, Headmasters and teachers of Government Schools for similar purposes. They should however exercise great care in the choice of the personnel for these responsible duties. Based on the recommendation of the inspecting officers, the Director of Government Examinations shall select centres for Dummy Numbering of answer scripts of Government examinations. The inspecting Officer shall act as the Camp Officer for the above work. The inspecting Office shall act as per the instructions and guidance given by the Director of Government Examinations. They shall discharge their duties with high level of integrity and confidentiality.

55. Participation in promotion of Government Schemes for Public Welfare: - Since many Government schemes for public welfare carried out through the agencies of several Government Departments require the co-operation of the teachers and pupils of schools for their furtherance. The Inspecting officers are expected to take an interest in and be conversant with schemes such as nutritious Noon meal scheme, free supply of uniforms, Textbook, Note books, free supply of bicycle to SC girls, Awards of students for their performance in Government Examinations at the District and State level. They should therefore co-operate with the officers of the other departments and render all possible help which can be given through the assistance and participation of schools. In the same way they should consider and obtain the co-operation of the Officers of other departments in the promotion of the interests of the Schools in such matters as the improvement of the health of the School children, the encouragement of agriculture and gardening in schools, the promotion of arts and crafts among pupils the organizing of excursions to places and institutions of educational interest and so on. Similarly Inspecting Officers are also expected to take interest and

cooperate within the bounds of their normal duties in the welfare endeavors of such publicly recognized non-official organizations like the Scout Associations, the Indian Red Cross Society, local organization connected with the United Nations Organizations, Youth Welfare Organization, Boys and Girls Clubs, Athletic Associations, Camping, Fellowship, etc. The Community Projects as well as National Extension Schemes should be in close contact with Primary, Middle, Secondary and Higher Secondary Education.

56. Keeping up high standard of administrative efficiency:- District level Inspecting Officers are not intended to discharge the largely routine duties of Inspection of subordinate Officers and of transmitting reports received from the subordinate officers. They should conceive of their responsibilities as being for more comprehensive since the Director has to rely heavily on their judgment in dealing with the many contentious cases that come up for a decision. It is the first duty of any inspecting officer to know his jurisdiction well, which means not only a correct appraisal of the work of subordinate officers, their shortcomings and weak points, but also of the other official and non-officials such as Presidents of Local Boards, Chairman and members of the legislature etc., with whom the departmental officers have to deal. Both courtesy and expediency require that the inspecting officer should call on the District Collectors, District Level Inspecting Officers and other important local officials in the course of their tours and discuss the problems of the district. Much valuable information can be gained only by such informal talks.

In every district, there will be a few trouble spots where the issues are clouded by factions and rivalries and a Chief Educational Officer or District Educational Officer is expected to make himself fully acquainted with all the aspects of the problem and be able to approach it in an objective and impersonal manner. Some of the subordinate officers sometimes take sides or express perverse views; and in all these cases it is expected that District Level Inspecting Officers concerned would exercise a corrective influence and help to present a true picture to the Director. For this reason some of the more important complaints should be enquired into by the Chief Educational Officers himself and not entrusted even to the subordinate Officer.

Besides avoiding delay of all kinds, scrupulous attention should also be paid to the computation of statistical data in the subordinate offices. All Officers should realize the great importance of statistics and endeavor to keep full data of the institutions under their control readily available. No Officer whether it is Assistant Elementary Educational Officer / District Elementary Educational Officer / Inspector of Matriculation Schools / Inspectors of Anglo Indian Schools or Chief Educational Officer can assess the progress, in the jurisdiction in the absence of correct particulars. Likewise it is not possible to

formulate any plans for improvement at any level in the absence of correct data. The importance of correct statistical information cannot be over – emphasized in the context of the several comprehensive schemes of reform in the field of education.

All Inspecting Officers including Assistant Elementary Educational Officers have an important part to play in the establishment and development of Schools, in securing public support and co-operation for new schemes, in improving attendance and enrolment, in the spread of literacy in organising play-festivals, exhibitions, etc. There is no need to enumerate all the items of work which an active and sympathetic officer can make in this constructive field and they are in some respects, a true measure of an officer's worth. The good-will that an officer can build up in his jurisdiction by his sympathy and understanding is more than a personal achievement as it raises the prestige of the Department and it is not therefore enough if an officer meticulously discharges the duties enjoined on him under the different codes, as such work will still be negative in character. It may win the respect but not the public.

Considerable care should be exercised also in the planning of the tours. As far as possible, institutions about which complaints have been received should receive a visit. It will also be helpful if in the course of the visit to Higher Secondary Schools the work of the Senior Assistants whose names are or likely to be included in the panel for promotion as Headmasters is watched.

District Level Inspecting Officers should be very vigilant in the matter of keeping up high administrative efficiency. They should not hesitate to recommend for appropriate disciplinary action from a mere transfer of Officers for continued indifference or neglect of their duties. At the same time, good work should be readily, and even generously recognized. In the selection of officers for remunerative work, in transfers for personal or domestic reasons, and promotions, the conscientious discharge of duties by an officer shall receive due consideration.

CHAPTER –X

Office accommodation and equipment:

57. Accommodation:- Every Inspecting Officer shall have fixed office accommodation with a sign board at the entrance door of the office building or the gate notifying that the office is held there. The Office should be centrally situated and accessible to all classes of people.

The accommodation provided should be adequate and should have the necessary sanitary requirements. The building should be kept clean and in a good state of repair, with the necessary protective appliances against fire and other damage.

In the case of Government Secondary Schools, Teacher Training Institutes and Higher Secondary Schools suitable and adequate accommodation shall be provided for the location of Office, the hours being notified prominently.

58. Shifting of office from an approved building:-

Prior sanction of the Director concerned should be obtained for shifting of subordinate offices. In cases where such shifting to be made immediately owing to an emergency such sanction shall be sought with retrospective effect. But in all cases in which payment of increased rent is involved, no shifting should ordinarily be effected without the previous sanction of the competent authority.

59. Office equipment:- Each office shall be provided with the requisite furniture and maps, with copies of the latest edition of Rules, Codes and Manuals of general application to all Government offices with a copy of the Educational Rules, the Inspection Code, the Grant-in- Aid Code, the Elementary Education Manual, copies of syllabus published by the department, list of approved text books with the agenda and corrigenda issued from time to time, the educational portions of the Tamil Nadu Gazettes, and District Gazettes, and the census statements of the district and taluks concerned with such other official publications and other statistical particulars as are necessary for reference. All Rules, Codes and Manuals should be kept up-to- date by having correction slips pasted in them as and when they are received or notified. A small educational library should be maintained in each office and inspecting officers incharge of the offices should see that the books are up-to-date. Educational periodicals supplied to the office should be regularly bound.

60. Lists of all types of Schools to be maintained:-

A copy of the printed list of recognized schools and of schools admitted to aid for the year shall be maintained so as to be readily available in every office. All the particulars should be filled in correctly in the appropriate columns and corrections should be made in the list as and when changes occur and the list should be prepared afresh so as to be up-to-date on the first day of every calendar year. A list of school less centres should also be maintained with full particulars in the form prescribed by the Director.

History sheets shall also be maintained in respect of all recognized schools and brought upto- date at the beginning of each month. A list of unrecognized schools known to exist in the Block with the approximate number of pupils under instruction shall also be maintained.

61. Office Calendar:- An office calendar shall be drawn up in January each year in the prescribed form with entries showing, month by month the

public and local holidays the dates prescribed for the receipt and dispatch of periodical reports and returns from the subordinates and to the superior officers respectively and such other particulars as will enable the Office to attend to the punctual and expeditious dispatch of office business. The dates of public exam such as Higher Secondary Examinations, S.S.L.C, Matric, Diploma in Teacher Education and other departmental and Government examinations should also be noted in the office calendar to enable the officer to regulate his tour programmes and other work according to the requirements of these examinations. Urgent and important references from superior officers and audit objections and other urgent references received from the Accountant-General should be noted therein as they are received, so that replies may be sent in time. The P.A to the officer, the Seniormost Superintendent on the establishment must be held responsible for the correct and careful maintenance of the Office Calendar.

CHAPTER –XI

Correspondence and office routine:

62. CEOS/IMS/IAS/DEEOS Alone can correspond direct with the Directors concerned. Other officers will address the officers to whom they are immediately subordinate. There are, however, exceptions to these rules. They do not apply to submission of periodical returns as to which instructions are issued annually to report the change of address, or to any matter to which a subordinate officer is required to submit a direct and immediate reply. Further on matters of real urgency, District Educational Officers and may communicate direct with the Director submitting at the same time a copy of the communication to the Chief Educational Officer.

63. References from the Director:- References from the Directors, communications from Government, the Accountant General or the Mayors of the Municipal Corporations, shall ordinarily be replied to at once. When delay is unavoidable the fact shall be reported to the Directors concerned with information as to the probable date by which the reply be submitted.

Such reference shall be noted in the office calendar so that they may not be lost sight of.

64. Form of communications: Officers will communicate with their subordinates in the memorandum form and will convey orders in the form of the request. Subordinates will address superior officers by letter and will “submit” letters etc.,. Communications between officers of whatever grade where one is not under the orders of the other will be in the letter form and letters, etc., will be “forwarded” or “Communicated”.

Except under the stress of urgency, officers shall not communicate directly with subordinates who are not under their orders.

65. Tone of official communications:- The tone of official communications whether they are addressed to superior or subordinate officers should always be courteous. This is especially necessary in communications addressed by the Superior to the subordinate officers in order to uphold the authority of the latter officer in the estimation of his subordinates, and also in communications addressed by the subordinates to the Superior officer to mark that respect which is due to the latter officer by virtue of his position.

66. Office Routine:- Prompt dispatch of business should be attended to immediately. All inspecting Officers shall obtain periodically arrear list from the clerks of their offices. The Inspecting Officers shall scrutinize the lists carefully and take steps for the early disposal of pending papers. Besides the monthly arrear lists which should be in common form No.94. Weekly arrear lists in suitable form should also be got prepared and be regularly scrutinized by Inspecting Officers.

67. Return of unanswered references:- On the 13th day of the first month of each quarter, a return of papers referred to CEO / DEO / DEEO / IAS / IMS Chief Inspector of Physical Education, in the previous quarter but remaining unanswered on that date, and of communications addressed to the Director during the same quarter, on which orders have not been passed, shall be submitted by the Chief Educational Officers, Chief Inspector of Physical Education to the Director, the subject matter, the number and date of each reference being specified. Similar returns shall be submitted quarterly by the District Educational Officers, to the CEO and by the AEOS to the District Elementary Educational Officers.

CHAPTER-XII

Registers, Returns and Records:

68. Registers to be maintained- The following registers shall be maintained in bound books in the offices of Inspecting Officers.

1. Personal Register.
2. Periodical Register.
3. Despatch Register.
4. Disposal Register.
5. Daily Cash Book.

Note:- Every entry in the cash book should be concise. The date, the number of voucher, if any, and such a brief narrative as will unmistakably, indicate the nature of the transaction must be entered against each item. The Transactions should be recorded at the time and on the dates on which they actually occur and strictly in the order of occurrence. The cash book should be attested by the dated initials of the Government Servant responsible for the money on each day of transaction in token of verification of cash balance.

6. Register of undisbursed pay and allowances.

7. Daily Order Book:- To record all matters relating to the ministerial staff and office assistants including the menials borne on the office establishment, such as leave, appointment, fine and other office orders.

8. Office Journal:- To record succinctly the work and movements of the officer on each day in the year. A suitable diary should be purchased for the purpose in the month of December of the preceding year.

9. Pay abstract and acquaintance roll and file of traveling allowance bills.

10. Service and private postage stamp account.

11. Contingent Register (in the form prescribed in the Treasury Code).

12. Register showing teaching, building, furniture and boarding grants sanctioned to schools.

13. Register of Stationery Articles (in the form prescribed)

14. Register of Printed forms.

15. Stock Register of Inventory

16. Register of Bills cashed. TNTC 70

17. Stock file with an index for each item

18. Attendance Register

19. Casual Leave Register

20. Stock Register of Library Books

21. Classified catalogue of Library Books

22. Issue Register of Library Books

23. Register for free supply of books, notebooks, uniforms, bicycles, scholarship etc.

24. Register of Manager and Teacher manager, declared unfit

25. Register showing the names of schools having temporary recognition

26. Census Register of School age children

Watch Register of Recovery of advances of Pay and T.A

A scale book of govt. establishments sanctioned for the office

Register of probationers

List of officers whose appointments vest with the head of office

Machine cards in respect of typewriters, cyclostyle machines and computers.

Register of officers on leave

Record index for every year

P.F Registers

Register of incoming STD phone calls

Teaching grant Register for Aided Schools

Register of Monthly grants paid

Register to watch the disposal of pension claims.

Stock and Issue Register of permanent equipment

Stock and Issue Register of raw materials.

Monthly abstract of class production.

Grade-wise spinning register.

Register of garden produce.

Register showing Teacher's Certificates suspended or cancelled and TSRs withdrawn.

Log Book for maintenance of vehicle.

Besides the other registers maintained in standardized forms, Inspecting Officers shall also maintain the following records and registers for their personal guidance in the constructive and Educational work in their jurisdiction:-

1) Educational Survey Registers.

2) Range map showing all Schools and Schoolless centres.

3) Pocket books of statistical and other information vide Article 50.

4) History sheets of Schools.

5) Reference copies of lists of schools and annual tour programmes.

Responsibility for the maintenance of Registers: - The officers concerned will be held responsible for the correct maintenance of the prescribed registers and the registers should accordingly be examined by them from time to time and initialed.

In the office journal, entries are expected to be made from day to day, and if from any accident the entries relating to any day have not been made on the same day, an explanatory note to that effect shall be recorded therein when the day's transactions are written up. The Office journal should be specially called for and examined by the superior officer inspecting the office. Every time a change takes place in the charge of an office, the office journal shall pass on to the new officer, the relieving and relieved officers both signing in it on date of transfer of charge.

70. Use of Service Postage Stamps: - Service postage stamps shall not be used by the Inspecting officers for communications which are not strictly in the interest of the public or general service. All applications for leave should be submitted by officers in letters pre paid but any such application forwarded officially by superior officers should be treated like any other official communications.

Letters and parcels sent by Inspecting Officers in their official capacity which relate nevertheless to the private interest and concerns of the individuals addressed should be endorsed "service bearing". Under this head come replies sent to petitions, applications for appointments, request for transfers, inquiries about title to leave, etc., as well as any other communications of a like kind which one officer may make to other officers relating to private interests of the addresses, Inspecting Officers are not entitled to send communications regarding their leave pay, transfer, leave allowance, fund subscription and analogous matters at the expense of the State as such communication are private and official.

All letters sent by Inspecting Officers in their official capacity, in reply to communications of any kind received from private individuals, or associations shall be dispatched "Service paid".

When private stamps accompany communications from private individuals, they shall be used for replies. With a view to ensuring that private postage stamps received for replies are used for that purpose, the officers shall enter the words "stamps for reply" at the head of every communications in which such stamps are enclosed. Separate accounts of service and private stamps should be maintained from day to day.

Verification of Service Postage Stamps: - The stamp account should be checked and the stock of stamps verified periodically in addition to the verification undertaken by the officers at the time of preferring an indent for the same.

71. Returns due from Inspecting Officers:- In addition to the returns of unanswered references (Article 67) the following periodical returns are due from each grade of Inspecting Officers. They should be submitted punctually by the dates prescribed and to, or through, the officers mentioned:-

From Chief Educational Officer:

Consolidated annual return of verification of service and records of service before first April every year.

Consolidated annual return of officers due to retire in the next official year, by the 1st July.

Consolidated annual return to appointments on communal basis by the 1st of May.

List of officers appointed by the 7th April every year.

Quarterly list of appeals withheld by the Chief Educational Officer with reasons for withholding them.

Consolidated monthly statement of charge of Government offices and institutions by the 15th of succeeding month.

Monthly return of cases of successful detection of corruption among Government servants during a month by the 5th of the succeeding month.

Quarterly list of person discharged for corruption before the 5th of the month following the quarter to which it relates.

Quarterly progress report of the work done by the Mobile unit.

Monthly Returns of the work done by the District Elementary Educational Officers.

Quarterly list of unanswered references.

From District Educational Officers to the Chief Educational Officers:

Monthly statement of inspection work, by the 15th of every month.

Annual return of inventory, by 1st July.

Annual return of verification of service books and records of service, by the 15th of January.

Annual return of immovable property by 15th January.

Consolidated monthly statement of charges of Government officers and institutions, by 15th of succeeding month.

Annual return of books received.

Copy of the annual acknowledgement of permanent advance due to the accountant-general, by 5th April.

Annual certificate regarding the rates of pay allowed for the different classes of menials paid for from contingencies, by the 15th April.

Annual return of expenditure on stores purchased in India, by 20th May.

(10) Annual return of officers due to retire in the next official year, by the 1st of July.

(11) Annual return of appointments on communal basis, by the 1st May.

(12) Annual reports regarding admission of Adi-Dravida pupils in Schools under public managements on 1st October of each year.

(13) List of officers whose appointment vests in the Chief Educational Officers, District Elementary Educational Officers by the 7th April every year.

(14) Quarterly list of appeals withheld with reasons for withholding them by the withholding authorities to the appellate authority.

(15) Annual consolidated April returns in respect of establishments borne in the provincial cadres of the Subordinate Educational Service by 10th April.

(16) Half Yearly statements of Military Pensioners newly reemployed in the Education Department during the course of the half year ending with 31st March and 30th September by 10th April and 10th October respectively.

(17) Quarterly list of unanswered references.

(18) Demand, Collection and Balance Statements and Statements of receipts of Government institutions and offices, by the 10th of succeeding month. (Statements from institutions to be sent direct, copies being sent to the immediate controlling Officers).

(19) Annual Certificate of reconciliation of account, by the 5th of May.

(20) Monthly return of visits to Schools.

(21) Monthly return of cases of successful detection of corruption among Government servants during a month by the 5th of the succeeding month.

(22) Quarterly report on the progress of Compulsory Education from the District Educational Officers.

(23) Half-Yearly confidential reports.

(24) P.F. Cases of delay over months in the matter of closure of accounts quarterly.

(25) Annual Financial Returns on Educational Statistics by the 15th June.

(26) Annual numerical returns on Educational statistics.

From Assistant Elementary Educational Officers to the DEEO:-

Monthly abstract of work done and monthly diary, by the 15th of the succeeding month.

Abstract of monthly return of Government Schools.

Annual return of valuable stock, by the 1st July.

Annual return of verification of service registers by 1st week of January.

Annual return of immovable property by the 15th January.

Monthly Report on Schools and public libraries inspected by the 15th of the succeeding month.

Monthly return of visit to elementary Schools.

Monthly Statement of teaching grant released to aided elementary and Middle Schools (to be submitted before the 16th of every month)

Half-yearly Statistics on the progress of Elementary Education.

Quarterly and Annual progress reports on progress of compulsory education.

Monthly statements of TPF deposits.

Quarterly progress report on Adult Education due to the District Elementary Educational Officer by 5th of the succeeding month after the end of the quarter.

Quarterly list of unanswered references.

Also returns Nos. 5,6,7 and 13 in the list of returns due from the District Educational Officer referred to above.

Arrangement of Record:- Chief Educational Officers, District Educational Officers, Assistant Elementary Educational Officer and Additional Assistant Elementary Educational Officer shall arrange the records connected with each district separately and shall keep a general ledger for the entry of communications of a general nature. Other Assistant Elementary Educational Officer shall similarly arrange the records of each taluk or division separately as far as practicable. In all sub-ordinate officers the disposal system of arranging records should be followed. The following paper shall be kept as permanent records:-

- (a) Proceedings of government and of the Director of a general nature, and gazettes (to be bound after the close of the year).
- (b) Important communications, especially those that may be of use in the verification of service registers, and pension applications.
- (c) Registers prescribed in this code/except as directed below.
- (d) Returns prescribed in this code; except as directed below.
- (e) Counterfoils of transfer certificates issued to pupils in educational institutions.
- (f) Orders of recognition granted to elementary schools by the Department, the correspondence relating to transfer of locality and transfer of management.
- (g) Current register. (Personal Register)
- (h) Registers of grants paid.
- (i) Stock and Issue Register of permanent equipment.

73. Destruction of Records :- The following records may be destroyed—

After an interval of one year

1) Return of unanswered references.

Annual returns

Notices of inspection.

Applications for employment.

Correspondence connected with transfer certificate.

Casual leave applications .

Issue register of library books.

Master's casual leave registers.

Office calendar .

Lodged papers.

Applications for admission to examinations in drill and gymnastics.

Personal files of deceased officers.

The teaching practice records of pupil-teachers under training may be preserved for one year after the completion of their training course.

Paper relating to G.P.F. advance after an Interval of two Years

Office journal of inspecting officers.

Travelling allowance bills

District Gazettes, excepting portions relating to educational matters.

Monthly statement of work done.

Miscellaneous returns and accounts.

Correspondence connected with Secondary and Elementary School

Leaving Certificates /

Higher Secondary Course /Matriculation

Indents for stationery, forms and covers.

Correspondence relating to government Technical Examinations ,Secondary School-Leaving Certificate and Diploma in Teacher Education Examinations related to Higher Secondary Course/ Matriculation /Anglo Indian Schools.

Inspection Reports of subordinate officers with review.

Annual Report on the admission of Scheduled Class pupils.

After an interval of three years

Consolidated reports on elementary schools.

Correspondence relating to holidays.

Model lessons register and register of criticism

Stamp account

Despatch register

Tour Programmes

Surrender statements.

Progress register

Permanent closure of elementary schools.

After an interval of five years

Contingent registers and copies of contingent bills.

Lists of recognized and aided elementary schools.

Inspection reports on secondary and elementary schools with reviews.

Proceedings sanctioning scholarships.

Proceedings recognizing former managers of schools.

Fee receipt books.

Stock lists of printed forms.

Abstract of monthly return of board and government schools.

Proceedings sanctioning grants excepting building grants.

Final assignment list.

Correspondence relating to budget and demand collection and balance statement of schools.

Personal files of retired officers.

Master's attendance registers.

Register of teaching and maintenance grant sanctioned for aided schools (provided no audit objection is pending in respect of any school for the period covered by the register).

Daily fee collection register.

Inspection reports of training schools.

Scholarship bills and acquittance rolls.

Cash Account .

Term fee register.

Attendance registers of masters.

Attendance registers of students

Boarding grant applications.

Periodical registers.

After an interval of ten years

Public Instructions Report (annual).

Quinquennial reports should however be preserved permanently.

Others:-

Monthly deposits list of subscription. The revised forms may be retained till the final retirement of subscribed and closure of accounts. The old forms may be destroyed after 5 years.

Files relating to transfer of Provident Fund Account outside the Jurisdiction:- These records may be Provident Fund Account outside the subscribes and the resettlement of their accounts.

Files relating to the closure of Provident Fund Account may be preserved for two years after the final settlement of account.

Duplicate copies of teaching grant bills of aided elementary schools (to be destroyed after the audit for the year covered by the bills is over).

The old list of officers, departmental codes and old petitions of Civil Service Regulations, the Financial Code, Accounts Code, Treasury Code, etc., may be destroyed as soon as new editions have been received.

CHAPTER XIII

Budget Bills and Permanent Advances

74. Departmental Budget –Chief Educational Officers /District Elementary Educational Officers, District Educational Officers, and other estimating officers of the department shall submit to the director concerned each year the following returns relating to their offices and officers and institutions, under their direct control in the prescribed form on the due dates mentioned below and in accordance with the instructions contained in Appendix No IX.

Due Dates for Budget and other Returns

SI No	Name of the budget and other returns	Date for issue of circular	Due date receipt from subordinate officers	Due date for submission to government
1	Statement of numbers and fixed allowances (Due to Finance Department). Revised Estimate.Final Revised Estimate. Surrender Statement	5th June	5th July	1st August

75. Appropriation of budget allotment:- On receipt of final orders of Government on the department budget the details of the provisions for each district and minor head will be communicated to the Chief Educational Officers, District Educational Officer. District Elementary Educational Officers and other estimating officers. It shall be their duty to ensure appropriation of the funds set apart for the various purposes to the best possible advantages and in conformity with the rules and regulations of the Department and to observe all practical economy, without sacrificing efficiency, in expending State money. All Inspecting Officers to whom budget allotments have been distributed should maintain accurate accounts to expenditure as it is incurred and keep their controlling officers informed as to the progress of expenditure.

It should be noted that the mere provision of funds in the budget do not authorize the estimating officers to incur expenditure. The sanction of the competent authority wherever necessary should invariably be obtained to incur expenditure on any item. The revised estimates do not authorize any expenditure on any item. If provision is made for additional expenditure in them, it is necessary to apply separately for the additional appropriation required unless this has already been sanctioned. While applying for additional allotments the Officers should clearly state (1) the need for the additional provision, (2) the original allotment and why it is not sufficient, (3) how the original allotment is proposed to be utilized, and (4) the actual of the previous three-years under the particular sub head.

76. Office Contingent Charges:- Care should be taken to attach to the bills all the necessary vouchers relating to them as required in the rules. The number of vouchers enclosed should also be given in the bill under the appropriate head. The columns in the bills respecting the allotment for the year and the amount spent out of the allotment should invariably be filled up and the balance available should be shown so as to enable the accounts officer to see that the expenditure does not exceed the grant for the year. Contingent bills for Government Secondary Schools and Higher Secondary Schools are countersigned by the District Educational Officer.

77. Travelling allowance bills:- All inspecting officers shall submit for countersignature, not later than by the 15th of the month, detailed bills for travelling allowance for themselves and their establishments and as in the case contingent bills, one bill alone should ordinarily be submitted for the monthly traveling allowance of the whole establishment, and these bills should not be unnecessarily delayed in the offices of District Educational Officers and other inspecting Officers. The allowance should, in no circumstances, be allowed to accumulate and be drawn three or four months after the journey has been made. All claims for TA made after the expiry of three months on

completion of the journey will as, a rule be disallowed unless satisfactory reasons are given for delay. The traveling allowance bills of the District Educational Officers shall be countersigned by the Chief Educational Officers. The TA bills of CEOs, IAS, IMS, CIPE and DEEO will be counter signed by the Director concerned.

78. Counter Signature of bills of establishment.- Those of district Educational Officers establishment, of Heads of institutions under the administrative control of the District Educational Officers and their establishments will be countersigned by the District Educational Officer. The District Elementary Educational Officer shall countersign bill of his subordinates.

79. Tour Advances: These are drawn under the conditions laid down in the Financial Code (See Tamil Nadu Financial Code, Vol. I) In no case a second advance can be drawn before the first is adjusted.

80. Permanent advance:-An Officer who holds a permanent advance to meet the contingent charges of his Office, shall, when he is about to proceed on leave, or is transferred to another station or is otherwise directed to make over charge of his office recoup himself and maintain the full permanent advance, or where this has not been possible, the cash on hand, together with the vouchers for the balance of advance, shall invariably be handed over by every/such officer/ to the officer to whom he makes over charge of the office whether this be his successor designate or any other officer or person to whom he is permitted to deliver charge pending the arrival of his successor. The relieving officer should, at the time of his entering on his duties demand payment in cash or where this has not been found practicable in cash and vouchers, of the full permanent advance from the officer from whom he takes charge before he sends an acknowledgment of the PA to the Accountant-General. On no account will any application from a defaulting officer for writing off a permanent advance be entertained or supported by the Director.

CHAPTER XIV

Distribution of Annual Inspection Work

81. Secondary Schools, Special Schools and Elementary Schools:- The annual inspection of secondary and special Schools ordinarily vests in the District Educational Officer. The annual Inspection of elementary and middle Schools ordinarily vests in Assistant Elementary Educational Officers.

The inspection of Anglo-Indian schools vests in the Inspector of Anglo Indian Schools. The inspection of Higher Secondary Schools will be taken up by the Chief Educational Officer.

82. Deleted

83. Visits to Headquarters:- Timely intimation should be given to the Director by Inspecting Officers of their visits to the State Headquarters.

CHAPTER XV

Inspection Tours

84. Inspection by District Educational Officers:- District Educational Officers, Inspector of Matriculation Schools/ Inspector of Anglo-Indian Schools, District Elementary Educational Officers and other Gazetted Inspecting Officers shall each draw up a programme for every month in the subjoined form and submit it to the Chief Educational Officer and the Director respectively for approval by the 1st May preceding the year to which it relates. It shall be accompanied by two statements, showing the names of schools added and omitted respectively, with reasons therefor.

Month	Week	Educational District	Names of Schools and Office to be visited for Annual inspection	Other work proposed	to be done

In drawing their programmes officers will bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. They will also, in making arrangements for visit or tours or inspection or supervision not explicitly included in their annual programmes, take into consideration the budget allotment for travelling allowances for fuel charges for office vehicles. The allotment should ordinarily suffice for the year.

85. Deleted

86. Tour programmes of Assistant Elementary Educational Officers Additional Assistant Elementary Educational officers will be submitted to the District Elementary Educational Officer Tour programmes for the succeeding calendar year. (Tabular form is omitted).

Besides the above annual tour programme, Assistant Elementary Educational Officers and other Officers mentioned in this article shall also prepare confidential quarterly tour programme of surprise visits to elementary schools One copy of which they will maintain in their personal custody and another they will submit confidentially to the District Elementary Educational Officer. While observing a proper spacing of visits in preparing this programme

they should be careful to see that the spacing is not mechanical and that the surprise visits are not in any way anticipated by the schools.

Assistant Elementary Educational Officers other officers should arrange their programmes taking into account all anticipated holidays vacation and periods of such duties as work connected with the Government Examinations and inspections of primary and Middle Schools so that the working days of schools are fully utilized and no need arises for departure from approved programmes and for requests for anticipation or postponement.

87. Teachers' Associations:- Assistant Elementary Educational Officers/ Additional Assistant Elementary Educational Officers should also take into account in arranging their detailed monthly tour programmes the dates of Teachers Association meetings and central classes in the several centers in their ranges and to make it a point to attend as far as possible all the meetings held every month. The meetings shall be regarded as unique opportunities of meeting the teachers and giving them guidance both directly and by means of demonstration lessons and demonstration activities, collectively to all the teachers and therefore most economically. Teachers association it is the responsibility of Assistant Elementary Educational Officers/ Additional Assistant Elementary Educational Officers to give personal attention to programmes for these meetings prepared by the Secretaries of these associations in order that these programmes are well worth the time and effort spent by the teachers in attending them, in some cases from long distances, while it is a part of the work of the inspecting officers at these meetings to explain departmental circulars, under time should not spent on this matter to the exclusion of other constructive work at the meeting. For this purpose, it should be arranged for translation of Government Orders circulated black boards at the meeting and teachers are thereby enabled to read and copy them so that the later explanation of them by the inspecting officers is more clearly and quickly understood without confusion and loss of time. Demonstrations of craft activities and exhibition both of teaching aids and pupils handicraft products should be arranged at these meetings as often as possible, the inspecting officer in the course of his tours giving the necessary instructions to the concerned teachers regarding outstandingly good instances of potential exhibits, and pupils activities which are worthy of being displayed at these meetings.

88. Deleted

89. Anticipation or postponement of time fixed for inspection:- As a rule the inspection of a secondary or Higher Secondary School shall not be held more than a fortnight earlier than the week fixed in the approved programme of annual inspection, nor shall such inspection be except under unavoidable circumstances and postponed for more than a fortnight after the

week fixed in the approved programme of annual inspection. A week's notice of inspection shall invariably be given to the heads of schools. The same rule applies to the inspection of primary and middle schools and deviations from it may be included in the next month by report by Assistant Elementary Educational Officers. No alteration of an inspection date, which by modifying the route of the officer concerned involves increased expenditure on traveling allowance, shall be made.

90. Annual inspection in the same month of each year:- The annual inspection of each school shall generally be held in the same month of each year. One month earlier or later shall, except in very special circumstances, be the utmost limit of deviation.

91. Work other than annual inspection:- The programmes of Inspecting Officers will provide for visits to schools the regular inspection of which is assigned to subordinate officers and for visits in addition to those for annual inspections. These visits will be for "improvement" and to check the work of subordinate officers. Duties in relation to compulsory Elementary Education as laid down in part I of the Rules relating to Elementary School inspection of subordinate offices and where possible conferences will also find place in the programmes.

92. Establishment to be taken on tour:- Officers should not ordinarily take more than one Assistant. In the case of the inspection of the offices of the District Educational Officers and Chief Educational Officers are permitted to take an additional Assistant.

In the case of office inspection the Superintendent should keep at head quarters as much as possible.

Assistant Elementary Educational Officers are not allowed to take a clerk with them on tour.

93. Posting of Schools for inspection:- The inspection work shall be, as far as possible, evenly distributed over the working months. Primary Schools shall be posted for inspection as far as possible in the order in which they appear in the combined list of elementary schools.

94. Occupation of Government non-residential buildings by officers on tour:- An Officer occupying during tour a non-residential building which is not a Traveller's bungalow and which is not otherwise occupied should pay Rupees Five a day if he is A & B officer and Rupees three a day if he is a C & D grade officer for an occupation of twenty-four hours or fraction thereof.

95. Day on Tour Means:- For the purpose of calculating the minimum period prescribed in the above rule a "day on tour" means a calendar day beginning and ending at midnight. But an absence from head-quarters which

does not exceed twenty-four hours is reckoned for all purposes as one day at whatever hour the period begins and ends.

96. District Educational Officers:- It is one of the duties of the Deputy Inspector attached to the District Educational Officer to assist the District Educational Officer in the inspection of schools.

97. Deleted

98. Subordinate Officer's inspection work not necessarily synchronous with that of Chief Educational Officers:- While programming the inspection of Higher Secondary section by the Chief Educational officer the District Educational officer concerned shall programme to have the inspection on the same day. When a subordinate officer cannot attend a school at the time of the Chief Educational Officers visit, he may perform such part of the inspection as is entrusted to him at any time within a fortnight of such visit. He shall immediately report the result of his inspection to that office.

CHAPTER XVI

The scope and method of Inspection and Inspection reports

Rules Applicable to all Schools

99 (a) Inspecting Officer's behaviour:- Officers should so conduct themselves in a school that their behaviour may be a model for the teachers as well as for the pupils. They will consequently be as considerate to the feelings of teachers and pupils as of their own dignity and avoid manifestations of impatience and dissatisfaction.

(b) Inspection:- In the case of Higher Secondary Schools, joint inspection by the District Educational Officer and the Chief Educational Officer shall be programmed and included in the monthly tour programme. Since the academic qualification has been raised, down the years in respect of District Educational Officers they shall also assess the Teachers in higher secondary standards.

The Inspection shall be for a minimum of one day for all the schools starting from the Morning Assembly and ending with the Inspection meeting. Where the number of Teachers to be assessed exceeds 25, the inspection shall continue for the second day. The assessment of each Teacher shall be based on the personal observation of his teaching and the record of self assessment bearing the comments and general remarks of the Head of the Institution. The annual Inspection shall be compulsory and there should be no arrears.

Whenever need arises, the Inspecting Officer shall co-opt not more than 3 subject experts who shall be retired persons in the grade of Inspecting

Officers (CEO – DEO), Heads of Institutions and PG Teachers. Their TA and DA shall be met from the General funds in the case of private schools and from the amenity fee fund in respect of other schools.

100. Mode of examining the pupils:- In examining pupils they should similarly seek to make their work a model of good school method and be on their guard against obscurity and repetition in questioning.

101. Other things for Inspection:- Officers must be on their guard against postponing the examination of the pupils and investigation into the condition and adequacy of the accommodation and apparatus, staff sanitation, moral tone, provision for Physical training library and register. These are all antecedent conditions of good teaching work and demand the first attention of an inspecting officer.

102. Utilisation of grants-in-aid.- Inspecting Officers should take care to note any case in which a building for the erection or extension of which a grant-in-aid has been given is being diverted from the educational purpose for which the grant was given. They should also carefully check utilization of grants-in aid for the purchase of furniture, apparatus, maps and books. When recommending the closure or/and withdrawal of recognition of any school they should examine if the school has been paid building or and equipment or and other grants and to what extent and by what means such grants are recoverable in consequence of the closure of the schools. For the purpose they shall ensure that the registers in which grants are recovered are maintained up to date and with all the necessary particulars.

103. Government of India resolution on education and Inspecting Officers.- The following extract from the Government of India Resolution on Education (1904) is as true today as it was nearly a century ago and every Inspecting Officer would do well to appreciate its full significance and bear it in mind in connection with his work.

“Inspecting Officers should be much more than mere examiners. They should not only judge the results of teaching but should guide and advise as to its method and it is essential that they should be familiar with the schools in their ordinary working conditions. The work of the school should be defined with reference rather to the courses of instruction followed than to the examinations that have to be passed and rigid uniformity either in the arrangements of subjects or in the classification of scholars should be avoided, free play being given to the proper adaptation of the working of schools to their local circumstances”.

It should be remembered by the Inspecting Officers that the inspection of schools are not isolated units of the work but they form part of their larger function of promoting education in the areas under their respective jurisdictions.

They should not stop with recording their impressions and suggestions in their reports but should assist in their follow up by giving guidance to the teachers at the inspection conferences, by assisting the headmaster and the staff in obtaining the co-operation of parents and other local residents, by promoting beneficial new endeavours by visiting schools on other occasions than formal inspections (and in the case of elementary schools by surprise and improvement visits referred to latter) and by the maintenance of an understanding critical and intelligent interest in the schools when correspondence relating to them passes through them. From their inspection reports and their general interest in the work of the schools Inspecting Officers should be in a position to assess not only the merits of the individual schools but also the programme of education in its several aspects and the chief merits and prevailing common defects in their jurisdiction.

The statistical and factual information to be recorded in the inspection reports should be as full and as complete as possible so that the inspection report serves as a record of reference for the inspecting Officer in all matters which may arise in the course of the year. It is often found that many questions which arise relating to individual schools or to the administration of grades or kinds of schools, can often be decided with reference to the information and figures contained in the annual inspection reports if these reports at the time of their preparations are made fully comprehensive and that it is necessary whenever any question is to be decided to call for "information and remarks" from subordinate offices, this protracting the decisions.

Inspecting Officers, should bear in mind this valuable second purpose of their annual inspection reports over and above the first purpose of reporting on the achievements and general condition of the school and therefore devote sufficient attention to the reports to obviate unnecessary correspondence on matters of information which the reports are expected to contain, For this purpose, Inspecting Officers should also pay personal attention to the timely writing, fair-copying and submission of their inspection reports realizing that belated reports defeat the objects of inspection and reduce the time available for improvement on the basis of the inspection.

104. Relations of Inspecting Officers with Management.- Cordial co-operation of Inspecting Officers with the management is essential for the welfare of the schools. Great care should be taken to avoid all appearance of dictating orders to managers or teachers in non-departmental schools. It should be made quite clear that attention to suggestions and remedying of defects (within reasonable limits) is a necessary condition of continuance of recognition or aid. Failure on the management's part to co-operate with the department is no reason for anger or discourteous words.

105. Criticism of teachers. – No teacher should be criticized in the presence of hearing of pupils. Nor should teaching in a class room be interrupted by the Inspecting Officer when once the teacher has been asked to proceed with the teaching until a stage is reached in a lesson which permits the questioning of the pupils by the Inspecting Officer or the continuance of the lesson by him by way of demonstrating to the teacher how it should be conducted.

As the teaching notes of the teachers are expected to be on table, the Inspecting Officer should be able to follow the progress of the lesson and the methods employed by the teacher with reference to those notes and this would obviate any need to obtain information from the teacher in the course of the lesson. If the Inspection Officer finds that there are points relating to the lesson or method which have to be discussed with the teacher he should make a note of them in his notes and discuss them at the inspection conference.

It is desirable that even such information as to why a certain map or picture is not used can much better be obtained at the conference than in the class unless it can be unobtrusively obtained in the class room from the teacher, without any interruption to the lesson. In assessing the work of a teacher, not only his teaching in the class room, but his preparation as indicated by his notes throughout the year by the visual teaching aids collected or made by him and the recorded work of the pupils as the results of any practical work done by them should be taken into account.

The Inspecting Officer should remember that he is judging the work of a year by sampling it by a few lessons given on the day of the inspection and should be cautious against making hasty conclusion. He should at the same time bear in mind the feelings of the teacher in such a situation and be careful to put him at ease and not to say or do anything that might disturb his tranquility while proceeding with his work.. No teacher of a school under private management should ever be reprimanded by an inspecting officer. If an officer sees signs of slackness or incompetency of a teacher's part his obvious duty is to bring it to the notice of the management.

106. Constructive criticism. In order that criticism may be constructive it is essential that a general survey should be made of the organization of the school as a whole. A certain period of each inspection should be devoted to watching the teachers and pupils at their customary work, their customary places, according to the time table in force.

107. Criticism of method:- Caution should be exercised with regard to criticism of methods. They should be judged by their results. The Inspecting Officer should not fail to go through as much as possible of the representative work of the pupils as seen from their recorded work in the form of written

exercises, maps, albums, scrap-books, constructions to the school museum, minutes of self-governing institutions run by the pupils within the school like junior Red Cross, School Parliament, Scout Patrol records, Safety First Associations, etc.

Originality and independent thought should be encouraged and teachers induced to abandon methods which are obviously unprofitable by being made to think about them rather than by any arbitrary pronouncement of opinion on the Inspecting Officer's part.

108. Caution necessary in judging teachers.- Before pronouncing a teacher to be incompetent to handle a subject the Inspecting Officer should carefully watch his teaching and its results and record his impressions. Very often it will be wise to defer a final judgement till a second visit.

109. Inspection conference.- A conference should be held with the staff at the close of inspection. Such a conference affords the best scope for discussing with immediate reference to examples observed at the inspection the merits and results of methods and other class room problems. The remarks recorded in the report should be made with reference to such discussion at the conference. Adequate scope should be given to the teachers to express themselves instead of the Inspecting Officer appearing to dogmatise on any particular point of view of his own. Those conference should be so conducted that, far from the teachers anticipating certain set of opinions they should look forward to it, as a welcome opportunity of benefiting by the discussion at the conference. Even in the case of elementary schools, especially if they are large it should be possible for the inspecting Officer to help a brief conference.

110. Inspection of remarks of the previous Inspecting Officers.- Inspection should always be conducted with reference to the remarks and instructions made on previous occasions by the Inspecting Officer or his predecessors. It is only if this is done that the series of reports on a school will constitute of a body and cumulative criticism which may be expected to be of material assistance in the development of the school.

111. Text Books.- The text books in use should be carefully examined with a view to ascertain the use of books brought out by the Tamil Nadu Text Book Corporation and books approved by the Education Department.

Rules applicable to Primary & Middle Schools.

112. Place and time of inspection.- Every inspection shall be held in the school premises unless the manager expresses in writing his desire that it should be held elsewhere and supports his request by adequate reasons. In this case school premises should be inspected immediately after the rest of the inspection is completed. The inspections of schools usually held in the day

should in no case begin after 4 p.m. or continued after 6 p.m. and the usual intervals should be allowed for meals, recreation, etc. Only schools that habitually meet on Sundays may be inspected on that day. Schools held at night time should be inspected during their usual meeting hours.

113. Syllabi, Schemes of work and Time Tables.- A careful scrutiny of the syllabi, schemes of work and time tables in use in the school forms an important part of every inspection. Such scrutiny should include how far the departmentally prescribed syllabi are followed-whether any omissions, variations or additions are justified and whether the assignment work prescribed receives adequate and sustained attention. The extent to which syllabi have been elaborated into, monthly or periodical schemes of work and the preparation notes of teachers should also be examined carefully. Time-tables should be examined to ensure that proper attention is paid to all aspects of work mental, manual and physical.

Whole unauthorized variations should be noted and discouraged, instances of initiative and originality where they are perceived should be recognized and appreciated.

114. Compulsory Subjects.- An inspecting officer should ensure all the compulsory subjects receive the necessary attention. This is particularly important in the case of newly introduced activity subjects, like handicrafts, music, physical education.

115. Adequacy suitability of teaching staff.- As teaching grants are calculated according to the Rules relating to Recognition and Aid Elementary Schools in the case of aided schools and on the approval of the number and qualifications of teachers in elementary schools under public management is also based on the same rules. It is of the utmost importance that the number and qualifications of the teachers are carefully scrutinized and the results to the scrutiny recorded in the inspection report. Too much emphasis cannot be laid on the careful scrutiny of the teachers' professional certificates. But the general remarks on the adequacy and suitability, or otherwise of the staff and particular remarks about the certificates of the teachers should be clearly and unambiguously recorded in the report, so as to obviate unnecessary and avoidable correspondence in the remedying of any defect which may be found either in relation to the needs of the schools or in respect of the qualifications of the individual teacher. The instructions of the Director concerned in regard to the scrutiny of original certificates at the inspection or, only in exceptional cases, within the time prescribed, should be scrupulously observed. Inspecting officers should realize the waste of time and public funds when they fail to carry out the instructions and the enormous correspondence relating to the recoveries of overpayments, appeals on disputes can be considerably reduced

if Inspecting Officers devote sufficient care in the first instance to this matter at the time of inspection and record fully the prescribed information.

Equally great care should be exercised in respect of the scrutiny of the age of the teachers, so that prompt action may be taken in cases where there are discrepancies, tampering with the dates of birth in the certificates and continuance in service of over aged teachers. The age furnished for the purpose of the entry in the teacher's certificate. In the case of certificates which do not bear the age or date of birth, the age should be admitted only on the production of an alternative authentic record; wherever the Inspecting Officers find discrepancies and tampering of entries regarding dates of birth in the Teacher's Service Registers they should check the entries with reference to the entries made in their S.S.L.C s and if they do not agree, the matter should be immediately reported to their immediate superior.

116. Deleted

Registers relating to teachers service

117. The teachers Attendance Registers.- The teachers attendance register will always require special scrutiny, and its proper maintenance should be one of the main conditions of aid. In the case of all teachers the periods of their service and leave as furnished in the monthly returns for the schools should be verified with reference to the teachers, attendance register and the verified periods of service and leave during the inspection year should be clearly recorded in the inspection report. If an inspecting officer suspects that a person included by the management in the list of teachers is not a bonafide teacher, he should make full inquiries and promptly submit the results of his inquiries with a written statement by the management to the District Elementary Educational Officer.

The teachers attendance register should be scrutinized both at inspections and at visit. If any teacher or teachers are found absent at the inspections or at any other visit the names of such teachers should be noted in the remarks recorded in the inspection book, whether it be an inspection or a visit and noted by the Inspecting Officer in his own records. A note should also be made whether the absence has been satisfactorily explained or not, giving reasons.

Teachers Service Register.- In the case of aided elementary schools teacher's Service registers form a most important basis for the assessment of grants and should therefore, be scrutinized as carefully as the teacher's certificates, to ensure that the payment of salaries and observance of conditions of service are in accordance with departmental rules. Any irregularity discovered should be immediately noted and steps should be taken to remedy it in the manner provided for in the rules.

Teachers Acquittance Roll.- The teachers acquittance roll is a record of equal importance with the teachers, attendance register and should invariably be scrutinized not only at an inspection but also at every visit. The periods up to which the salaries have been disbursed should be noted and attested by the Inspecting Officer on every occasion. Prompt action should be taken in every case where there has been delay or other irregularity in the disbursement of salaries or discrepancy with the terms and conditions of service according to the teachers' service register.

118. Examination of pupils.- The examination of pupils forms the most important part of all annual inspections. The examination has in recent years assumed a much more comprehensive scope than that of testing the pupils and assessing their attainments according to their respective standards and in the several subjects of the curriculum. The results of the examination shall be recorded in terms not only of the proportion of pupils whose attainments are up to requirements of their respective standards but also of the relationship of these results with the period of study of the pupils in the respective standards, so that the degree of stagnation of pupils for more than the normal period of study in every standard is estimated and the relationship to the annual enrolment in the first standard and the proportion of that enrolment which continues without withdrawals in the schools indicating the extent of wastage in the schools. It is also necessary for these purposes to examine the admission register and record sheets of the pupils. Apart from the assessment of the results as above, Inspecting Officers should also investigate the extent of the service of the school to the population of the area served by it, especially the number of children of school-age in the area. Based on these results suggestions should be given by Inspecting Officers on the lines on which the school can be made fully serviceable to the population.

In the examination of the pupils themselves, the inspecting Officers' aims should be to find out the strong and weak points of the teaching and not to puzzle the pupils. His question should be models to the teachers and be based on his own intimate knowledge of the syllabuses and the text-books and his examination of the teachers, schemes of work and notes of preparation. It could be a good plan for the Inspecting Officer himself to prepare and use graded lists of questions and exercises, suited to his Block. The results should be recorded in the report in definite and objective terms indicating the exact defects, if any, and not in such vague terms as "Fair" or "Satisfactory". Before coming to any conclusion the Inspecting Officer will also find it useful to ask the teacher to examine the pupils in his presence both by way of a test and in the course of a lesson. It will also be part of the examination to test how far the various visual aids to teaching have been adequately used and the pupils are familiar with them. A part of the examination should be devoted towards

the testing of the application of the lessons learnt in school by the pupils to their daily practical life and observations outside school.

119. Relation of inspecting Officers with Parents:- The Inspecting Officer should always try to meet the leading residents of the locality after inspection to discuss school affairs. He should endeavour to establish and maintain friendly relations between the teachers and parents by pointing out ways in which they can help one another. The formation of local parents associations or the establishment of small school committees must be encouraged in every way. Such organizations should be regarded merely formal, but every step should be taken by the children of the village to make them living factors in the cause of the improvement of the school. The Inspecting Officer should endeavour to understand the real difficulties, if any, of the parents and suggest ways and means of overcoming them. It is by his contact with the parents and the local residents that the Inspecting Officer can be in a position to give effect intelligently to the departmental instructions on the adjustment of school hours, holidays and vacations in accordance with the local interest and create a feeling that the welfare of the school is their own intimate concern and that the teachers alone single handedly achieve the object of the school and that their co-operation is an essential condition for the success of the school like the success of other village civic and social endeavours.

Meeting of parents Associations

These should be convened in addition to and not in the place of informal talks and personal appeals. Many teachers appear to regard those meetings as consisting merely of entertainments and the inspecting Officers should dispel this idea and impress on them the constructive aspect of the meeting. This however, does not preclude exhibiting to the parents examples of their children's achievements, but the main aims of propaganda should never be lost sight of. There is often a tendency to make annual Parents Day a gala day not so much for the parents themselves as for all the people in the village by arranging entrainments which lose sight of the aims being in unmanageable crowds who often keep out, for want of space, the very parents for whose education the function is arranged and who have been specifically invited for the occasion. This danger, arising from a too disproportionate attention to the entertainment should be guarded against. The best way will be to keep pure entertainments distinct from parents-day meeting.

It will be a useful device for the purpose of the follow up for the inspecting officer to maintain a small note book in which details of the welfare scheme may be briefly noted, along with the names of the local person seen. When visiting the village on a later occasion, the same persons can be seen and the effect of previous welfare schemes gauged. This alone will help to

induce a serious attitude in the local persons even if the first effort of welfare scheme has not had the desired effect. Such a device will help continuity of welfare scheme which is an essential element of its effectiveness. The note-book need not be different from the one in which attendance etc., at visits are noted provided that instead recording visits in chronological order a page is allotted to a school and all notes regarding the school are made in the page.

120. Deleted

121. The Inspection Book:- In the inspection book to be maintained in all elementary Schools the following entries should be made.

- (a) Chief points noted in the inspection with reference to (i) enrolment in relation to the School – age population of the area, especially girls and children belonging to SC/ST and MBC communities (ii) the potential contribution to permanent literacy, (iii) the distribution of the strength among the several standards, (iv) effectiveness of School organization, teachers preparation of lessons and aid, teaching and practical work, (v) extent, cause and remedies of stagnation and wastage. (vi) All indicators like Access ratio, GER, NER, Droop out rate, Promotion rate, Transition rate etc., should be maintained in registers.
- (b) A general estimate of the work of the School as a whole :
- (c) Material requirements of the school in such matters as accommodation, equipment, staffing and similar facilities to be provided for the management.
- (d) Improvement to be effected by the efforts of the teachers.
- (e)
 - (i) In the case of aided Schools conducted by teacher managers, the proposals made with reference to the grant;
 - (ii) In the case of all aided schools the proposals made, with reference to grants of individual teachers and the maintenance grant;
 - (iii) In the case of schools under local bodies recommendation of sanction, if any, to be taken against the teacher or teachers, specifying them by names and giving reasons.

The following further points should be carefully noted in connection with the inspection book:-

(i) All remarks should be concise, clear, definite, courteous and in the vernacular with which the headmaster is best acquainted (see Appendix 7) To convey much information clearly in a few words should be the aim of each officer.

(ii) In each inspection book the page should be numbered. It should be understood that the School show the inspection book containing the record of the last inspection is not produced is liable to loss of grant.

(iii) It is by no means necessary to enter remarks in the inspection book according to all the headings of the Annual Inspection Report form. In a school where the manager is not a teacher; Inspecting Officers should be most careful to avoid saying, doing, or writing anything that would tend to diminish the teacher's respect for his secretary and the secretary's authority over his teachers.

(iv) The remarks should be entered on the spot and in no case should the inspection book or any other record be removed from the school by an Inspecting Officer. Where however any particular school register or record is required for purpose of reference by the Inspecting Officer, a receipt should be given for the register or record taken away from the school and the register or record should be returned to the school as soon as possible by registered post or other responsible channel against the acknowledgement of the Headmaster.

122. Conference with the staff:- At the conference with the staff at the close of the inspection the remarks made in the inspection book should be explained.

123. Report of inspection of elementary schools:-

(i) A report in the prescribed form on the annual inspection held during the preceding month should be submitted by the 15th day of each month to the District Elementary Educational Officer.

(ii) In the case of schools under private management where the manager is not a teacher, a copy of any remarks which are made in the Inspection report in regard to the management of the School and which have not been entered in the Inspection book as they might diminish the teachers respect for the manager, should be furnished separately to the manager.

(iii) In the case of schools under public management a copy of the inspection report should be submitted to the District Elementary Educational Officer of the Schools.

(iv) The District Elementary Educational Officers will promptly review all the annual inspection reports received by them every month and forward copies of such reviews directly to the managing authorities of schools under public management, together with copies of the annual inspection report; copies of such reviews of schools under private management will be furnished to the managers by the Assistant Elementary Educational Officers concerned. The return of the reviews in such form as may be prescribed from time to time, shall be submitted by District Educational Officers to the Director of Elementary Education.

(v) The annual inspection reports shall be submitted in the prescribed form with all the statistical and actual particulars fully and accurately entered and the remarks made concisely and clearly as explained in Article 121.

(vi) In the case where the defects include serious irregularities of fraud so as to justify in the Officer's opinion decreases in grant larger than those ordinarily prescribed or the withdrawal of recognition, or action against the management or individual teachers under the Tamil Nadu Educational Rules or the Rules relating to Elementary Schools, a special report should be submitted separately along with annual inspection to the District Elementary Educational Officer.

124. Surprise visit and visit for 'improvement':- In addition to annual inspection, surprise visits and visits for improvement should be paid by the Assistant Elementary Educational Officers to all the elementary schools in their jurisdiction. Every school should receive at least three such visits during the year. The dates of these visits should not as a rule be communicated to schools before hand. The special aim of these other visits should be to see the school in its normal condition without special preparation for inspection to note what attention is being paid to the suggestions made at annual inspection and if necessary to supplement these suggestions.

The Inspecting Officer will be able to devote special attention to special points and to spend more time in the giving of model lessons and in watching the working of the whole school that will as a rule be possible at the time of annual inspection – Even in the case of surprise visits the aim of improvement should be evident and remarks and suggestions should be based on those made at inspection.

The aim of surprise, in addition to the general aim of improvement, is that of judging the condition and progress of the school as reported in their monthly returns in comparison with actually prevailing condition when visit without notice. As the assessment of grant to aided schools and also periodical recommendations regarding the accommodation, staffing and equipment of schools under public management are based upon the monthly returns of the schools it is most essential that attention should be paid at surprise visits to the verification of all the facts and figures furnished in the monthly returns. It will not therefore, be sufficient for the Inspecting Officer to be satisfied with merely noting the strength and attendance at the visit and whether he found the school in working order or not .

He should make a quick inspection of the entries in all the registers since the time of his previous visit, find how far the time-table is followed, judge how far the teachers are regular in their attendance and industrious in their work and spend some time in watching the class at work. The instructions issued by the Director in respect of surprise visits should be fully observed and carried out. Hurried visits for the purpose of a normal fulfillment of programme are to be highly deprecated – A visit should ordinarily last in the case of small

schools at least half an hour and in the case of larger schools proportionately longer, if it is to justify its purpose Action in respect of irregularities found in school not under the Inspecting Officers, jurisdiction should be taken by correspondence with the officer under whose jurisdiction the school is. No remarks other than a note of the strength and attendance of pupils and of teachers and how far the time table was found being followed should be entered in the inspection book of the schools. The efficient administration of elementary education depends largely upon the frequent contacts of the Inspecting Officers with schools in their normal condition and with the residents of the areas where the schools are situated. The only means to such contact are surprise and improvement visits.

Too much emphasis cannot, therefore, be laid on this aspect of the work of Inspecting Officers. They should not only plan their programmes to provide sufficient time for this work so as not to carry it out in any hurried or desultory manner but also see that areas and schools which require more frequent visits than others receive such visits and that unnecessary time is not spent in superfluous visits to efficient schools and schools in urban and educationally advanced areas such as the headquarters of the offices. If any serious defects are noted at these visits they should of course be taken to the notice of the District Elementary Educational Officer.

C. Rules applicable to Secondary Schools / Higher Secondary Schools

125. Place and time:- Inspections should invariably be held in the schools premises and ordinarily on the usual school days and within the usual school hours.

126. Inspection Report:- A proforma of inspection report is given in the annexure. The inspecting officers should go through each and every item carefully and give their personnel remarks on items wherever necessary.

127. Submission of report:- District Educational Officers shall submit to the Chief Educational Officer concerned a report, in duplicate in the prescribed form of each annual inspection, within a month from the conclusion of it. They shall forward at the same time a copy of the report to the secretary or correspondent of the school. The Chief Educational Officer shall review the report and submit to the Director a copy of the report together with a copy of the review thereon for record and reference to his office. The Chief Educational Officer shall submit the report in the prescribed form in respect of Higher Secondary Schools to the Director within the period of one month referred to above.

128. Scope and method of inspection:- The scope of the inspection of secondary and Higher Secondary Schools is indicated in the report form for

each. It is not desired that all officers should for all Schools follow a prescribed method of inspection. Inspection proper, observation of teaching, examination of Oral and written performance of pupils, conferences with teachers, will in varying proportion enter into the procedure of every inspection.

It is important that the examination of pupils should be used as a means to the end of estimating the efficiency of the teaching and not viewed as an end in itself the maintenance of pupils, Secondary Schools Leaving Certificates and the system of marking in school will need particular attention and the Inspecting Officer should spare no efforts in checking the working of the latter by comparing its results with those of his own observation of the progress in individual pupils. He will similarly check some of the entries as to special aptitudes and character. The general instructions given in Article 103 should be carefully observed in the drafting and submission of Tabular Annual Inspection Reports.

129. Comparison of inspection results from year to year:- The inspection report form no longer provides for entries as to the action taken on remarks in previous reports, because it is taken for granted that each inspection will be carried on in the light of that record or that preceding it. This is of the essence of “constructive” inspection work and inspection reports should show clearly that the Inspecting Officer is seeking to build on his own or predecessor’s foundations.

D. Rules applicable to Anglo – Indian Schools

130. Anglo – Indian Schools:- The above rules will apply to the inspection of Anglo–Indian Schools except in so far as their inspection is regulated by the Code of Regulations for Anglo- Indian Schools and the inspection report form. Inspection reports on all Anglo Indian Schools should be submitted to the Director.

E. Rules applicable to Special Schools and Oriental Schools

131. Oriental Schools and Special Schools :- Reports on Oriental Schools in the prescribed form, shall be submitted to the Chief Educational Officer within one month from the date of conclusion of the inspection.

CHAPTER XVII

Duties of Inspecting Officers in relation to the Scheme for the Award of Secondary

School Leaving Certificates.

132, 133, 134 & 135 - Deleted

CHAPTER XVIII

136, 137, 138, 139 & 140 - Deleted

CHAPTER XIX

Correspondence with Local Bodies

141. Correspondence of Chief Educational Officers and District Educational Officers with Local Bodies:- Chief Educational Officers, District Educational Officers and District Elementary Educational Officers shall correspond with presidents of Local Bodies and Commissioners of Municipalities on question of enrolment of students, improvement of infrastructural facilities, etc.,

142. Deleted

143. Form of address:- Since the relation of inspecting Officers to Local Bodies is merely that of advisers on educational matters, all communications between such officers and Local Bodies shall be in the ordinary letter form. Papers transmitted to Presidents and Executive Officers of Municipalities without any covering letter should be endorsed "Forwarded".

CHAPTER XX

Inspecting Officers and Private Educational bodies

144. Encouragement of Private effort in Education:- It is the duty of officers of the department to encourage private effort in education, and to do all in their power by judicious advice and timely information to direct it into profitable channels.

It is also their duty to discourage by all legitimate means the opening of unnecessary schools in a spirit of mere factious competition.

145. Conference:- Under the order of the Director, Inspecting Officers may hold conferences of managers of schools and others interested in education, with a view to mutual benefit and to elicit public opinion on important matters.

146. Correspondence:- Correspondence from managers of all institutions or their authorised agents shall in the first instance, be addressed to the Inspecting Officers. All correspondence from and to Inspecting Officers shall be with the recognized manager or his agent or local correspondent, Secretary of the school approved by the department. Heads of institutions who are not managers or their authorized agents shall not address inspecting Officers direct, except in cases of emergency and under the general or special permission of managers, and Inspecting Officers shall not address them direct except in

cases of emergency or for collection of statistics or for conduct of Government Examinations.

147. Form or mode of address:- All communications from managers or their agents to offices of the department will be by letter. District Educational Officers, Secretaries, Chief Educational Officers Secretaries, when corresponding with managers of schools not under their Inspection shall use the letter form of address. Whenever any orders are communicated, the memorandum form any be adopted, such correspondence being treated as merely passing through the Inspecting officers. Similarly, when any information is called for from a private manager by the Director or by a Superior Inspecting Officers, Subordinate officers may endorse the information on the same and submit the communication as an original reference. To facilitate business, officers may call for information by endorsement asking for it as a favor, from their superiors and from managers of institutions not under their inspection; but this form of address must be used with discretion and tact, so as to avoid giving offence.

148.A. DUTIES OF THE CHIEF INSPECTOR OF PHYSICAL EDUCATION

1. Review of the Inspection reports of Physical Education of Regional Inspector of Physical Education in the State.
2. Organised control of Physical Education in all secondary and Higher Secondary Schools for boys in the State.
3. Inspection of Physical Education work in all the boys Secondary and Higher Secondary Schools in the State.
4. To arrange for the conduct of Refresher course to Physical Education Teachers working in the High and Higher Secondary Schools.
5. To advise and approve the formation of District Athletics Association for boys and the rules for the conduct of the Games tournaments and athletics contests for boys.
6. To advise District Educational Officers in the state on matters relating to Physical Education.
7. To assist the Commissioner of Government Examinations in the conduct of examination for the award of Government Certificates in Physical Education.
8. To offer guidance in the formation of the syllabus of Physical activities for boys.
9. To give lectures on Physical Education and address and convene conference of Physical Education personal relating to Physical Education of boys.

10. To organise and conduct displays demonstrations and exhibitions on Physical Education for boys.
11. To organise and conduct Children's rallies and Youth Festivals.
12. To conduct State Level selection Trials and sending the Tamil Nadu School contingent to take part in the National Level Meet conducted by School Games Federation of India.
13. To organise the State Level Republic Day Sports & Games for High School Students and Bharathiyar Day Tournaments for Higher Secondary School Students every year at District Head Quarters.
14. Director of School Education is the inspecting authority of Chief Inspector of Physical Education Office.

148.B. DUTIES OF REGIONAL INSPECTOR OF PHYSICAL EDUCATION:-

1. The Regional Inspector of Physical Education shall inspect all the boys Secondary and Higher Secondary Schools in the district.
2. He shall form the District Athletics Association for boys and make arrangements for the conduct of games tournament and athletic contests at the Zonal, District and Divisional levels.
3. He shall select talented children in games and sports activities in the district.
4. He shall approve the purchase of permanent sports articles.
5. He shall write off the condemned articles in schools.
6. He shall inspect all the records and registers pertaining to physical education activities.
7. He shall advise the Headmasters and the Physical Education Teachers in the proper implementation of the Physical Education programme.
8. The inspection should include verification of games articles, Attendance Register of students, Notes of lessons of Physical Education Teachers.
9. He should attend Educational District Sports meet, Divisional meet and General Body meeting of the Athletics Association without fail.

Note : The Chief Inspectress of Physical Education and Regional Inspectresses of Physical Education are the inspecting officers of "Physical Education" in Secondary and Higher Secondary Schools specially provided for girls. Their duties and responsibilities are the same as for the Chief Inspector of Physical Education and the Regional Inspectors of Physical Education respectively.

149. ROLE OF HEAD OF THE INSTITUTION

As far as the school is concerned, the Head of the institution is the first inspecting officer. Besides being a subject teacher, he/she should supervise and observe the classroom teaching of other teachers. He shall be the leader among the teachers.

As a social reformer, he should mingle with the society, should command the respect of parents and the public. Head of the institutes is the watch tuner of the community. He should win the confidence of the staff members and staff council should be formed in the beginning of the academic year. He is the hub of the entire activities in school.

As an administrator, he/she should be well versed with the rules and regulations of the department of Education. In financial matters like pay fixation, sanction of increments, claim of pensionary benefits etc, he should scrupulously follow the rules and guidelines. He will be personally held responsible for any financial irregularities especially in the maintenance special fee fund account.

As an officer, he should personally go through the tapals received from the Educational authorities and reply should be sent promptly within the prescribed time limit. He should check up the Personal Register and Dispatch Register periodically. The Head of the institution should, on no account, utilize the services of the teachers for office work during school hours.

As an academician, he shall focus his full attention towards maintaining academic standards of the children cumulatively, periodical unit tests and terminal examinations should be conducted and special attention should be given to educationally backward students in each section. The services of Non Government Organisations and retired teachers available in the locality may be utilised for teaching work when the posts of teachers are vacant for a long time, availing the Parent Teachers Association's support.

As an officer with enormous financial powers, for collection of fees and funds, and award of scholarships, he shall maintain accounts and exercise control over the funds in accordance with rules and regulations prescribed by the government or officers under the authority of the government.

The Head of the Institution should have basic knowledge of all extra curricular and cocurricular activities. He should lend all support to the teachers in charge of these activities.

He should be aware of all government welfare schemes and implement them without giving room for any complaint. During the tenure of his service in an institution as Head he should strive to shine like polestar permeating the

light and in flushing other people in the fraternity. In short a good Headmaster/Headmistress is not born but made as he grows professionally.

150. IMPLEMENTATION OF GOVERNMENT WELFARE SCHEMES:-

To achieve universalisation of Elementary Education, the government of Tamil Nadu is implementing various welfare schemes like, Free supply of nutritious noon meal, Free supply of Text-books, note books, uniforms, and award of scholarship for SC/ST students and fee concession for SC/ST/MBC and BC students. Details of concession, scholarships and awards are given in detail in the "Tamil Nadu Educational Rules". The inspecting officers should be well versed with all these schemes and supervise the implementation of the schemes in full in his jurisdiction.

SARVA SIKSHA ABIYAN (Education for All)

With a view to achieve the objectives of "Education for All" the Government of India and the Government of Tamil Nadu have invested huge amounts. To ensure cent percent enrolment, to reduce drop out rate and to ensure minimum quality of education for the students, various strategies are adopted. The Chief Educational Officers and the District Elementary Educational Officers shall jointly operate the allotted fund. Infrastructural facilities like class rooms, Drinking water, Toilet facilities should be improved with the involvement and participation of teachers and the community. The inspecting officers should make arrangements for providing in-service training for teachers. All the indicators of educational development should be arrived at the block level and district level and necessary follow up action must be taken. The inspecting officers should give priority for the education of socially, economically and educationally backward children. They should ensure effective supervisory mechanism to achieve the goals.

151. INSPECTING OFFICERS UNDER DIFFERENT DIRECTORS.

Though the Chief Educational Officers, District Educational Officers and District Elementary Educational Officers are under the control of the respective Directors, they have to engage themselves in various educational activities connected with other Directors. This requires lot of planning, preparation and co-ordination on the part of the Educational Officers serving in the District.

Usage of Modern equipments--- Inspecting Officers are at present gifted with the availability of modern communication facilities. All relevant data from schools should be collected and computerised. They should avoid asking for

particulars repeatedly from schools. All statistical particulars should be collected, analysed and reconciled at least once in a year at the beginning of the year.

Monthly Meetings -- The inspecting officers must conduct monthly meeting of Heads of the institutions. The "Agenda" of the meeting should be circulated in advance and the minutes of the meeting should be communicated to the participants. The venue of the meeting should be changed every month in consultation with the Headmasters Association. Effectiveness of this meeting shall depend not merely telling only what is expected from them but what is expected by them from the inspecting officers. The inspecting officer says what he means and means what he says. This assertive discipline should be the watch word in such meetings.

APPENDIX I

Reports of transfer of charge

Copies of reports of transfer of charge in the case of officers in offices and institutions which are not directly subordinate to the Director and the Divisional CEO Inspector but whose appointments vest in them should be submitted direct to the Director or the Divisional Inspector as the case may be on the date on which such transfer or assumption of charge takes place; at the same time the original of the report will be submitted to the officer's immediate superior.

In the copies of reports so submitted, the number and date of the Director's proceedings or any other authority under which the transfer of charge was which take place under separate orders.

The original report submitted to the immediate superior which should invariably state whether a copy has been submitted direct to the Director need not be sent to the Director, but in cases where the joining time has been exceeded, or which there is any other irregularity, such as overstayed leave, the immediate superior concerned should forthwith bring the irregularity to the notice of the controlling officers through the proper channel.

Copies of the reports referred to in (1) supra shall be submitted as indicated below:-

In the case of Assistant Educational Officers by themselves.

In the case of teachers, and others, in schools including Headmistresses or Headmasters-By Heads of the Schools concerned.

The reports should be submitted by means of letter

APPENDIX-2

Casual Leave and Special Casual Leave (Please see “The Tamil Nadu Casual Leave Rules” printed separately in this code)

APPENDIX 3

Instructions regarding the submission and Receipt of Petitions and other papers of same class addressed to Government of Tamil Nadu.

Definitions:- In these instructions- ‘Government’ means the Government of Tamil Nadu ‘Petition’ includes memorials, letters and applications of the nature of petitions.

II. Scope of instruction :- (1) Save as hereinafter provided these instruction shall apply, so far as may be, to all petitions addressed to the Government.

(2) They shall not apply to Petitions which are appeals preferred by persons holding posts under the administrative control of Government under the rules governing the conditions of their service or under the Constitution of India;

Petitions relating to Bills pending before the State Legislatures; such petitions are governed by the Standing orders of the Legislature;

Petitions submitted by or on behalf of the convicts under sentence of death; and

Petitions addressed to the Governor by persons who are or were serving in posts under the administrative control of this Government in respect of matters affecting them as Government Servants; such petitions are governed by the special instructions issued by the Governor in that behalf.

They shall not affect any rules or orders in respect of representations submitted by recognized associations of Government Servants.

III. (1) A petition may be either in manuscript or typescript or in print.

(2) Every petition shall be authenticated by the signature of the petitioner, or when petitioners are numerous by the signatures of one or more of them.

IV. Every petition shall –

contain all material statements and arguments relied upon by the petition. be complete in itself.

If any recorded order of a public authority is complained against be accompanied by a copy of the order and by a copy of any order in the case passed by a subordinate authority; and End with a specific prayer.

V. Any person having cause of complaint against the Government shall in the first instance, seek redress from the local authority who, if unable to grant the redress sought, shall pass an order in writing to that effect. If dissatisfied with this decision, the petitioner shall be at liberty to address the Board of Revenue, Court, or other superior authority by which the local authority is controlled; or he may address the Government in cases wherein there is no such controlling authority.

VI. The Government will not receive a petition on any matter unless it shall appear that the petitioner has first applied to the local authority and also the Board of Revenue or other controlling authority, where such exists.

VII. In order to enable the Government to enforce the foregoing rules without injustice or hardship to complaining parties, all heads of offices shall understand that a party effected by an order is entitled to have on application, a copy of such order, which, in all cases except those where an appeal lies, shall contain a statement of the grounds of the decision that shall be furnished to him on plain paper with payment.

VIII. The Government will receive petition only from principles, Communications running in the name of a pleader or agent will receive no attention. Anonymous petitions will be totally disregarded and destroyed on receipt.

IX. Resolutions submitted by associations and other similar bodies will receive no attention. Any such body wishing action to be taken on its representations should submit them in the form of a petition stating the grounds and circumstances of each case.

X. As the Government never interfere with the distribution of subordinate appointments, applications for situations in the gift of appointing authorities will remain unnoticed.

XI. Every Government servant wishing to petition the Government shall do so separately; Provided that nothing in this instruction shall apply to a joint representation on one and the same subject signed by several Government servants; and

(ii) to representations submitted by recognized associations of Government Servants in accordance with such rule as may from time to time, be prescribed by the Government.

XII. Every person in civil employment and every person who has been in civil employment shall, if desires to petition the Government in respect of such employment shall, or in respect of the termination of such employment, submit a separate petition on his own behalf.

XIII. Every petition from a person who is or was serving in a post under the administrative control of Government shall be addressed to Secretary to Government and be submitted through the head of the Office or department to which he belongs or belonged.

XIV. The head of the office or department shall, unless empowered under instruction (XX or XXI) to return or withhold it, at once forward the petition to the Secretary to Government in the department concerned through the ordinary official channel and may make such remarks as he may consider necessary in regard to the accuracy of the statements made and inference drawn in the petition.

XV and XVI (Omitted)-

XVII. Petitions addressed to the Government will be liable to summary rejection in the following cases -

- (1) When the Petitioner has not complied in full with the above instructions.
- (2) When a petition is illegible or unintelligible or contains languages which in the opinion of the Government is disloyal, disrespectful or improper.
- (3) When a previous petition has been disposed by the Government of Tamil Nadu or the Government of India and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case;

When the petition is a mere application for relief, pecuniary or other, which is...presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or so belated that its consideration is clearly impossible.

When the petition is – an application for employment in posts under the administrative control of Government not made in pursuance of any rule or announcement regarding application for such employment or a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons serving in posts under the administrative control of Government or by persons engaging in any profession or employment.

When the petition is an appeal from a judicial decision unless such petition –

Is an appeal from a judicial decision in a case in which the Government have reserved any discretion of interference;

Is an appeal from a judicial decision in a suit to which the Government were a party; or

Is a prayer for the suspension or remission of a sentence under chapter XXIX of the Code of

Criminal Procedure, 1898 (Central Act V of 1898).

When the petition is a representation against a decision which is declared to be final by law or statutory rule.

When the law provides a different or specific remedy in respect of the subject – matter of the petition whether or not any period of limitation prescribed for the prosecution remedy has expired.

When the petition is submitted otherwise than in accordance with any rule, order or contract such as is referred to in sub-clause(a) of clause (14), by person serving in a post under the administrative control of this Government with regard to his prospective claim to pension.

When a petition is an appeal against a failure by the Government to exercise a discretion vested in them by law or rule;

When the action desired in a petition is in the nature of a favour and not of a right;

When the petition is a representation against an order of a subordinate authority communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation for the delay is given;

When the petition is a representation against the discharge of a person – appointed on probation, during such probation; appointed, otherwise than under contract to hold a temporary appointment, on the expiration of the period of such appointment or engaged under contract in accordance with the terms of such contract.

14. When the petition is a representation by a Government servant against an order from which he has exercised, or possesses a right of appeal under

(i) rules or orders regulating his conditions of service;

(ii) the terms of his contract of service;

(b) passed by any authority in the exercise of appellate or revisional powers conferred by any rule, order or contract such as is referred to in sub-clause (a); or

(c) from which, not being an order of punishment, passed by the Government an appeal is expressly barred by a rule, an order or contract such as is referred to in sub-clause(a);

15. when the petition is a representation relating to an order of the Government refusing to grant or to recommend.

A special pension;

A compassionate pension; or

Any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule.

16. When the petition is a representation with regard to any matter connected with the official prospects or position of a person serving in a post under the administrative control of the Government and is not submitted by such person;

17. When the petition relates to a subject on which the Government are competent to pass orders, and no application for redress has been made by the petitioner to the Government.

18. When the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner and such individual or body; and

19. When the petition, not being petition such as is referred to in the exceptions in clause (6) relates to matters in which the petitioner has no direct personal interest.

XVIII The Government will, when a petition is rejected under instruction XVII, inform the petitioner of the rejection and the reasons therefore.

XIX. Where a petition has already been rejected under instruction XVII and a further petition on the same subject is submitted which does not contain facts not already brought to notice, such further petition will be disregarded.

XX and XXI (Omitted)

APPENDIX 4

APPENDIX 5

Rules for Cashing bills or remitting money.

The following rules are laid down for the guidance of all officers in cashing bills or in remitting money from one office to another. They embody the minimum precaution to be observed for safeguarding Government money outside a Government office in normal circumstances. If conditions are in any way abnormal as when the general tranquility is disturbed or when the money has to be transported a long distance or when crimes against property have been unusually rife in any area, it is expected that officers will use their judgement as to the additional precautions that may be required.

Officers may on the other hand relax at their discretion the requirements of the rules where it seems safe to do so in certain circumstances; for instance, in towns, where money has to be obtained from the Imperial Bank a clerk and a peon might suffice to bring money up to even Rs. 20,000 if the persons have long service and the clerk has given security.

These rules do not apply to the remittance of treasure which is governed by the rules in Resource Manual or to village officers remittances.

RULES

Sums below Rs.500- (i) if the sum is below Rs.250 single peon may be employed.

(II) If the sum is Rs.250 or above two peons may be employed or a shroff or clerk

Officers must use discretion as to persons employed. A peon recently entertained or a peon

whose honesty has been suspected should not be employed alone.

Sums between Rs.500 and Rs.5,000: A clerk or shroff accompanied by a peon should be employed.

Sums between Rs.5,000 and 20,000: Two Clerks, or a clerk and a shreff or two shreffs, or an officer not lower in grade than a Huzu treasurer or a Taluk Head Accountant should be employed accompanied by one or two peons.

APPENDIX 6

Public Servants – Withholding of increments

Under rule 24 of the Fundamental Rules an increment is admissible as a matter of course unless it is specifically withheld. The certificate demanded in the increment certificate will in future, therefore, merely be to the effect that the increment admitted has not been withheld by the competent authority.

APPENDIX 7

Instructions for the preparation and submission of Budget Estimates

1.Chief Educational Officers should submit consolidated statements relating to the entire district under each expenditure.

2. Estimates under the various classifications as directed by the Directors concerned should be furnished separately.

3.Misclassification of Budget heads and arithmetical errors should be avoided and the figures should be neat and legible.

4. The Budget Estimate of charges should be in the order of the Budget heads communicated in the statements distributing Budget allotments for the financial year.

5. In the estimates of 'Receipts' admission fees, fee, fines and registration fees should be classified under 'Fees' while disciplinary fines, laboratory fees, library fees etc., should be classified under "Miscellaneous other items.

6. Special pay, viz., Typewriting and shorthand special pay, special pay allowed to headmasters, and headmistresses, special pay for supervisory work, [Deputy Warden's allowance] and personal pay should always be classified under "Pay of Officers or Establishments" as the case may be and not under "Allowances".

7. Estimates in respect of "Dearness Allowance to menials" paid from contingencies should not be clubbed with "dearness allowance of officers or establishments" but should be shown separately.

8. Separate details for the estimate under "Contingencies – Miscellaneous". "Other

Compensatory allowances (City Compensatory Allowance), house-rent allowance, conveyance allowance fixed travelling allowance etc...) should invariably accompany the Budget Estimates of Charges (Part 1).

9. The estimates under the "Contingent expenditure" should not exceed the amount which was the lowest in the last three years except for special reasons connected with the growth of the offices or other activities.

In such cases the special reasons for the increased allotment required should be explained in detail.

10. Provision should be made under 'Petty Construction and Repairs' only for the normal repairs, white-washing etc., for the Government buildings and no allotment will be placed at the disposal of the officers for the work for which no provision was suggested in the Budget Provision for additions, and extensive alterations or repairs to buildings etc., should be proposed separately under "Minor Works" Budget.

11. The charges on printing at private presses is debatable to "56 Stationery and Printing etc." and not to "37 Education". The sale proceeds of the Government publications such as the college calendars, etc., should be credited into the treasury under "XLV Stationery and Printing, etc." and not under "XXVI. Education". The officers should note that the sale proceeds of

these publications should not under any circumstances be utilized to meet the expenditure towards the printing.

12. Any savings anticipated subsequent to the submission of the Final Revised Estimate to the Director should be surrendered immediately.

13. Punctuality in the submission of all these estimates is very essential; and delay in a single case seriously dislocated the Budget Work in Director's Office.

14. The preparation of the estimates should always receive the careful personal attention of the officers who submit them so that they may be neither inflated nor under pitched.

APPENDIX – 8

MAINTENANCE OF CONFIDENTIAL FILES

The open system of Personal files should be maintained for all Group 'A' and Group 'B' officers as per G.O.Ms.No. 11, P & A.R. Department dated 5.1.1984. Though Directors of Education Department come under Group 'A' their personal files are maintained by the Government. The personal files of Joint Directors, Chief Educational Officers and officers of equal cadre, District Educational Officers and officers of equal cadre and Deputy Directors are maintained by the Director of School Education.

The self assessment report is called for from all officers at the beginning of the year for the previous year. The report called for should be self-explanatory stating the nature of duties involved by the officer and nature of the special task assigned, contribution made by the officer in both the above categories and any additional qualification obtained in that period.

Based on the report, the reporting officer as prescribed in G.O.Ms.No. 738 School Education Department dated 10.7.1985 for each category prepare the Confidential report. The Scrutinising officer considers the self assessment report of the officer and the remarks of the reporting officer into account and assesses the performance of the officer neutrally. The report is shown to the officer concerned and acknowledgement is obtained on the report itself.

The completed Confidential Report is placed in the personal file of the officer and maintained by the Director of School Education.

As per G.O.Ms.No. 738 School Education Department dated 10.7.1985 the following officers are nominated as reporting and scrutinizing officer.

OFFICER FOR WHOM THE CONFIDENTIAL REPORT HAS TO BE WRITTEN	REPORTING OFFICER	SCRUTINISING OFFICER
Joint Director of School Education	Director of School Education	Secretary to Government School Education Department
Deputy Director/ Chief Educational Officer and Equal Cadre	Director of School Education	Secretary to Government School Education Director of School Education
Assistant Director/ Inspector of Anglo Indian Schools	Joint Director(Personnel)	Director of School Education
District Educational Officer	Chief Educational Officer	Director of School Education Director of Elementary Education
District Elementary Educational Officer	Joint Director(Elementary)	Director of Matriculation School
Inspector of Matriculation School	Director of Matriculation school	Commissioner and Secretary to Government (Education Department)
Secretary, Tamil Nadu Text Books Society	Managing Director, Tamil Nadu Textbooks Society	Director of School Education
Assistant Directors of School Education :	Joint Director of School Education (Personnel)	Director of School Education
Library	Joint Director of School Education (Personnel)	Director of School Education
Audio, Visual Education	Deputy Director of School Education (Technical Education)	Commissioner and Secretary to Government (Education Department)
Higher Secondary Education.	Joint Director of School Education (Higher Secondary)	
Inspector of Anglo Indian schools	Joint Director of School Education (Personnel)	
Administration officer, Directorate of School Education.	Director of School Education	

Financial Controller	Education	Commissioner and Secretary to Government (Education Department)
Chief Accounts Officer	Joint Director of School Education (Personnel)	
Senior Accounts Officer	Joint Director of School Education (Personnel)	Director of School Education
Audit Officer	Financial Controller	Director of School Education
Headmasters / Head mistress (Higher Secondary Schools)	Chief Educational Officer	Director of School Education
Director of School Higher Secondary Schools)	District Educational Officer Headmaster	Joint Director of School Education (Higher Secondary)
Headmasters / Headmistress (High Schools)	Headmaster	Chief Educational Officer
Higher Secondary Subjects / Language Teachers	Joint Director of School Education (Personnel)	District Educational Officer
High School B.T Assistants /	Head of Office	District Educational Officer
Tamil Pandits / Physical Directors		Director of School Education
Personal Assistant to Director of School Education (General)	Joint Director (DTERT)	Joint Director of School Education (Personnel)
Superintendent	Joint Director (DTERT)	Director of DTERT
Professor, DTERT		Director of DTERT
Readers, DTERT		

Joint Director (Govt. Exams)	Director of Govt. Examinations	Commissioner and Secretary to Govt. (Education Department)
Deputy Director	Joint Director of Govt Examinations (Personnel)	
Additional Secretary	Joint Director of Govt Examinations (Personnel)	Director of Govt. Examinations
Personal Assistant to D.G.E	Joint Director of Govt. Examinations (Personnel)	Director of Govt. Examinations
Secretary to Regional Deputy Director	Regional Deputy Director	Director of Govt. Examinations
Mark Register–Custodian / Coordinator	Joint Director of Govt. Examinations (Personnel)	Director of Govt. Examinations
Accounts Officer	Joint Director of Govt. Examinations (Personnel)	Director of Govt. Examinations
Assistant Accounts Officer	Accounts Officer	Director of Govt. Examinations
		Director of Govt. Examinations
		Director of Govt. Examinations

As per G.O.Ms.No. 189 P & A.R Department dated 29.7.98 the six categories of overall rating has been revised as follows:

Outstanding

Very Good

Good

Average

Below Average

The Government direct the following time limits for writing Confidential Report in G.O.Ms.No.373 P & A.R. Department dated 20.10.93.

Submission of Self Assessment report	15 Days from the close of year or from the date called for by the Director of School Education
Writing of Confidential Report	One month from the date of receipt of self assessment report from the subordinate officer.
Reviewing officer to countersign the report	One week from the date of receipt of Confidential Report from the reporting officer
Disposals of appeals against adverse remarks in Confidential Report.	Six months.

ADVERSE REMARKS IN THE CONFIDENTIAL REPORTS

All adverse remarks recorded in the Confidential Reports should be communicated to the individual within a period of one month time on receipt of Confidential Report from the Scrutinizing officer and acknowledgement for having received the report should be obtained and filed in the Personal Files. Duplicate copy should be placed in the Personal File along with the acknowledgement. The individual can appeal or represent to the Scrutinizing Officer or the next higher authority within a period of three months time on receipt of the remarks.

Otherwise they are liable to be rejected. The representation should be disposed within six months from the receipt of representation by the Scrutinizing Officer. Changes recorded by the Scrutinizing Officer if any should be intimated to the Officer concerned and should be placed in personal files.

The following copies of G.O's related to the maintenance of Personal Files is placed below for favour of kind information.

G.O. Ms. No. 11 P & A.R Dated 5.1.84

G.O. Ms. No. 758 S.E Department Dt. 10.7.85

G.O. Ms. No. 373 P & A.R Dated 20.10.93

G.O. Ms. No. 189 P & A.R Dated 29.7.98

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION:
MADRAS – 6

D.Dis. No. 346882 C11/84 dated 24-9-1984.

Copy of Government confidential G.O. No. 11, 5th January 1984

Personnel and Administrative Reforms (Per-R) Department.

Public Service – Personal files – Consolidated instructions – Re-issued.

G.O. Ms. No. 11, Personal and Administrative dated 5th January 1984.
Reforms (Per – R)

The system of maintaining personal files on Government servants has been in vogue from as early as 1933 or even earlier.

2. Prior to 1970 the personal file was maintained as a strictly confidential document. The system was changed in 1970 and the open system of maintaining personal files was introduced. Under this system the personal files are shown to the officers concerned once a year and acknowledgement got from them in token of having seen these files. As a measure of further improvement on and with effect from 1st March 1972, the personal file system itself was abolished in respect of all non – gazetted officers and in its place a record sheet system has been substituted in which only the punishments, if any imposed are recorded. Later on in respect of gazetted officers also, in order to have a more objective view, a performance assessment had been introduced. Under this system the assessment of work is shown in two parts (i) Performance assessment and

(ii) Potential assessment. The reported officer is given an opportunity to make his own self assessment. The self assessment forms part of record. The first part of the confidential report is written with the knowledge of the assessed officer and is shown to him, while the second part is kept confidential, subject to the existing procedure of communicating adverse remarks being followed.

3. As series of executive instructions regarding maintenance of personal files have been issued in the last several decades the need for consolidating the instructions has been pointed out. Accordingly instructions so far issued

are consolidated, omitting the obsolete ones and are hereby re-issued in the annexure to this order.

ANNEXURE

CONSOLIDATED INSTRUCTIONS ON THE SYSTEM OF PERSONAL FILES.

Object :- Personal Files are important documents affecting prospects of most government servants. Hence their proper maintenance is a serious matter inviting the special attention of all concerned. It should be maintained properly in such a way that it should contain all information required for assessing the character, ability etc. of the officer while considering his case for promotion in higher post.

2. Maintenance:- (1) The open system of personal files should be maintained for all group 'A' And Group 'B' officers (formerly classified as Gazetted Officers) except for the All-India Service Officers. The proforma in which the Personal Files are to be written in respect of these officers is given in Appendix-I. Similarly the open system of Personal Files should be maintained as in appendix –II in respect of group 'C' Officers (formerly non-gazetted officers) who are to move to group 'b' by promotion or by recruitment by transfer.

(G.O.Ms.No.1321, P and A.R., dated 11th December 1979)

(G.O.Ms.No.1267, P and A.R.(Per), dated 21st December 1981)

(G.O.Ms.No.474, P and A.R.(Per), dated 20th May 1982)

(2) In order to have at a glance the full personal data of Government servant on a perusal of his /her personal file, the first page of the personal file shall be fly leaf containing the following personal data in appropriate side headings:-

Name

Educational and technical Qualification.

Whether he belongs to Scheduled Caste, Scheduled Tribe or Backward class. In the case of those who do not belong to Scheduled caste, Scheduled Tribe or Backward class the answer to this column will be 'No'.

Date of birth.

Native district.

With a view to readily identify the individual, Where a Government Servant Supplies a Pass port size photograph at his own cost it will be affixed to the inner side of the front cover of his personal file.

(G.O.Ms.No.2249 Public (Ser), dated 21st April 1968)

(3) The personal files should be prepared for every half years i.e. for the period ending 30th June and 31st December for probationers and annually for the period ending 31st December for approved probationers and full members of the services .The report should cover only the work of the Government Servant during the period to which the report relates.

(G.O.Ms.No.1038 P and A.R.(Per –P),dated 18th June 1977)

(4) The Administrative Departments concerned should prescribe the authorities who should prepare and maintain personal files and who should scrutinize them.

(G.O, Ms. No. 2334 Public (Service) dated 2nd December 1937)

(5) Personal files of officer promoted:- As soon as an officer is declared to have commenced Six months. his probation in the gazetted service (now group A and B) the Personal file (record sheet) relating to his non-gazetted service (now Group C) shall be obtained from the authority by whom the Personal File (Record Sheet) was being maintained and added to the Personal File of the Officer. The portion of the Personal File relating to non-gazetted service should be treated as Part I while the portion relating to the gazetted service should be treated as Part II.

(G.O. Ms. No. 2528 Public Services dated 9th June 1960)

(6) In case an official works under more than one officer, the junior of the two will initiate the confidential report and the senior officer will add his remarks later.

(Memo No. 5370 / 71-2 Public (Ser-A) dated 4th September 1972 read with G.O. Ms. No. 3396 dated 8th November 1971).

(1) Self assessment report of the assessed officer :- Every officer to be assessed should Six months. submit a report about a page (foolscap) not exceeding 300 words stating his own performance during the year under report, including the targets prescribed, if any, and how far he has achieved these targets. As the task entrusted to an officer will vary from department to department and from one category of officer to another in the same department also, the Heads of departments are directed to form their own guidelines for the self-assessment report to be submitted by the assessed officer in consultation with Administrative Department of the Secretariat concerned. Broadly the columns in the self-assessment report may be as indicated below:-

Nature of duties involved.

Nature of the Special task assigned.

Contribution made by the officer in both the above categories.

Any additional qualification obtained during the period in question which would help in the better discharge of duties involved.

(G.O.Ms.No.2615 Public (Services-P) dated 1st September 1976)

(Memo.No.75585 A/76-2 Public (Service-p) dated 15th February 1977).

The above self assessment report should form part of the personal file. The officer concerned should take initiative and submit the self assessment reports to the Reporting Officers immediately before the prescribed period and wherever there are Reporting Officers immediately before the prescribed period and wherever there are ments should prescribe appropriate dates before which self-assessment reports should be submitted to the reporting officers by a general order for the half yearly and annual reports and by special order in the case of reports to be written by the reporting officers when they are under orders of transfer etc., during the middle of the year. If the officers to be reported upon fail to submit the self assessment reports within the prescribed time, the reporting officer should proceed to write the reports without self assessment reports after recording the fact that the officers to be reported upon have not availed of the opportunity of furnishing the self-assessment reports in Part I of the reports to be written. The self –assessment should be a realistic appraisal of the officer to be assessed and it should not exceed a (foolscap) page not exceeding 300 words. The reporting officer should not only give due consideration to the self-assessment report, while making his own assessment but also submit the self-assessment report to the scrutinizing officer along with his own report. The scrutinizing officer should take the selfassessment report and the remarks of the reporting officer into account to assess to what extent the assessment of work and performance has been objective and does justice to the individual reported upon.

(G.O. Ms. No. 698 P and A.R. (Per) dated 17th June 1978).

Part I – Performance Assessment – The performance assessment should be made in the form given in Appendix I. This part should be shown to the officer reported upon only after the entire report (i.e Part I and Part II) is seen and countersigned by the Scrutinizing Officer. An acknowledgement for having seen the report should be obtained on the proforma itself from the officer reported upon.

Part II – Potential Assessment – This part should be written in the light of Part I in the form given in Appendix I, Part II should be treated as Confidential. Any adverse remarks, whether remediable or not in part II, should also be communicated to the person concerned.

(G.O. Ms. No. 2615 Public (Ser. P) dated 1st September 1976)

Writing of personal files : - (1) The Personal Files of the Heads of Departments who do not belong to the All India Services should be written by the Secretary to Government of the Department concerned and the reports should be circulated to Minister concerned/Chief Minister and Governor through the Chief Secretary to Government. In respect of second level officers under the Heads of Departments the reports written by the Heads of Departments should be submitted to the Secretary to Government of the Department concerned for countersigning. Where the Head of the Department happens to be a fairly senior officer compared to the Secretary concerned, the Secretary may send his report on the Head of the Department concerned to Chief Secretary, who may add his remarks if any.

(G.O. Ms. 2624 Public (Services) dated 7th September 1957).

(2) No personal file should be written on the Government Servant unless the reporting officer has seen the performance of the Government Servant concerned for atleast 3 months during the period for which confidential report is to be written. However, this will not apply when the Government servant reported upon is on probation on any post.

(G.O. Ms. No. 309 Public (Services), dated 4th February 1971)

(3) The personal files should be written promptly by the reporting officer. Wherever a reporting officer demits office either on transfer or for other reasons in the middle of the year, he should make upto date the personal files of the officers under his control. When, however, this is not possible due to extraordinary reasons, he should have behind for the information of his successor a full note on the subordinate officer for incorporation in the report. To ensure prompt and upto date maintenance of personal files, in the case of officers who relinquish charge, on transfer or for other reasons, the handing over charge report should accompany a report to the effect that they have written the confidential reports on all their subordinates furnishing a list of the officers in respect of whom they have to submit report. The Heads of Departments and the Departments of Secretariat should ensure that a special report as above is obtained from the officers who relinquish charge on transfer or for other reasons.

(Memo No. 65410/75-1 Public (Ser-P) dated 26th December 1975)

(G.O. Ms. No. 1505 Public (Ser-D) dated 26th May 1951).

The reporting officer should not write the Personal File of his subordinate officer who is related to him and in such cases the reporting officer should leave it to his immediate higher authority to write the personal file. In the instances where it is noticed that these instructions have not been adhered

to, the remarks so written in the personal file should not be taken into consideration at the time of promotions drawing up panels, etc

(G.O. Ms. No.2870 Public (Ser-P) dated 5th October 1976).

The Reporting officer shall apply their mind to the task of writing up Personal files and give as complete a picture as possible of the officer reported upon, both his good points and his shortcomings being fully dealt with in a clear and lucid manner to enable a correct estimate to be formed of the character, ability, etc, of the officer concerned. It is particularly important that whenever an inappreciative opinion or an adverse remarks regarding the personal character or conduct or honesty of an officer is recorded reasons should be given as far as possible.

Similarly, or estimate that an officer is unfit for a particular rank should include the reasons for it, and if possible, a statement of facts in support of the view held should be given. It should not be formed on general impressions only. The reporting officer and Reviewing officer should be more specific and detailed in the appraisal generally and especially when they make adverse remarks.

(G.O.Ms. No. 1505 Public(Ser) dated 26th May 1951)

(G.O.Ms. No. 24, P & A.R. (Per) dated 16th November 1976).

Whenever the reporting authorities choose to give the rating "satisfactory with some shortcomings" he should clearly indicate in col. 6-14 of Part I and in col.2-8 of Part II of the form of confidential Report in appendix I and in col. 6-18 of the report in Appendix II the nature of shortcomings noticed by them.

(G.O. Ms. No. 231 P & A.R. dated 3rd March 1980).

The integrity of an officer should be reported on every time, his personal file is prepared. The Reporting Officer should be definite and precise in writing his remarks on this subject. In cases where the Reporting Officer is not in position to make a positive report to the scrutinizing authority concerned about the integrity of an officer reported upon, he should leave the column blank and submit a secret report if he has reasons to doubt his integrity, stating the reasons for his suspicions. The scrutinizing authority who receives such secret reports should take suitable steps to find out by means of direct enquires, if possible, the correctness or otherwise of the report. Further action to be taken should also be indicated by the scrutinizing authority on the basis of his findings in the matter. Remarks on the integrity of the officer should be supported by dependable facts and not based on hearsay. There is no specific column for writing report on integrity. Mention can be made about the integrity against column 6 "Conduct and Character" or in column 8 General remarks.

(G.O. Ms. No. 267 Public (Services), dated 31st July 1939)

(G.O. Ms. No. 1558 Public (Services – A) dated 15th September 1964)

(G.O.Ms. No. 24, P and A.R dated 16th November 1976)

The practice of awarding red entries (as also black marks) is no longer in vogue. The statutory penalty of 'Censure' has now taken the place of black mark. Good work deserving 'red' entries is now specifically recorded in the periodical confidential report written on Government Servants.

(Memo No. 388/66-4 Public (Ser-D) dated 17th March 1956)

and

(Memo No. 5209/59-2 Public (Ser-D) dated 5th November 1959).

The overall rating shall be in one of the graph ratings, namely:-

Outstanding

Very Good

Good

Average

Below Average

Confidential reports need not be written by the officers after their retirement on superannuation or in other cases, after they demit office.

(Letter No. 92656/83-1 P and A.R. dated 20th December 1983).

Role of Collectors in writing confidential reports on District Officers:-

(i) Personal File of District level officers of the Departments and other officers mentioned below should be written by the Collectors— for the period ending 31st December of every year or financial year or falsi year as the case may be in vogue in the Departments concerned; when there is change of collector or of the District level officers;

Personal File should be shown to the Government Servant concerned :- The Personal Files on the Government Servant concerned should be shown to them during the month of August and February in the case of probationers and during the month of February in the case of others. In case the Government Servant reported upon is on leave through out February, the Personal File may be shown to him as soon as he returns from leave and rejoins duty. Only the reports for the previous calendar year need be shown to them and necessary acknowledgement should be obtained in the personal file. The personal file should be shown to the Government servants concerned by the reporting officer or his successor in office after getting the report approved by the scrutinizing officer.

(G.O. Ms. No. 2033 Public (Ser-J) dated 3rd September 1970)

(Memo No. 3225/70-1 Public (Ser-J) dated 13th October 1970)

(Memo No. 3448/70-1 Public (Ser-J) dated 16th December 1970)

Where the report on an officer is initiated by an officer or Head of Department whose Head Quarters is located outside the district in which the officer reported upon is working the reporting officers should send a copy of a duplicate of the report to the officer reported upon by Registered Post/ Acknowledgement due. The acknowledgement of the Officer reported upon for having seen the report should be obtained in the copy sent to the officer by

Registered post and filed with the Personal files office postage stamps may be used for sending these reports.

(G.O. Ms. No. 1655 Public (Ser-J) dated 19th May 1971)

In the cases which are not covered by the instructions in the above para, the journeys undertaken by the subordinate for perusal of the reports should, as far as possible, be combined with other items of work like staff meeting. Where the reporting officer is a touring officer who normally visits the headquarters of the Government servants reported upon, he should, wherever necessary and as far as possible should bring the reports on his camp for being shown to the subordinates working in the offices in the vicinity of the camp.

The Travelling Allowance as on tour may be allowed to Government servants for journeys undertaken by them for perusing the reports provided they obtain the prior permission of the reporting officer. The number of such journeys undertaken for mere perusal of report should be not more than one per year in the case of approved probationers and not more than two per year in the case of probationers.

(G.O.Ms.No.1655 public (Service-J) dated 19th may 1971.

Scrutiny by custodian of Personal files:-

The authorities with whom the personal files are finally deposited should scrutinize the reports made by the Reporting and scrutinizing officers as soon as they are received and should give necessary guidance to the Reporting and scrutinizing officers wherever necessary. If necessary, the reports may be sent back to the reporting or scrutinizing authority for being rewritten. When this becomes necessary the guidance and directions for rewriting the reports should be at the highest level in the office concerned by way of a demi-official letter.

(G.O.Ms.No.24 I & A.R.(ler) dated 16.11.76

Scrutiny by Heads of Departments:- In order to ensure that the personal files are maintained correctly and regularly, the personal files should be

scrutinized by the Heads of Departments, in the case of these who belong to Group 'A' and 'B' officers and by officers specified by the Heads of Departments in the case of others.

The Tamil Nadu Public Service Commission will have to rely mainly on the personal files in framing its recommendations on any point. It, is therefore, of the greatest importance that entries in the Personal file should enable a correct estimate to be formed of the character, ability, etc of the officers concerned. Heads of Departments should scrutinize the personal files to ensure that they are maintained correctly and regularly. In cases where the Heads of a Departments agreed with the entry made by the immediate superior and the Head of department agreed with the entry made by the immediate superior and the former will then be stopped from urging anything he may have to say against the entry at a later stage.

(G.O.Ms.No.1505 public (Ser.) dated 26th may 1951)

(Memo.No.4692/70-1 public (Ser.) dated 29th April 1971)

Adverse Remarks— (1) Communication of adverse remarks— All adverse remarks in the Personal File recorded by the reporting officers should be confirmed by the servants concerned. The decision not to communicate any such remarks should be taken only by the scrutinizing officer after recording a specific order to that affect in the Personal file.

(G.O.Ms.No.1431 public (Ser.) dated 17th may 1949)

(G.O.Ms.No.3203 public (Ser.) dated 25th November 1958)

Identity of officer who made adverse remarks not to be disclosed— while communicating to the Government servant concerned the adverse remarks in his personal file, the identity of the superior officer who recorded such remarks should not normally be disclosed.

If however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

(G.O.Ms.No.919 public (Service .A) dated 18th may 1964)

Delay in communication of adverse remarks— In cases where no scrutiny of the Personal file at a higher level has been prescribed, Heads of Departments themselves will be responsible for communicating the adverse remarks as soon as they are made. The Heads of Departments may also decide, for valid reasons to be recorded in the personal file, that in any particular case the adverse remarks should not be communicated to the officer concerned.

The Heads of Departments and other scrutinizing officers should convey their approval or disapproval of the adverse remarks against an officer

at the earliest opportunity after they are brought to their notice and the officer concerned. Timely communication of adverse remarks would enable the officer concerned to improve or represent further to their superior officers.

Where prompt action is not taken as indicated above and the adverse remarks are found later to have been unjustified it may become too late to set right the damage caused to the official career of a person.

(G.O.Ms.No.1751 public (Service) dated 21st October 1964)

(4) Prompt communication of adverse remarks-- The adverse remarks entered in the personal files are to be communicated after the entries in the personal files have been scrutinized by the scrutinizing authorities. The procedure to be adopted in respect of cases where adverse remarks entered in the personal files of Government Servants were not communicated at all to the individuals concerned and in respect of cases where the adverse remarks were in respect of cases where the adverse remarks were communicated after a prolonged delay, extending even up to five years is as follows:

The Government will take a serious view of non-communication of adverse remarks within a month of the acceptance of those remarks by the scrutinizing officer. The responsibility is that of the latter officer and he will be held liable for disciplinary action for any delay or omission in the discharge of the important duty.

Adverse remarks relating to a period of three years or more prior to the date when the matter is noticed or brought to notice and which were not communicated at all to the officer concerned will be wholly ignored in the context of promotion, confirmation, etc. they need not be communicated at all at that later stage.

Adverse remarks over one year old (ie. Form the date of acceptance by the scrutinizing officer) but less than three years old need not be communicated if the latter officer (after consulting the present reporting officer, if need be), considers that the defects no longer exist.

In that case he may record a note to that effect in the personal file under intimation to his next official superior so that the latter may take any further action called for.

Where adverse remarks have been communicated and have not been modified/expunged on representations, it shall be the duty of the reporting officer and the scrutinizing officer to specifically consider and stat in the confidential report for the following year whether the defects have been rectified or not; silence on the part of the reporting officer or countersigning officer will be construed to mean that the defects have been rectified.

(G.O.Ms.No.2787 Public (Ser-.A) dated 12th November 1969)

In cases where the adverse remarks cannot be changed on merits and are covered by the provisions in item (ii) above and para 10 below separate orders should be issued to the officers concerned to the effect that the adverse remarks should be ignored for purpose of promotion, confirmation, etc., or the defects notice should not be held against the officer concerned. A copy of the order should be added to the personal file of the officer concerned with suitable endorsement in the relevant place.

(Memo.No.3270/71-1 public (Service .J) dated 8th October,1971)

(5) Obtaining acknowledgement of receipt of adverse remarks— whenever adverse remarks are communicated separate acknowledgement for having received the communication of adverse remarks should be obtained from the individual concerned and filed with the personal file. In the absence of such acknowledgement in the personal file, it will be taken that the adverse remarks had not been communicated. The scrutinizing officer should satisfy himself that the above instructions have been followed in all cases where adverse remarks have to be communicated.

(Memo.No.1029/63-3 public (Service .D) dated 13th October 1961)

(6) Duplicate copy of memorandum of communication of adverse remarks with acknowledgement endorsed there on should be kept in the personal file of the individual concerned.

9. Authority to whom representation for expunging adverse remarks should be made-- Representation against, adverse remarks should be made to the authority charged with the duty of scrutinizing the officers personal file. Where, however, the adverse remarks are made by scrutinizing authority itself, the representation may be made to the next higher authority. Petitions to Government are to be considered in the same way and to the same extent in regard to specific punishments.

(G.O.Ms.No.2275 public (Services) dated 16th November 1940)

The reporting officer and scrutinizing officer should comment on the representation referred to them for remarks with greater executed and deliberation.

(G.O.Ms.No.24 Personal and Administrative Reforms (Per) dated 16th November 1976)

(1) Representation for expunging or modifying adverse remarks should be submitted within three months of the date of receipt of the remarks by the official reported upon. Otherwise they are liable to be summarily rejected. The representation shall be finally disposed of within six months of their receipt failing which the defects should not be held against the officer for promotion, etc., The time limit of three months will be applicable to the first representation

to the officer charged with duty of sorting the personal file of the Government servant concerned and not to the subsequent representation.

(G.O.Ms.No.1270 Personal and Administrative Reforms (Per) dated 23rd December 1981)

The Letter of commendation received by the officer need not be placed in his personal file but a reference to that Letter or substance of it may be recorded by the Reporting Officer in his Periodical confidential report.

The following types of letters of appreciation or notes of commendation granted to the officers should be placed on their personal files: Letters of appreciation issued by Government or Secretary or Head of Department in respect of any outstanding work, done by a member of service; Letters of appreciation issued by special bodies or commissions or committees, or reports of such bodies expressing appreciation for a member of service any name:

Letters of appreciation from individual non-official or from individual officials (other than a Secretary or Head of Department) if confined to expressing appreciation of service rendered by a member of the service far beyond the normal call of duty, and provided the Secretary or the Head of Department so directs.

(G.O.Ms.No.16 Personal and Administrative Reforms (Per) dated 3rd January 1978)

Filing of punishment order— A copy of the order awarding a punishment should invariably be kept in the personal file of the officer concerned. If the order is reversed or modified on appeal or revision a copy of such an order shall also be kept in the personal file.

(G.O.Ms.No.2139 public (Services) dated 11th May 1950)

Warnings not to be entered— Warning is only a caution to be more careful or to avoid a particular line of conduct in future. Hence it is not appropriate to treat a warning on par with a punishment mentioned in Rule 8 of the Tamil Nadu Civil Services (Classification, control and Appeal) Rules. No show cause notices is also necessary before issuing a warning. In all cases of warnings including cases, where the procedure laid down in the Tamil Nadu Civil Services (Classification, Central and Appeal) Rules for imposing a statutory penalty mentioned in the rules has been followed but ultimately warnings are issued, copies of orders administering warnings need not be placed in the Personal files. Hence copies of orders administering warnings need not be placed in the personal files. Consequently, the entries in the personal file should not also contain references to warnings issued.

(G.O.Ms.No.906 Public (Ser-A) dated 7th May 1965)

(G.O.Ms.No.1267 public (Ser-A) dated 23rd May 1967)

14. Personal files of persons on deputation or at foreign service— The personal file of the Government servant whose services have been lent to another department or who has been deputed on foreign service terms to other institutions should be maintained by the parent department. The personal file will be sent to the borrowing authority for his perusal at the time of selecting the individual. It will not be necessary for lending authority to send the personal file again. The borrowing authorities will be requested to send in duplicate to the competent authority in the parent department periodically (Yearly or half-yearly as the case may be) reports on the work and conduct of the deputed Government Servant. The competent authority in the parent department will file one copy with the personal file in his custody and return the other to the borrowing has been files with the personal file. A corresponding entry shall also simultaneously be made in the original to the effect that the duplicate copy has been returned to the borrowing authority.

(G.O.Ms.No.1521 public (Ser - A) dated 5th September 1964)

(Memo..No.26/68-1 public (Ser - A) dated 5th October 1968)

The parent department cannot countersign the confidential report written by the borrowing authority when they are scrutinized and returned to borrowing authority as counter signature implies approval of the remarks, which is not possible as the parent department cannot be fully aware of the work done by the individual in the borrowing department.

The open system of maintaining Personal file should be applicable also to Government servant belonging to one Department whose services are lent to another department of the government. The system should be extended to government servants who are deputed on foreign service terms like government undertakings. However, the open system of maintaining personal file need not be extended to government servants belonging to this government who may be for the time being working under the government of India or any other State Government.

(Memo.No.3448/70-1 public (Ser - J) dated 16th December 1970)

The authority competent to expunge adverse remarks made in the personal file of a Government servant deputed from the department to another in respect of the period during which he was on deputation shall be the Head of the Department to which he was deputed. If the adverse remarks were made by the Head of the Department, he should forward the representation to the department of the Secretariat to which he is administratively subordinate.

Similarly representation against adverse remarks in the Personal File of a Government Servant relating to the period of his foreign service should be made to the competent higher authorities in the institution to which he was deputed on foreign service terms.

(G.O.Ms.No.1469 public (Se. - A) dated 26th August 1964)

15. Watching movement of Personal Files— A register should be maintained to record the movement of Personal files of Government Servants. Every custodian officer shall maintain a register in the Form given below. The register will merely show date-wise the particulars of the personal files which are either received by the custodian officer (and thereafter kept in his custody) or not be in his custody. The entries will be made consecutively will be ringed off as soon as the Personal File has been acknowledgment form the recipient officer has been received and filed in the correspondence file. There is no need for maintaining separate registers for each categories of officials may be entered in a single register.

The personal files of each category of officials may be kept in a separate bundle at the top of which a list may be placed showing in alphabetical order the names of the officers whose personal files are in the bundle. If sufficient space is left between entries, additions may be made in the list as and when necessary. Name should be struck off from the list in cases where the personal files are finally sent to other offices for custody.

FORM OF REGISTER

Serial Number And Date.	Name of official.	Designation received Dispatched	whether whom Or whom	From which or to with.	C.No. in dealt	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(G.O.Ms.No.1720 Public (Ser. - A) dated 13th October 1964)

Periodical -- To ensure that the personal files are made up to date at the prescribed intervals and are maintained in a complete and full form as possible, the Heads of Departments should open an annual periodical prescribing a report from the reporting officers to reach them before 15th February to the effect that the personal files of the officers under their control have been brought upto-date. The periodical should be in the form indicated below. So far as the Departments of Secretariat are concerned, the periodical should be maintained by respective O.P. section of the Department.

Serial Number. .	Name of pdl.	From whom due.	Due date of Submission to The Heads of Departments.
(1)	(2)	(3)	(4)

(G.O.Ms.No.3015 Public (Ser. - P) dated 20th September 1975)

Time-Limit for preservation of personal file – Personal files of all the Government servants including non-gazetted Government servants should be retained for one year from the date of their retirement, resignation, removal or dismissal from service

The personal files of all deceased Government servants including non-gazetted Government Servants should be retained for one year from the date of their death.

Heads of Departments and offices should however, preserve such records for longer periods, if this is necessary. The personal files of all-India Service Officer are now treated as permanent records. This procedure will continue.

(G.O.Ms.No.2144 Public (Ser. - J) dated 29th August 1972)

Certificate for resume of carrier of a Retired Government servant – Any retired Government servant who wants to have a resume of his carrier or a certificate regarding his overall performance may, within a period of one year from the date of retirement, apply to the Head of Department concerned or if, he himself the Head of Department to the Secretary to Government concerned for the issue of such a document and that a certificate based on the reports in the personal file may be issued to the applicant by the competent authority.

(G.O.Ms.No.735 Personal and Administrative Reforms(Per.) dated 22nd June 1979)

SCHOOL ASSESSMENT AND EVALUATION – FORMAT

General Information: For High School / Higher Sec. School / Matric School

Name of the school with postal

address and pincode :

Date of last inspection

Name & Designation of the

Insp. Officer

Particulars Recognition Order No. & Date Date of Opening
of School

Primary (Nursery)

Upper Primary

High School (Matric)

Higher Sec School

Higher Sec School

Groups offered in General Education (Medium wise)

Subjects in Vocational Education

Subject Combination (General Education): 1 2 3 4

Subject Combination (Vocational Education) Related Subjects 1 2

If temporary Recognition date

upto which recognized :

Class wise student strength :

Class	Sections		August – 1	September - 30
	T M	E M		
6				
7				
8				
9				
10				
11				
12				
Total				

7.

Teachers on Roll:	August – 1	September– 30
Headmaster		
P.G. Teachers		
Phy. Director Grade – I		
Phy. Director Grade – II		
School Assistant		
Tamil Pandits		
Sec. Grade		
Phy. Edn. Teacher		
Art teacher		
Craft Teachers		

8. Date of present Inspection and

Name and Designation of the

Inspecting Officer :

9. Particulars of Visits of Inspecting Officer during the period of previous Inspection and the present Inspection :
10. Location :
Parliament Constituency
Legislative Assembly Constituency
Revenue District
Educational District
Block
11. No. of Patrons for school :
Amount and Nature of deposit as on date :
a. No. of trees in school
b. No. of trees planted during the last one year
- Date of election for P.T.A and the
List the name of office bearers.
- i. Land donated by P.T.A. or Individual
- ii. Building donated by P.T.A named after individuals
- Date of remittance of P.T.A
Subscription
Affiliation
Magazine
- i. Closing Balance in the P.T.A account as
- ii. On 31 of March : (Subscription)
- iii. Other Receipts :
- iv. Balance as on date :

Particulars of deposits maintained in the school

Founder or Name of the Trust	Amount Deposied	purpose	Date of Deposit & Name of the bank	Utilization
(1)	(2)	(3)	(4)	(5)

No. of classes and sections

Aided :

Un Aided :
(for a specific period)

Unaided forever :

No. of teachers in unaided
Sections: Cadrewise ; PG BT Sec Grade

Basic Amenities

Total land area of the school and the relevant documents :

Area in sq. m. :
(site plan to be enclosed)

Out of the above area

Building Carpet (Area) :

Play ground Area :

Other Area :
(Sketch to be enclosed)

Showing dimensions of class room , etc.

Particulars of class rooms

Pucca :

Tiled :

Thatched :

Particulars of the number of rooms in School building (Location)

Class rooms :

H.M. room :

Office room :

Laboratory :

Toilet:- :

(Staff / Boys / Girls)

Library :

Teacher's room :

Games room :

Computer room :

Craft Stock room :

N.C.C. room :

N.S.S room :

Scout room :

JRC room :

Other facilities in School :

Whether Drinking water available :

Whether Electrified :

Telephone number if available :

Is there T.V – How it is used :

Is there Radio – do the students Listen to Radio lesson? :

No. of computer available :

Whether computer course is offered :

(Name of the agency in charge of computer Education.)

Library No. of Books :

23. a. Centrally sponsored year Name of the Scheme value

Schemes

Classrooms / Workshop

Equipments supplied

b. Text book corporation year value

classrooms

Equipments

others:-

24. Projects under P.T.A

Matching grant :

Class rooms :

Toilet :

Compound wall :

25. Improvement of constituency under

26. MLA / MP scheme :

Building class rooms :

Other items :

26. Furniture for students

Requirement :

Available :

27. Furniture for teachers

Need / Available :

Classrooms :

Staff room :

28. Are There blackboards in all classes :

29. Rake facilities for keeping the records of the students and teachers :

30. Staff Particulars :

Teachers :

1. Scale Register :

S. No.	Name of the Post	Sanctioning Order	Date from which the Post is vacant
1	2	3	4

2. Particulars of Teachers

S. No.	Name And Designation	Date Of Birth	Qualification Gen/Prof.	Date Of entry Into service	Promotion after Appointment	SR Date Of Opening	@ PF No.	Basic Pay	Date Of Increment
1	2	3	4 5	6	7	8	9	10	11

Special Abilities Involvement Govt. Awards Received	Inservice Training Under gone	Community SC/ST/BC/BC/ OC	Particular & Departmental tests passed	Particulars of Children Whether wife Employ
12	13	14	15	16

1. List of teachers against whom changes are pending

2. List of Teachers having Audit objections

30. B. Ministerial Staff

Scale Register

S.No.	Name of the Post	Sanctioning Order	Date from which The post is vacant?
1	2	3	4

30 B(2) Particulars of Non teaching Staff

S. No.	Name & Design.	Date Of Birth	Edn. Qlf. Gen /	Date of First joined Prof.	Promotion After joined Design. Date & design.	Service Reg. No. Yr.
1	2	3	4	5	6	7

PF No.	Basic Pay	Date of Increment	Additio nal Qualf.	Details Of Spl. tests Passed	Comm. SC / ST / MBC / OC	Details of Children
8	9	10	11	12	13	14

Student Particulars

31. At the time of previous Inspection . . Date:

Class	SC	ST	MBC	BC	OC	TOTAL
	M F	M F	M F	M F	M F	M F
6						
7						
8						
Sub-Total						
9						
10						
Sub-Total						
11						
12						
Sub-Total						
Total						

32. At the time of Present Inspection . . . Date:

Class	SC	ST	MBC	BC	OC	TOTAL
	M F	M F	M F	M F	M F	M F
6						
7						
8						
Sub-Total						
9						
10						
Sub-Total						
11						
12						
Sub-Total						
Total						

Any charges pending?

33. After the last inspection new admission yearwise / classwise :

34. After the last inspection with drawals year wise / class wise :

35. After the last inspection Dropouts:

36. Admission from other states / other Nation :

37. Scholarship received after last inspection Give details separately for

SC/ST

MBC/BC

Year	Community SCi / ST / MBC / BC	Amount Recd. & Date	Amount Distributed & Date	Amount Returned Date : Details:

38.

Class Sex	6	7	8	9	10	Total
Boys						
Girls						
Total						

39. Supply of Free uniform / Free books / Free note books

CLASS	Note Books		Uniform		Books		Total	
	M	F	M	F	M	F	M	F
6								
7								
8								
TOTAL								
9								
10								

40. No. of SC/ST Girl students who received free bicycle :

No. of students enjoying free bus pass :

List of students studying a language other than :Tamil as First language:

Class	Number of Students		Language
	B	G	(other than tamil)

List of Students selected by the achievement test in VIII Std in the Rural area:

Class	Number of Students	
	Boys	Girls
9		
10		
11		
12		
Total		

Result particulars for the past 5 years (For 10 std and 12 std)

Class	Year	Appeared			Passed			Pass Percentage		
		B	G	Tot	B	G	Tot	B	G	Tot
10										
12										

Result particulars in School exams

Class	Appeared			Passed			Pass Percentage		
	B	G	Tot	B	G	Tot	B	G	Tot
6									
7									
8									
9									
10									

Maximum marks scored in Govt. Exams

Class	Year	Marks	Name of the Student
10			
12			

Extra Curricular Activities:

Activities	Teacher Incharge	No. of Students
Scout / Guides		
N C C		
N S S		
J R C		
Sanchayika		
Youth Parliament		
Science club		
Eco Club		
Lit. Association		
Any other specify :		

Prominent persons who were students of this School :

Name	Qualification	Class & Year In which studied	Present Position
1	2	3	4

List of articles collected at the time of School Improvement Conference

Date	Particulars	Value	Donor
1	2	3	4

48. Date of Last Audit :

Authority of Audit :

No. of pending objections :

Amount of pending recovery :

Action taken :

49. Fee collected from students :

Class	Spl. Fee	Tuition Fee	P. T. A	Total
6				
7				
8				
9				
10				
11				
12				
Total				

49A Expenditure statement of special fees account:

49B Special Fees collection details. For the Year _____

Class	No Of Students	Due	Collection	Arrear
6				
7				
8				
9				
10				
11				
12				
Total				

49C Detailed notes on audit of Special fees account:

50. Future Plans :

To improve basic amenities

To improve result in Govt. exams

To improve the quality of edu.

51. Medical Inspection for students

Date of last inspection:

52. Whether the school is Centre
for 10th and 12th Exams

X Std.

XII Std.

School No.

Centre No.

Sufficiency of furniture for govt exams.

List of persons to retire in 2 years.

Name	Designation	Date of Birth	Date of Retirement

54. List of Registers maintained : Reg. No. Heading

Sports Activities - Representation State Level / Dist Level

NSS Activities - Spl. Camp / Regular work

NCC Activities - Spl. Camp / R.D. Parade

Scout - Awards / Training camps attended

JRC - Activities

Functions and celebrations during the last year:

Remarks about teachers

Teacher's Assessment:

No.	Name of The teacher & Qualf.	Subject observed Std. - Proficiency In the Subject	Adequacy Suitability Of the maintenance And technique	Class Control & AV aids used	Super vision On Assign ment Given	Assess ment & Grading
1	2	3	4	5	6	7

Remarks	Result Performance. Of pre. 3 Years	Avg. Mark In his Sub.	Books or Articles published By the teacher
8	9	10	11

56. General Remarks and final assessment of the School.(Strength & weakness)

SELF APPRAISAL FOR THE YEAR _____

NAME OF THE TEACHER :

QUALIFICATION :

SUBJECTS HANDLED :

STANDARD AND MEDIUM :

Put a tick mark against the column applicable to you:

Never Rarely Often Very often Always

Attends School regularly	:
Has cent percent attendance	:
Takes Leave with prior permission	:
Sets Work	:
Gets classes exchanged	:
Is punctual to School	:
- Is punctual to School session daily.	:
-attends assembly (Morning)	:
-Attends all functions	:
- Takes charge of her class	:
Maintains Discipline etc.	:
Goes to classes on time.	:
Goes well prepared to classes	:
Conducts classes in an interesting and absorbing manner interacting with all students.	:
Does not waste time during Class hours	:
Does not move out of the Classroom during class hours	:
Is uptodate	:
Takes effort to be uptodate in correction of Classwork and Homework	:
Takes lessons as per syllabus.	:
Gives written work	:
Short test as and when	:
- A lesson is completed.	:
Class control is good. Also maintains Discipline among all students.	:
Rapport with the students is good	:
- care for children.	:
- Keeps close track of their extra and co-curricular Activities	:

Maintains school record properly	:
Attendance Register	:
Personal Mark Register	:
Cumulative Record-for problem children	:
Record notebooks	:
Composition Note book	:
Defaulter's note book	:
Class Mark Register etc.	:
Submits notes of lessons and corrected Answer Papers on time.	:
Writes notes of lessons in the Prescribed manner showing originality	:
Sets question papers taking care of Weightage of topics and difficulty Level in the approved format.	:
Presentation of question paper is good	:
Consults co-teachers and is on par with The other sections in coverage of Portions / Written work.	:
Maintains perfect correlation.	:
Avoids mistakes in the question paper - setting.	:
Supervises exams/test efficiently (arrangement of desks, careful invigilation, punctual to exam hall) and hands over the answer papers properly arranged.	:
Corrects answer papers as per Answer scheme and prepares marklist, mark register etc. without mistakes in time.	:

Shoulders responsibility willingly
and, cheerfully, accepts extra assignment
and reports back promptly :

Willing and eager to attend workshops
Reports back on proceedings and
Tries, to incorporate what is
Relevant into classroom methodology:

Involves himself/herself fully in
activities other than academic. :

Has pleasant manners / cooperates
with colleagues. :

Conducts Extra coaching classes for
backward students :

My strength and weakness :

Head Masters Remarks on the self
Appraisal of the teacher

Creativity, Innovative, Tact and Temper, Assertiveness, Attitude,
Member of School committee, staff council, Assistance to Head Master, Areas
of Achievement, Aspiration, Communication Skills, Presentation Skills, Co
operation with others, Public Relation Strength and Weakness etc should be
kept in mind in giving the final estimate of the teacher.

Signature of the Headmaster.

Signature of the teacher.

PART - II (5)

THE GRANT-IN-AID CODE OF THE TAMIL NADU EDUCATION DEPARTMENT

PART - II (5)

THE GRANT-IN-AID CODE OF THE TAMIL NADU EDUCATION DEPARTMENT

**(For Educational Institution other than Primary Schools and
Anglo-Indian Schools)**

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M Cancelled

N Cancelled

O Cancelled

P Cancelled

PP Cancelled

Q Cancelled

R Cancelled

S Cancelled

SS Cancelled

T Cancelled

U Cancelled

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Education Department

The Grant-In-Aid

code of the

Tamil Nadu Education

Department

(For Educational institution other than Primary schools and Anglo-Indian Schools)

CHAPTER I – INTRODUCTION.

1. Preamble – A sum of money is annually set apart to be expended under these rules as grants-in-aid of recognized educational institutions under private management with the object of extending and improving secular

education, and such grants will be given impartially and without reference to any religious instructions to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution and of the funds available. Provided that grants shall be withheld from institutions which refused admission to any pupil merely on the ground of the caste or community to which he belongs, provided also that no grant of any kind shall be paid to a new institution or in respect of a new standard or course or a new group or subjects in Higher Secondary, in an existing institution which has been opened without the previous permission or consent of the competent authority.

These rules do not apply to Anglo-Indian Schools or to primary Schools which are aided under separate rules.

No grant of any kind shall be paid to new institution or for upgrading of old institution or opening of additional standard or sections from 1991-92.

Schools opened or upgraded from 1991-92 are not eligible for grant.

2. Reservation of discretion by Government – (i) The Government reserve to themselves, anything in the rules of this code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.
 - (ii) Grants will ordinarily be withdrawn from a secretary / correspondent if he or any of the teachers, employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils.
 - (iii) Payments of all grants will be subject to audit, and in the event of an objection being upheld the management concerned may be called upon to refund the amount paid on such portion of it as the Government may decide. Such refund may be made either by adjustment in any other grant payable to the school or in such other manner as the Government may see fit.
 - (iv) Since Staff Grant now paid, includes Dearness Allowance also - Deleted.
 - (v) The Director shall have power to refuse grants to any institution which directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion.

3. Definition of terms : - The term “Director” signifies :-

1. Director of School Education and
2. Director of Teacher Education Research and Training.

4. Objects for which aid may be given.-- (i) Grants are given for teaching staff and the supporting non-teaching staff, approved by the department in respect of secondary (High) and Higher Secondary Schools.
 - (ii) Grants are given for boarding homes for children and
 - (iii) Teacher Training Institutes
5. Staff grants are paid in respect of Secondary (High) and Higher Secondary Schools on a monthly basis by the respective District Educational Officers.
6. Sanctioning Authority.-- The District Educational Officers are authorised to sanction monthly staff grant to the staff of High and Higher Secondary Schools, including schools for special education --- Oriental Schools (Sanskrit and Arabic), admitted to aid by the competent authority.
7. Interpretation of rules.-- The interpretation of any rule in this code shall in the first instance, rest with the Director, provided that no interpretation of a general nature shall be binding on a Secretary/Correspondent, which has not been approved by Government and notified in the Tamil Nadu Government Gazette.
8. Appeal to sanctioning authority.-- An appeal shall lie to the sanctioning authority for the revision of its orders.
9. Appendices to have the effect of the rules. -- The appendices to this code shall have the same effect as the rules of the Code and shall be treated as part of the Code.

Chapter - II - General Conditions of Aid

10. Management - Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the department, who in the capacity of proprietors or of trustees, or of members of a committee elected by Society or Association or company by which the institution is maintained and administered shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time.

The management may, with the approval of the department appoint a person as Secretary/Correspondent or Manager to transact the current business of the institution with the department.

Application for change of management of institutions, shall be governed by the provisions in Rule 7 of the Tamil Nadu recognised private schools (Regulation) Rules 1974.

- 10 (A) The general conditions of aid shall be the same as those prescribed for the establishment, administration and maintenance of Educational Institutions, recognised in Tamil Nadu under the Tamil Nadu recognised private schools (Regulation) Act 1973. (T.N.Act 29 of 1974), and the Rules issued there under and the orders of Government issued from time to time.

To transact the current business of the institution with the education department, the educational agency shall follow Rule 12,13 and 14, in the Tamil Nadu Recognised Private School (Regulation) Rules 1974.

11. Declaration by the Management-- Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration signed by the correspondent to the effect that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and as per the rules stated in Tamil Nadu Private Schools Regulation Act 1973 and rules 1974 and in the grants-in-aid code are being and will continue to be, fully observed, excepting any rules from which the institution may be specially exempted and that the management is prepared to subject the institution, together with its current endowment and trust accounts, its establishment, time-table and registers, to inspection and to furnish such returns as may be required by the department.
12. Reservation of right regarding the use of books-- Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools.
- Managers of schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use, without the express sanction of the Director, any text-book which is not included in the authorised list of text-books, published by the Tamil Nadu Text Book Corporation, which may from time to time be issued by them.
13. Income to be devoted to educational purposes-- No aided institution shall be allowed to spend any portion of its income for other than educational purposes.
14. Reservation of right regarding employment of teachers-- It shall be competent to the Director to forbid the employment in aided schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

14-A Cancelled

15. (Aided Colleges) - Deletion Suggested

16. No grant will ordinarily be paid on behalf of members of the teaching staff in a school who have completed their 58th year.

Chapter - III - cancelled.

Chapter - IV - STAFF GRANTS ON BEHALF OF SECONDARY AND HIGHER SECONDARY SCHOOLS

23. Average attendance of pupils-- A grant shall not be given to an institution which does not have the following average monthly attendance:-
- (i) 60 pupils in Stds. VI to VIII and a minimum of 15 pupils in each standard.
 - (ii) 50 pupils in Stds. IX to X and a minimum of 20 pupils in each standard.
 - (iii) 30 pupils in the Academic Course in each of the Stds. XI & XII
 - (iv) 10 pupil for each vocational course in each of the Stds. XI & XII.
- The Director may, however, relax this rule in special cases.
23. A In respect of Secondary (High) and Higher Secondary Schools, teaching grants to be accessed as per the average monthly attendance of students by the respective District Educational Officers and as per staff fixation made by the respective Inspecting Officers.
24. Number of school meeting-- An institution shall not ordinarily be eligible for the full grant sanctioned for it in any academic year, unless it works for 200 days, in a school year. Out of the 200 working days, the instructional days alone shall be 180 days.
25. Definition of school day-- The school day shall consist of 5 hours and forty minutes of 8 periods as specified in the Tamil Nadu Educational Rules.
26. Qualification of Teachers.-- The qualifications general and professional of teachers shall be in accordance with the Tamil Nadu Educational Rules.
27. Subjects of Instruction.-- The subjects of instruction and standards of examination shall be such as are approved by the department.
28. (i) Protection from small pox - Eradicated. Hence deletion suggested.
(ii) Cancelled
29. Application for Aid.-- Application for first admission to aid shall be made in the prescribed form (Appendix E) to the Director through the District Educational Officer before 1st May. The application shall be accompanied by such returns as the Director may from time to time prescribe with the

view of ascertaining the financial position of school and its eligibility for aid.

30. Admission to Aid.-- The Director shall determine what institutions shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

31. Withdrawal from Aid.-- The Government may, after giving due notice, withdraw aid from an institution, should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

32. Fixing the amount of grant-- Amount of grant payable to aided secondary and Higher Secondary Schools - shall be:-

The full approved expenditure on salary of teaching staff, non-teaching staff and servants paid from contingencies;

The grant for item above shall be called as staff grant and shall be sanctioned monthly by the District Educational Officer.

In fixing the staff grant, the District Educational Officer shall follow such instructions as may be issued by the Director from time to time.

The staff grant for every aided secondary and Higher Secondary school to cover the approved expenditure on teaching staff, non-teaching staff and servants paid from contingencies shall be sanctioned monthly. The grant shall be drawn by the sanctioning authority on a bill in the prescribed form and the bill shall be endorsed for payment in favour of the Secretary/Correspondent of the school.

Director of School Education is empowered in special cases to pay grant direct to secondary (High) and Higher Secondary Schools.

The District Educational officers of the areas are empowered to make direct payment to the heads of Institution of secondary (High) and Higher secondary Schools in special cases where the school is mismanaged.

- (ii) Cancelled - (a), (b) and (c) - Cancelled

- (iii) Registered management of schools will be allowed to retain any profits they may make during the year subject to the condition that the money thus retained is not allowed to accumulate but is spent with the approval of the Director on improvements to the school.

33 and 34-Cancelled

35. Amount of Grant payable-- (1) Staff grant is paid to schools on a monthly basis.

- (2) The Director may deduct from the grant payable to an institution such amount as may be due to the teachers from the management for direct disbursement to the teacher concerned, should the management fail in the discharge of its obligations to a teacher under its employ by nonadherence to the terms of agreement entered into under rule 12(i) of the Tamil Nadu Educational Rules.

36. Penalties-- The Director may, on the report of the inspecting officer or auditor after enquiry, withhold, reduce or suspend the grant on account of falsification of the registers, or misrepresentation regarding fees, attendance or other matters or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

37. Financial Statement.-- The management of every aided high and higher secondary school shall prepare financial statements (Appendix 'F') and submit to the District Educational Officer and to the concerned Audit Department not later than 31st May of each year, and a copy of the Financial Statement shall be kept in the school for departmental audit.

38. Payment of Grants.-- (i) Grants for each month may be drawn on a bill prepared in the prescribed form and sent to the District Educational Officer on or before 22nd of every month in (Appendix G(i)) and countersigned by the District Educational Officer by 25th of every month.

- (ii) On receipt of the countersigned bill, the secretary / correspondent shall endorse it and present it for payment at the nearest Treasury in accordance with the instruction given in the sanction.

- (iii) Any excess amount paid in a month, shall be remitted back into the Treasury as and when brought to the notice of the school authorities.

Chapter IV-A – Grants Towards the Medical Inspection of Pupils in Secondary Schools Kept in abeyance

Chapter V – Teaching grants on behalf of Colleges

(Rule No. 40 to 44 - Deletion suggested)

Chapter V-A - Grants towards Rent of Hostels

(Rule 44-A to 44-C - not in vogue - Deletion suggested)

Chapter VI - Teaching Grants on Behalf of Schools for Special Education

45. (a) Oriental Schools-- (i) All oriental schools (Sanskrit and Arabic) shall be paid monthly grants to cover the entire expenditure on salary to staff approved by the Director and it shall be sanctioned monthly by the respective District Educational Officers.
- (ii) The minimum strength in the lowest class in the oriental schools shall be ten with effect from 1965-66 and this minimum strength in respect of other classes shall be maintained progressively 15 in each Std. in IX and X.
- (b) Schools for the handicapped-- Not under the control of the Education Department - Deletion suggested.
- (c) Other Special Schools-- Grants are given for only (i) Teacher Training Institutes and (ii) Boarding grants to Homes for children (Dealt. with in Chapter-XI). Other Institutions and Schools not in vogue - Deletion suggested.
- (d) Teaching grants on behalf of Teacher Training Institutes-- The quantum and the amount of grant payable to the aided non minority and the aided minority Teacher Training Institute shall be decided by the Government. The Principal of the District Institute of Education and Training in the district shall be empowered to release such grants periodically in the form prescribed in Appendix-H)
46. Application for aid-- Application for grants on behalf of oriental schools shall be made as in the case of aided secondary schools [vide rule 32(a) and (b)]
- Application for grants on behalf of other special schools-- Not in vogue - Deletion suggested.

Chapter-VII - Grants towards stipends in Training Schools

Rules 47 to 50 - not in vogue - Deletion suggested

Chapter-VIII - Grants for Buildings, Building Sites and Play Grounds

Rules 51 to 56 - not in vogue - Deletion suggested

Chapter-IX - Grants for Furniture, Books and Appliances

Rules 57 to 61(b) - not in vogue - Deletion suggested

Chapter-X - Grants to enable Villages to erect and equip Village School Houses-Cancelled

Chapter-XI - Boarding Grants to Homes for Children

62. Objects and Conditions of aid-- In addition to ordinary grants of all descriptions, a special grant may be made to homes for children in aid of boarding charges.
- Provided that such grants shall not exceed three-fourths of the net boarding charges of the institution subject to a minimum limit, calculated at Rs.36/- a month for each certified free destitute pupil.
- (G.O. Ms.1499 SWD dt. 25-5-1982)
- Provided also that such grant shall not be admitted on behalf of a pupil whose age on the 1st July of the year under consideration.
- (a) exceeded twenty but was below five years in the case of a boy or girl; and
- (b) exceeded twenty-five but was below five years in the case of physically handicapped children.
- Explanation-- Pupils from whom a nominal fee not exceeding Rs.9/- in a year is collected shall be considered free for purpose of the above rule and also of note (1) under rule 64.
63. In support of a claim for grant for the first time in respect of every pupil a certificate testifying to his or her destitution in the form prescribed in Appendix-X(i), if the pupil is an orphan, and in Appendix X(ii), if the pupil is non-orphan should be produced from an officer of the Revenue Department not below the rank of Deputy Tahsildar or Commissioner, Panchayat Unions, having jurisdiction, over the place where the parent or guardian of the pupil resides.

(G.O. Ms. No.4 Education dated 4th January 1954)

(G.O.Ms.No.742, Home dated 2nd March 1963)

64. Only institutions which are primarily Homes for children and which make suitable arrangements for the education of the inmates in recognised schools shall be admitted, to aid.

(G.O. Ms. No. 3085, Education dated 28th August 1965).

(2) The term "orphan" used in these rules means a child which has lost either or both of its parents.

(3) The possession of trifling income by the parent of a child does not necessarily exclude the child from the category of "destitute". "Trifling Income" means a gross income of Rs.6400/- (Rupees Six thousand four hundred only) and below per annum under all sources.

Children whose parents are in receipt of an annual gross income exceeding Rs.6400/- (Rupees six thousand four hundred only) will not be eligible for any boarding grant.

(G.O.Ms.No.3, SW & NM Dept. dt. 3.1.1990)

“The occupation of the parent(s) is : the annual gross income from all sources of the parent (s) is Rs. Per annum.”

(G.O.Ms.No.804, Education, dt. 2.5.1955)

Note: (1) An Home for Children for Indian destitute pupil shall not be eligible for aid under this chapter unless at least 50 percent of its inmates on the 1st July of the year under consideration are orphan or non-orphan free certified destitutes within prescribed age-limits and reading in recognized schools

(4) “Boarding charges” for the purpose of the grant comprise only the following:”

- i) cost of foodstuffs.
- ii) Pay of cook and other servants. If any, employed for the purpose of cooking and serving meals and expenditure towards the salaries of warden and accountant.
- iii) Contingencies, i.e. sundry expenses connected with the provision of meals and items such as stationery, oil, cost of clothing, medicines, medical aid, text books, note books, and soap.

(G.O. Ms. No.330, Home, dated 1st February 1960)

(5) The net boarding charges shall be arrived at by deducting from the boarding charges (a) the wages, if any, earned by the inmates paying no fees or only nominal fees and (b) the fees, if any, collected including the nominal fees referred to in the explanation under rule 62.

(6) No inmate shall be eligible for a grant under this chapter unless he is a native of Tamil Nadu.

65. Application for aid-- Application for grants under this chapter shall be made in the prescribed form (Appendix V).

66. Boarding grant - procedure-- As soon as an application for grant- in- aid under this chapter is received, the Local Inspecting Officer shall investigate the case. The application should not be considered unless the investigating Officer is satisfied that the Education provided by the orphanages or Boarding homes for destitute children is suitable and that the accounts of the orphanage or the Boarding Home show that it is not conducted for private profit. A Medical Officer should invariably be consulted by the Inspecting Officer on matters relating to sanitary

condition of the building and their surroundings (Appendix-G). The auditors attached to the Director of School Education shall audit the accounts of Boarding Homes and they shall send the audit report to the respective District Elementary Educational Officers, along with the quantum of grant recommended.

On receipt of the audit report, the District Elementary Educational Officer shall visit the Home and submit the audit report to the Director of Elementary Education for allotment of Funds.

The Director of Elementary Education shall then scrutinize the proposal and allot funds to the District Elementary Educational Officers extending copies to the Homes and treasuries.

67. Payment of grants-- The District Elementary Educational Officer shall sanction the amount and countersign the bill prepared by the correspondent for payment from the respective Treasury (Appendix G(ii)).

Chapter-XII

Teaching Grant on Behalf of Rural Colleges for Adults

Rule 68 to 75-Not in vogue - Deletion suggested

APPENDIX - A

(CHAPTER III RULE-17)

Application for Admission to aid on behalf of an Elementary School

Cancelled.

APPENDIX - B

(CHAPTER III RULE-18 AND 20)

List of Recognised and aided Elementary Schools for Boys and Girls in District during the year 19

19

Cancelled.

APPENDIX - C

(CHAPTER III RULE-21)

Cancelled.

APPENDIX - D

(CHAPTER III RULE-22)

Cancelled.

APPENDIX - E**(CHAPTER IV RULE-29)**

Application for Teaching Grants on behalf of a Secondary Schools when grant is admissible.

- 1 Name and address of the School
- 2 Society, association or person owning the School
- 3 Secretary/Correspondent
- 4 Standards and classes under instruction with strength of each
- 5 Deletion - suggested
- 6 Names of teachers with qualifications and monthly salary of each,
- 7 Description of endowments with yearly income from each
- 8 Deletion - suggested
- 9 Remarks :

Declaration.-- On behalf of the management of the School, I hereby declare that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. Dated and that I am prepared to subject the institution together with its current endowment and Trust Accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station.

Secretary/Correspondent.

Date :

APPENDIX - F

(Chapter IV, Rule 37 and Chapter V, Rules 44 and 46)

Financial Statement for the use in Secondary (High) and Higher Secondary Schools.

The total on the receipts side (excluding A) should agree with the total on the expenditure side.

Receipts Side

- 1 The amount shown against item A should agree with the amount shown in the fee returns as fee due for the official year.

Expenditure Side

- 2 Item I should be supported by a separate statement in the form given below showing the names of the teachers employed, their monthly salaries and the total salary paid to each.
- 3 Item 2 should be supported by a separate statement in the form given below showing the designation of the Non-teaching staff including menials paid from contingencies; their monthly salaries and the total salary paid to each.
- 4 Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for the each item exceeding Rs.10/-

S. No.	Name of teacher or servant	Designation	Period for which employed	Monthly salary	Total Salary	Salary actually paid
1	2	3	4	5	6	7
				Rs. P.	Rs. P.	Rs. P.
			Total			

Certificate,- I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated.

Station :

Secretary/Correspondent

Date :

FINANCIAL STATEMENT FOR THE YEAR 2003 -

Receipts.

Amount

Rs. P.

- 1 Amount brought forward from the last years' accounts
- 2 Income from endowments
- 3 Subscriptions and donations
- 4 Actual receipts by fees
 - (a) Ordinary
 - (b) Special
- 5 Grants-in-aid received---
 - (a) Staff grant
 - (b) Building

- (c) Furniture and apparatus
(d) Endowments
- 6 Miscellaneous receipts
- 7 Amount contributed by management for the upkeep
of the school during the year.

Total

Expenditure

Expenditure on -

Amount

Rs. P.

- 1 Teaching staff (as shown in the detailed statement attached)
- 2 Non-teaching staff (as shown in the detailed statement attached)
- 3 Rents
- 4 Taxes
- 5 Ordinary repairs and upkeep
- 6 Contingencies
- 7 Scholarships
- 8 Prizes
- 9 New buildings
- 10 Furniture
- 11 Science apparatus and materials
- 12 Other appliance for teaching
- 13 Library
- 14 Gymnasium and Games
- 15 Outlay not falling under the above heads
- 16 Amount carried over to the next year's account

Total

Certificate.-- (1)On behalf of the management, I hereby certify that expenditure shown in the above statement under items 1-6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

Station :

Date :

Secretary/Correspondence

- (2) I hereby certify that I have audited the accounts of the School for the year and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

Station :

Date :

Auditor

APPENDIX - G (i)

(RULE 38)

Payable/Non-payable.

Payable at the

Bill for the month of

for the Staff Grant on behalf of

School.

District :

VOUCHER No.

Secondary - Plan / Non - Plan

Head of Account :

Rs.

Pay . ..

SA/SP ...

D.A. ...

HRA ...

CCA ...

MA ...

----- XXXXX

LESS : Deductions

Teacher Provident Fund ...

Family Benefit Funds ...

Special Provident Fund ...

Health Fund ...

Festival Advance ...		
Marriage Advance etc., ...		
Total deduction	-----	xxxxx
Net Amount		xxxxx

S.No.	Name of the School	Bill No.	Amount of grant
			(in words and figures)
(Rupees			Only.)

CERTIFIED that the claim preferred in this bill was not drawn previously.
 CONTENTS RECEIVED.

DISTRICT EDUCATIONAL OFFICER.

Signature of Secretary/Correspondent.

DISTRICT EDUCATIONAL OFFICER.

Pay to the Secretary / Correspondent.

APPENDIX - G (ii)

(Rule 67)

PAYABLE AT

BILL FOR THE BOARDING ON BEHALF OF SPECIAL SCHOOLS

DISTRICT :

Payable at

GRANT-IN-AID BILL FOR

Voucher No :

Month of

Head of Account :

Sanctioned in the Proceedings of The Director of Elementary Education,
 Chennai-600 006.

	Rs.
Special other (Orphanage Grants)	xxxx

TOTAL	xxxxx

(Rupees Only).

Signature of Correspondent District Elementary Educational Officer.
 /Secretary

1. Certified that the amount claimed in this bill was not drawn before from any other source.

Station :

District Elementary Educational Officer.

Counter signed for Rs. (Rupees Only).
 Treasury Officer. District Elementary Educational Officer

Please pay Rs. (Rupees Only).
 Treasury Accountant. District Elementary Educational Officer.

Contents received.

Please issue a cheque in favour of the Correspondent/Secretary

Correspondent/Secretary District Elementary Educational Officer.

APPROPRIATION

- Total amount allotted during the year : Rs. xxxxxx
 - Expenditure incurred including the above orphanage. Rs. xxxxxx
-
- Balance Rs. xxxxxx
-

District Elementary Educational Officer.

APPENDIX - GG

(Chapter V-A, Rule 44-B)

Application for Grants towards Rent to Hostel

Not in vogue - Deletion suggested**APPENDIX - H**

(Chapter VI Rule 46)

Application for teaching grants on behalf of Teacher Training Institutes
 when grant is admissible.

- Name and address of Institute.

- 2 Deletion suggested.
- 3 Society, association or person owning the school.
- 4 Secretary/Correspondent.
- 5 Training classes with strength of each.
- 6 Names of teachers employed in the training school with qualifications on monthly salaries.
- 7 Standards in practicing school with strength of each.
- 8 Names of teachers permanently employed in the practicing section with qualifications and monthly salaries.
- 9 Description of endowments with yearly income from each.
- 10 Amount which the management proposes to spend yearly on the schools.
- 11 Remarks.

Declaration

On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station.

Secretary/Correspondent

Date

APPENDIX - J

(Chapter VI, Rule 46)

Application for teaching grants on behalf of Technical, Industrial and Art Schools

Not in vogue - Deletion suggested

APPENDIX - K

(Chapter VII, Rule 47)

Application for Stipendiary grants in Training Schools

Not in vogue - Deletion suggested

APPENDIX - L

(Chapter VII, Rule 50)

Grants towards stipends in Training schools

Not in vogue - Deletion suggested

APPENDIX - LL

(Chapter VIII, RULE 52)

Instructions as to the sanitary and hygienic and hygienic requirements to be observed In the designing and construction of school buildings in the state of Tamil Nadu

Selection of sites

In the selection of site the following points should be weighed against considerations like economy convenience, proximity to houses of parents, etc.-

- (i) A site should not be selected if its natural position is in a hollow or in the neighborhood of high trees, or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value, in THE PLAY GROUND, provided that they do no unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of light into the class rooms, or in course of time, to cause damage to the structure.
- (ii) Made soil should be avoided and, as far as possible all soils which are specially retentive of moisture.
- (iii) Sufficiency of space is important, and in this connection the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be borne in mind.
- (iv) Channels and tanks in the vicinity are a disadvantage.
- (v) The presence of rank vegetation, more especially prickly-pear, is objectionable.
- (vi) The neighborhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighboring buildings, the north point and the direction of the prevailing wind.

ORIENTATION OF BUILDINGS

3. This will differ for different parts of the State and will depend chiefly on the best way to secure free flow of air. Subject to this, the more buildings are lighted from the north the better.

FLOOR SPACE

4. When funds are available, they should be utilized in providing floor space in excess of the following MINIMUM requirements per student:-

For Elementary Schools	 0.88 square metres
For Secondary Schools	 0.99 square metres
For Teacher Training Institutes	 1.40 square metres

Rooms which are intended to be used for practical work, such as laboratories, drawing room, workshops etc, should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

COMPOSITION OF FLOORS

5. It is desirable that the floors should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors need not be insisted on if objected to. At the same time it must be recognized that from the hygienic point of view they are to be preferred and objection on the score of their coldness can be met by providing planks or benches.

SEATING ARRANGEMENTS

6. The general principles which should govern the construction of desks are set forth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown in diagram, Annexure (ii).
7. Forms without backs and desks are objectionable; type designs for desks are issued by the department.
8. Pupils should be seated in rows with the main light falling from the left side; they should never face the light. The same remarks applies to the teachers.

WINDOWS

9. Windows serve two purposes--
(a) Admission of light.
(b) Admission of air.
10. They should be placed at regular distances so as to ensure uniformity of light.
11. Window sills should not be more than 1.22m. from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within .77m. or .9m. of the floor level. Windows for subsidiary lighting may have their sills more than 1.22m. from the floor.
12. The window area should not be less than one-fifth of the floor area and whenever possible the main lighting should be from the north.

DOORS

13. Class rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room.

HEIGHT OF CLASS ROOMS

14. The minimum height of the rooms in Secondary (High) and Higher Secondary Schools, and Teacher Training Institute constructed with ground floor alone and with ground floor and first floor with terraced or sloping roofs should be as indicated below:-

	Height between floor level to the bottom of floor slab or roof slab	Height between floor level to the bottom of the beam in the case of sloped roof
1. Single storeyed building having terraced or sloped roof	3.67 meters	3.36 meters
2. Double storeyed building having both ground floor and first floor terraced or first floor with sloping roof	3.67 meters below floor in ground floor and 3.36 meters between floors in the first floor.	Height of bottom of the beam from top of floor in the case of sloping Roof in first floor 3.36 meters

In the case of Elementary Schools the height of room should be 10' to the bottom of the beam in the case of sloping roof and 11' upto the underside of the roof slab in the case of terraced roof.

(G.O.Ms.No.1454, Education, dated 17th August 1964)

VENTILATION

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

DIMENSIONS AND FITTINGS OF CLASSROOMS

16. It is important that no school or class room should be more than 7.30 meters in width or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 7.30 meters x 7.60 meters, that is, an approximate square. If it is admitted that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall black-board space should be provided especially on the wall at the teachers' end of the room which should be unbroken by door's windows or cupboards. Cupboard recesses in other walls should be provided also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 6.40 meters wide and 7 meters long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306 of 1917, Annexure (ii). To accommodate similarly desks of larger dimensions those of the room must be proportionately increased.

ROOFS

17. The roof should, as far as possible, be impervious to heat.

SANITARY ARRANGEMENTS

18. Latrines should not be placed nearer than 12 meters to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.
19. The type designs of the sanitary department should be consulted when planning latrines.

20. For boy's schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following scale:-

	Girls	Boys		Girls	Boys
Under 30 children	2	1	Under 150 children	6	3
Under 50 children	3	2	Under 200 children	8	4
Under 70 children	4	2	Under 300 children	12	5
Under 100 children	5	3	Under 500 children	20	8

22. In addition there should be urinals for boys at the rate of six urinal compartments each 51 cms. wide for every 100 boys, or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

23. If the flush-out system of latrines is in vogue, the number of water closets should be on the following scale:-

Number of Pupils	Scale of water closets		Number of Pupils	Scale of water closets	
	Girls	Boys		Girls	Boys
25	1	1	150	6	3
50	2	1	200	8	4
75	3	2	300	12	5
100	4	2	500	20	8

In addition provision should be made for urinals at 6 per 100 boys.

NOTE- It is not intended that all clauses should be applied in the case of elementary schools in preparing these for elementary school buildings only such points as refer specially elementary schools are applicable to all classes of schools should receive an attention.

ANNEXURE (1)

The requirements of suitable desks and seats are that the pupil should sit with body fairly vertical for writing and be able to lean back for reading without any danger of curvature of the spine in either case. He should not stoop or lounge or sit in any way, askew, and the book or paper should rest at a comfortable distance below his eyes.

Not more than four pupils should be seated at one desk. Individual chairs and tables to suit pupils may be use in all standards or classes. (G.O.Ms.No.2261 Education, dated 23rd August 1951)

The following table of measurements is intended as a guide to school managements in the construction of desks and seats :

TABLE**MEASUREMENTS IN INCHES**

1	Height of pupil.	Below 48	48to51	52to55	56to59	60to63	64to67	68and above
2	Distance from top of base to top of seat board.	12 ½	14	15	16½	18 ¼	19¼	20
3	Width of seat board.	9	9 ½	10 ½	11	12	12	12
4	Distance from top of seat board to front edge of desk measured perpendicularly.	9	9½	10	10¾	11½	12	12½
5	Distance between front edge of desk and front edge to seat measured horizontally.	3	3½	3 ½	4	4	4½	4¾
6	Width of top of desk(inclined part)	11½	12	12 ½	13	13 ½	14	14
7	Width of top of desk (Horizontal part)	3	3	3	3	3	3	3
8	Depth of book-shelf	10	10	10	10	10	10	10
9	Distance of same from top of desk	5	5	5	5	5	5	5
10	Slope of back of seat	1	1	1	1	1	1	1
11	Distance from top of seat board to top of back of seat measured perpendicularly.	9	9½	10	11	12	12½	13

12	Distance from top of base to back edge of desk.	23½	25½	27	29½	32	33½	35
13	Footrest Front edge flush with base : back edge 1 inch above base							
14	Space for each pupil	18	19	20	21	21	22	23

APPENDIX - M

(Chapter VIII Rule 53)

Application for approval of a Building Scheme in respect of School at
in the district of

Not in vogue - Deletion suggested

APPENDIX - N

[Chapter VIII Rule 53(ii)]

Form of Completion Certificate

Not in vogue - Deletion suggested

APPENDIX - O

(Chapter VIII Rule 54)

Cancelled

APPENDIX - P

(Chapter VIII Rule 54)

Cancelled

APPENDIX - PP

(Chapter VIII Rule 54)

Cancelled

APPENDIX - Q

(Chapter VIII Rule 54)

Cancelled

APPENDIX - R

Cancelled

APPENDIX - S

(Chapter VIII Rule 54)

Grant-in-Aid under Chapter VIII - Buildings

Not in vogue - Deletion Suggested**APPENDIX - SS**

(Chapter VIII Rule 54)

Grant-in-Aid under Chapter VIII-Acquisition of Land and Buildings

Not in vogue - Deletion Suggested**APPENDIX - T**

(Chapter IX Rule 57)

Application for Grants for Furniture Books, etc.,

Not in vogue - Deletion Suggested**APPENDIX - U**

(Chapter IX Rule 59)

School Furniture, Maps School Libraries, Apparatus, Diagrams,
Models and ToolsNot in vogue - Deletion Suggested**APPENDIX - V**

(Chapter XI Rule 65)

Application for Boarding Grants

1. Name of Home for Children or school to which it is attached.
2. (a) Number of free orphan destitutes for the previous year.
(b) Number of free non-orphan destitutes,
(c) Number of non-destitutes--
(i) Paying inmates for the previous years.
(ii) Others.

- (d) Total number of inmates (a) plus (b) plus (c) for the previous year.
 - (e) Total number of orphan and non-orphan destitutes for the current year
 3. (a) Number out of 2(a) who are within the prescribed age-limits and reading in recognized schools.
(b) Number out of 2 (b) who are within the prescribed age-limits and reading in recognized schools.
(c) Total number of free destitutes within age-limits and reading in recognized schools [3 (a) plus 3 (b)].
 4. The educational work done for the inmates by the institution (i.e., general and vocational).
 5. Other work done by it, if any.
 6. Accommodation provided for dormitories, etc.
 7. Sanitary condition of the buildings and their surrounding as reported by the medical officer. A certificate may be produced in the form prescribed in Appendix 30, Tamil Nadu Educational Rules, from any registered medical practitioner or an officer of the Public Health Department.
 8. Income for From---
(a) Orphan and non-orphan destitutes paying fees.
(b) Other paying inmates.
Total of (a) and (b)
 9. Other sources of income for the year ---
 10. Whether separate provision is made for boarding, lodging and Supervision and whether accounts are maintained separately for the Home for Children or boarding home, in case when it is connected with an ordinary hostel or residential school.
 11. * Net cost boarding charges for the previous year.
 12. Average boarding cost per mensem for an orphan or non-orphan destitute.
- Station :
- District :
- Date : Secretary/Correspondent/Manager
- * This should be supported by a statement of receipts and expenditure in the form that may be prescribed by the Director from time to time with separate monthly details for each item of expenditure shown therein.
- Note:- Inmates from whom a fee exceeding Rs.9 per annum collected shall not be considered as free.

9. Distance of same from top of desk	12.50 C.M.	12.50 C.M.	12.50 C.M.	12.50 C.M.	12.50 C.M.	12.50 C.M.	12.50 C.M.
10. Slope of back seat	2.50 C.M.	2.50 C.M.	2.50 C.M.	2.50 C.M.	2.50 C.M.	2.50 C.M.	2.50 C.M.
11. Distance from top of seat board to top of back of seat measured perpendicularly	20.80 C.M.	24.10 C.M.	25.00 C.M.	27.50 C.M.	30.50 C.M.	31.80 C.M.	33.00 C.M.
12. Distance from top of base to back edge to desk	59.90 C.M.	64.70 C.M.	69.00 C.M.	74.70 C.M.	81.00 C.M.	83.60 C.M.	88.50 C.M.
13. Footrest-Front edge flush with base; back edge 250 C.M. above base							
14. Space for each pupil	46.00 C.M.	48.50 C.M.	51.00 C.M.	53.50 C.M.	53.50 C.M.	56.00 C.M.	58.50 C.M.

PART - II (6)

DUTY OF THE EMPLOYER OR OTHER RESPONSIBLE PERSONS IN WORK PLACES AND OTHER INSTITUTIONS.

PART - II (6)

DUTY OF THE EMPLOYER OR OTHER RESPONSIBLE PERSONS IN WORK PLACES AND OTHER INSTITUTIONS.

Law laid down by the Supreme Court in Vishaka and others vs. State of Rajasthan and others (1997) 6 SCC 2417

In the absence of the enacted law to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the Court laid down the guidelines and norms specified hereinafter for due observances at all work places or other institutions, until a legislation is enacted for the purpose.

The guidelines and norms prescribed herein are as under having regard to the definition of 'human rights' in section 2(d) of the Protection of Human Rights Act, 1993.

Taking note of the fact that the present civil and penal laws in India do not adequately provide for specific protections of women from sexual harassment in work places and that enactment of such legislation will take considerable time.

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

Definition of Sexual Harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (either directly or by implication) as -

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually-coloured remark;
- (d) Showing pornography;
- (e) Any other unwelcome physical, verbal conduct of sexual nature,

Where any of these acts is committed in circumstances whereunder the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium

or not, whether in Government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance, when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruitment or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Preventive steps

All employers or persons in charge of work place in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generally of this obligation, they should take the following steps:-

(a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.

(b) The rules / regulations of Government and public sector bodies relating to conduct and discipline include rules / regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

(c) As regards employers, steps should be taken to include the aforesaid prohibition in the Standing Orders under the Industrial Employment (Standing Order) Act, 1946.

(d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

Criminal proceedings

Where such conduct amounts to a specific offence under Indian Penal code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Disciplinary action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

Complaint mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

Complaints committee

The complaint mechanism should be adequate to provide, where necessary, a complaints committee, a special counselor or other support services, including the maintenance of confidentiality.

The complaints committee should be headed by a woman and not less than half of its members should be women. Further to prevent the possibility of any pressure or influence from senior levels, such complaints committee should involve third party, either Non-Governmental Organisation or other body who is familiar with the issue of sexual harassment.

The complaints committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person-in-charge will also report on the compliance with the aforesaid guidelines including on the reports of the complaints committee to the Government department.

Workers' initiative

Employees should be allowed to raise issue of sexual harassment at workers' meeting and it should be affirmatively discussed in employer - employee meeting.

Awareness

Awareness of the rights of female employees in this regard should be created, in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

Third-party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person-in-charge will take all steps

necessary and reasonable to assist the affected person in terms of support and preventive action. The Central / State Government are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in private sector. These guidance will not prejudice any rights available under the Protection of Human Rights Act, 1993. The guidelines and norms were laid down in exercise of the power available under Article 32 of the Constitution for enforcement of the fundamental rights and it was further emphasized that this would be treated as the law declared by this Court under Article 141 of the Constitution. Accordingly, their lordships in the Supreme Court directed that the above guidelines and norms would be strictly observed in all work places for the preservation and enforcement of the right to gender equality of the working women. And these directions would be binding and enforceable in law until suitable legislation is enacted occupying the field.

It must be borne in mind that the inability of the legislature to pass an effective law banning various sex determination tests and resultant death of girls even before birth have added to the woes of women.

PART - II (7)

**THE REFORMATORY SCHOOLS ACT,
1897**

PART - II (7)

THE REFORMATORY SCHOOLS ACT, 1897

ACT NO. 8 OF 1897 1* [11th March, 1897.]

An Act to amend the law relating to Reformatory Schools and to make further provisions for dealing with youthful offenders.

WHEREAS it is expedient to amend the law relating to Reformatory Schools and to make further provision for dealing with youthful offenders; It is hereby enacted as follows:--

1. Title and extent.

1. Title and extent. (1) This Act may be called the Reformatory Schools Act, 1897

2 * * *

(3) 3*[It extends to the whole of India except 4*[the territories which, immediately before the 1st November, 1956, were comprised in Part B States].]

2 an

Repeals.

2 and 3. [Repeals.] Rep. by the Repealing Act, 1938 (1 of 1938), s.2 and Sch.

4. Definitions.

4. Definitions. In this Act, unless there is anything repugnant in the subject or context,-

5*(a) " youthful offender " means any boy who has been convicted of any offence punishable with transportation or imprisonment and who, at the time of such conviction, was under the age of fifteen years :

(b) " Inspector General " includes any officer appointed by the State Government to perform all or any of the duties imposed by this Act on the Inspector General : and

1 The provisions of this Act, except s. 15, cease to be in force in the areas where the Madras Children Act, 1920 (Mad. 4 of 1920), or the Bengal Children Act, 1922 (Ben. 2 of 1922), is in force.

2 The word "and" and sub-section (2) rep. by Act 10 of 1914, s. 3 and Sch. II.

3 Subs. by the A. O. 1948, for the original sub-section (3) as amended by the A. O. 1937.

1. Rep. in W. Bengal by W. Bengal 30 of 1959.

4 Subs. by the Adaptation of Laws (No. 2) Order, 1956, for " Part B States".

5 In Bombay the age-limit has been raised to 16 ; see the Bombay Children Act, 1924 (Bom. 13 of 1924), s. 4. In the C. P. this definition has been replaced by another; see the C. P. children Act, 1928 (C. P. Act 10 of 1928), s. 3.

Extended to the whole of Madhya Pradesh by Madhya Pradesh Act 23 of 1958 (When notified).

30

(c) "District Magistrate" shall include a Chief Presidency Magistrate.

II.-REFORMATORY SCHOOLS

5. Power to establish and discontinue reformatory schools.

5. Power to establish and discontinue reformatory schools. 1* * * The State Government may-

(a) establish and maintain Reformatory Schools at such places as it may think fit ;

(b) use as Reformatory Schools schools kept by persons willing to act in conformity with such rules, consistent with this Act, as the State Government may prescribe in this behalf ;

(c) direct that any school so established or used shall cease to exist as a Reformatory School or to be used as such.

6. Requisites of Schools.

6.Requisites of Schools. Every school so established or used must provide-

(a) sufficient means of separating the inmates at night;

(b) proper sanitary arrangements, water-supply, food, clothing and bedding for the youthful offenders detained therein ;

(c) the means of giving such youthful offenders industrial training ;

(d) an infirmary or proper place for the reception of such youthful offenders when sick.

7. Inspection of Reformatory Schools.

7.Inspection of Reformatory Schools. (1) Every school intended to be established or used as a Reformatory School shall, before being used as such, be inspected by the Inspector General, and if he finds that the requirements of section 6 have been complied with, and that, in his opinion, such school is fitted for the reception of such youthful offenders as may

be sent there under this Act, he shall certify to that effect, and such certificate^{2*} shall be published in the Official Gazette, together with an order of the State Government establishing the school as a Reformatory School or directing that it shall be used as such, and the school shall thereupon be deemed to be a Reformatory School.

(2) Every such school shall, from time to time, and at least once in every year, be visited by the said Inspector General, who shall send to the State Government a report on the condition of the school in such form as the State Government may prescribe.

8. Power to Courts to direct youthful offenders to be sent to Reformatory Schools.

8.Power to Courts to direct youthful offenders to be sent to Reformatory Schools. (1) Whenever any youthful offender is sentenced to transportation or imprisonment, and is, in the judgment of the Court by which he is sentenced, a proper person to be an inmate of a Reformatory School, the Court may, subject to any rules made by the State Government, direct that, instead of undergoing his sentence, he shall be sent to such a school, and be there detained for a period which shall be not less than 1* three or more than seven years.

(2) The powers so conferred on the Court by this section shall be exercised only by (a) the High Court, (b) a Court of Session, (c) a District Magistrate, and (d) any Magistrate specially empowered by the State Government in this behalf, and may be exercised by such Courts whether the case comes before them originally or on appeal.

(3) The State Government may make rules for- 2*(a) defining what youthful offenders should be sent to Reformatory Schools, having regard to the nature of their offences or other considerations, and

(b) regulating the periods for which youthful offenders may be sent to such schools according to their ages or other considerations.^{3*}

9. Procedure where Magistrate is not empowered to pass an order under section 8.

9. Procedure where Magistrate is not empowered to pass an order under section 8. (1) When any Magistrate not empowered to pass an order under the last foregoing section is of opinion that a youthful offender convicted by him is a proper person to be an inmate of a Reformatory School, he may, without passing sentence, record such opinion and submit

1 The words "With the previous sanction of the G. G. in C. " rep. by Act 4 of 1914, s. 2 and Sch., Pt. I.

2 For instance of the publication of such a certificate, see C. P. R. and O.

his proceedings and forward the youthful offender to the District Magistrate to whom he is subordinate.

(2) The Magistrate to whom the proceedings are so submitted may make such further inquiry (if any) as he may think fit and pass such sentence and order for the detention in a Reformatory School of the youthful offender, or otherwise, as he might have passed if such youthful offender had been originally tried by him.

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10. Power of Magistrates to direct boys under fifteen sentenced to imprisonment to be sent to Reformatory Schools.

10. Power of Magistrates to direct boys under fifteen sentenced to imprisonment to be sent to Reformatory Schools. The officer in charge of a prison in which a youthful offender is confined, in execution of a sentence of imprisonment, may bring him, if he has not then attained the age of fifteen years, before the District Magistrate within whose jurisdiction such prison is situate; and such Magistrate may, if such youthful offender appears to be a proper person to be an inmate of a Reformatory School, direct that, instead of undergoing the residue of his sentence, he shall be sent to a Reformatory School, and therev detained for a period which shall be subject to the same of detention thereby authorised.

11. Preliminary inquiry and finding as to age of youthful offender.

11. Preliminary inquiry and finding as to age of youthful offender. (1) Before directing any youthful offender to be sent to a Reformatory School under section 8, section 9 or section 10, the Court or Magistrate shall inquire into the question of his age and, after taking such evidence (if any) as may be deemed necessary, shall record a finding thereon, stating his age as nearly as may be.

(2) A similar inquiry shall be made and finding recorded by every Magistrate not empowered to pass an order under section 8 before submitting his proceedings and forwarding the youthful offender to the District Magistrate as required by section 9, sub-section (1),

12. Government to determine Reformatory School to which such offenders shall be sent.

- 1 This part of the section has been amended in Bombay by the Bombay Children Act, 1924 (Bom. 13 of 1924), s. 4, and in the C. P. by the C. P. Children Act, 1928 (C. P. 10 of 1928), s. 3.
- 2 For rules made under this clause by the Punjab Government, see Punjab Gazette, Extraordinary, dated 2nd October. 1903, p. 3.
- 3 For rules regulating the period for which youthful offenders may be sent to Reformatories, see different local R. and O.

12. Government to determine Reformatory School to which such offenders shall be sent. Every youthful offender directed by a Court or Magistrate to be sent to a Reformatory School shall be sent to such Reformatory School as the State Government may, by general or special order, appoint for the reception of youthful offenders so dealt with by such Court or Magistrate:

Provided that, if accommodation in a Reformatory School is not immediately available for such youthful offender, he may be detained in the juvenile ward or such other suitable part of a prison as the State Government may direct-

(a) until he can be sent to a Reformatory School, or

(b) until the term of his original sentence expires, whichever event may first happen. Should the term of his original sentence first expire, he shall thereupon be released, but, should he be sent to a Reformatory School, then the period of detention previously undergone shall be treated as detention in a Reformatory School.

13. Persons found to be over eighteen years not to be detained in Reformatory School.

13. Persons found to be over eighteen years not to be detained in Reformatory School. (1) If at any time after a youthful offender has been sent to a Reformatory School it appears to the Committee of Visitors or Board of Management, as the case may be, that the age of such youthful offender has been understated in the order for detention, and that he will attain the age of eighteen years before the expiration of the period for which he has been ordered to be detained, they shall report the case for the orders of the State Government.

(2) No person shall be detained in a Reformatory School after he has been found by the State Government to have attained the age of eighteen years.

14. Discharge or removal by order of Government.

14. Discharge or removal by order of Government. The State Government may at any time order any youthful offender-

(a) to be discharged from a Reformatory School;

(b) to be removed from one Reformatory School to another such school situate within the territories subject to such Government: Provided that the whole period of his detention in a Reformatory School shall not be increased by such removal.

15. Agreement between States.

1*[15. Agreement between States. The State Governments of any two States may after mutual agreement, generally or specially, notify in their respective Official Gazettes that any Reformatory School situated in one of the States shall be available for the reception of youthful offenders directed to be sent to a Reformatory School by any Court or Magistrate in the other State and may thereupon make provision for the removal of youthful offenders accordingly.]

16. Certain orders not subject to appeal or revision.

16. Certain orders not subject to appeal or revision. Nothing contained in the 2*Code of Criminal Procedure, 1882 (10 of 1882), shall be construed to authorise any Court or Magistrate to alter or reverse in appeal or revision any order passed with respect to the age of a youthful offender or the substitution of an order for detention in a Reformatory School for transportation or imprisonment.

III.-MANAGEMENT OF REFORMATORY SCHOOLS

17. Appointment of Superintendent and Committee of Visitors or Board of Management.

17. Appointment of Superintendent and Committee of Visitors or Board of Management. (1) For the control and management of every Reformatory School, the State Government shall 3*appoint either (a) a Superintendent and a Committee of Visitors, or (b) a Board of Management. (2) Every Committee and every Board so appointed must consist of not less than five persons 1* *. (3) The State Government may suspend or remove any Superintendent or any Member of a Committee or Board so appointed.

18. Superintendent may license youthful offenders to employers of labour.

18. Superintendent may license youthful offenders to employers of labour. (1) Every Superintendent so appointed may, with the sanction of the Committee, by license under his hand, permit any youthful offender sent to a Reformatory School, who has attained the age of fourteen years, to live under the charge of any trustworthy and respectable person named in the license, or any officer of Government or of a Municipality, being an employer of labour and willing to receive and take charge of him, on the condition that the employer shall keep such youthful offender employed at some trade, occupation or calling.

1 Subs. by the A. O. 1937, for the original s. 15.

2 See now the Code of Criminal Procedure, 1898 (5 of 1898).

3 For notification making such appointments, see different local Rules and Orders.

(2) The license shall be in force for three months and no longer but may, at any time and from time to time until the expiration of the period for which the youthful offender has been directed to be detained, be renewed for three months at a time.

19. Cancellation of license.

19. Cancellation of license. The license shall be cancelled at the desire of the employer named in the license.

20. Determination of license.

20. Determination of license. If during the term of the license the employer named therein dies, or ceases from business or to employ labour, or the period for which the youthful offender has been directed to be detained in the Reformatory School expires, the license shall thereupon cease and determine.

21. Cancellation of license in case of ill-treatment.

21. Cancellation of license in case of ill-treatment. If it appears to the Superintendent that the employer has ill-treated the youthful offender, or has not adequately provided for his lodging and maintenance, the Superintendent may cancel the license.

22. Superintendent to be deemed guardian of youthful offenders.

22. Superintendent to be deemed guardian of youthful offenders. (1) The Superintendent of a Reformatory School shall be deemed to be the guardian of every youthful offender detained in such school, within the meaning of 2* Act No. 19 of 1850 (concerning the binding of apprentices).

(2) Power to apprentice youthful offender. If it appears to the Superintendent that any youthful offender licensed under section 18 has behaved well during one or more periods of his license, the Superintendent may, with the sanction of the Committee, apprentice him under the provisions of the said Act, and on such apprenticeship the right to detain such youthful offender in a Reformatory School shall cease and the unexpired term (if any) of his sentence shall be cancelled.

23. Duties of Committee of Visitors.

23. Duties of Committee of Visitors. (1) Every Committee of Visitors appointed under section 17 for a Reformatory School shall, at least once in every month,--

1 The words " of whom two at least shall be Natives of India " omitted by the A. O. 1950.

2 The Apprentices Act, 1850.

- (a) visit the school, to hear complaints and see that the requirements of section 6 have been complied with, and that the management of the school is proper in all respects
- (b) examine the punishment-book;
- (c) bring any special cases to the notice of the Inspector-General ; and
- (d) see that no person is illegally detained in the school.

(2) If any member of a Committee of Visitors so appointed fails or neglects, during a period of six consecutive months, to visit the school and assist in the discharge of the duties aforesaid, he shall cease to be a member of such Committee.

24. Powers of Board of management.

24. Powers of Board of management. If, in exercise of the power conferred by section 17, the State Government appoints a Board of Management for any Reformatory School, such Board shall have the powers and perform the functions of the Superintendent under sections 18 to 22, both inclusive ; and the license mentioned in section 18 may be under the hand of their chairman ; and they shall be deemed to be the guardians of the youthful offenders detained in such school.

25. power to appoint trustees or other managers of a school to be a Board of Management.

25. power to appoint trustees or other managers of a school to be a Board of Management. The State Government may declare any body of trustees or managers of a school, who are willing to act in conformity with the rules referred to in section 5, clause (b), to be a Board of Management under this Act, and thereupon such body or manager shall have all the powers and perform all the functions of such Board of Management.

26. Power of Board to make rules.

26. Power of Board to make rules. (1) With the previous sanction of the State Government, every Board of Management of a Reformatory School may from time to time make rules consistent with this Act-

- (i) to prescribe the articles which are to be deemed to be " prohibited articles " ; and
- (ii) to regulate-
 - (a) the conduct of business of the Board;
 - (b) the management of the school ;
 - (c) the education and industrial training of youthful offenders ;

- (d) visits to, and communication with, youthful offenders ;
- (e) the terms and conditions under which any articles declared by the Board to be "prohibited articles " may be introduced into or removed out of the school;
- (f) the manner in which such articles are to be removed when introduced without due authority;
- (g) the conditions and limitations under which such articles may be supplied outside the school to any youthful offender under order of detention therein;
- (h) the conditions on which the possession by any such youthful offender of such articles may be sanctioned ;
- (i) the penalties to be imposed for the supply or possession of such articles when supplied or possessed without due authority ;
- (j) the punishment of offences committed by youthful offenders; and
- (k) the granting of licenses for the employment of youthful offenders.

(2) In the absence of a Board of Management the State Government may make rules consistent with this Act to regulate for any Reformatory School the matters mentioned in any clause of sub-section (1), other than clause (ii) (a), and also the mode in which the Committee of Visitors shall conduct their business.

IV.-OFFENCES IN RELATION TO REFORMATORY SCHOOLS

27. Penalty for introduction or removal or supply of prohibited articles and communication with youthful offenders.

27. Penalty for introduction or removal or supply of prohibited articles and communication with youthful offenders. Whoever, contrary to any rule made under section 26, introduces or removes or attempts by any means whatever to introduce or remove into or from any Reformatory School, or supplies or attempts to supply outside the limits of any Reformatory School to any youthful offender under order of detention therein, any prohibited article, and every officer or person in charge of a Reformatory School who, contrary to any such rule, knowingly suffers any such article to be introduced into or removed from any Reformatory School, to be possessed by any youthful offender detained therein, or to be supplied to any such youthful offender outside its limits, and whoever, contrary to any such rule, communicates or attempts to communicate with any such youthful offender, and whoever abets any offence made punishable under this section, shall, on conviction before a Magistrate, be liable to imprisonment for a term not exceeding six months, or to fine not exceeding two hundred rupees, or to both.

28. Penalty for abetting escape of youthful offender.

28. Penalty for abetting escape of youthful offender. Whoever abets an escape, or an attempt to escape, on the part of a youthful offender from a Reformatory School, or from the employer of such youthful offender, shall be punishable with imprisonment for a term which may extend to six months, or with fine not exceeding two hundred rupees, or with both.

29. Arrest of escaped youthful offender.

29. Arrest of escaped youthful offender. A Police-officer may, without orders from a Magistrate and without a warrant, arrest any youthful offender sent to a Reformatory School under this Act, who has escaped from such school or from his employer, and take him back to such school or to his employer.

V.-MISCELLANEOUS

30. Application of Act 15 of 1869 to youthful offenders detained in Reformatory Schools.

30. [Application of Act 15 of 1869 to youthful offenders detained in Reformatory Schools.] Rep. by the Prisons Act, 1900 (3 of 1900), s. 53 and Sch. III.

31. Power to deal in other ways with youthful offenders, including girls.

31. Power to deal in other ways with youthful offenders, including girls. (1) Notwithstanding anything contained in this Act or in any other enactment for the time being in force, any Court may, if it shall think fit, instead of sentencing any youthful offender to transportation or imprisonment or directing him to be detained in a Reformatory School, order him to be-

(a) discharged after due admonition, or

(b) delivered to his parent or to his guardian or nearest adult relative, on such parent, guardian or relative executing a bond, with or without sureties, as the Court may require, to be responsible for the good behaviour of the youthful offender for any period not exceeding twelve months.

(2) For the purposes of this section the term "youthful offender" shall include a girl.

(3) The powers conferred on the Court by this section shall be exercised only by Courts empowered by or under section 8.

(4) When any youthful offender is convicted by a Court not empowered to act under this section and the Court is of opinion that the powers conferred by this section should be exercised in respect of such youthful offender, it may record such opinion and submit the proceedings

and forward the youthful offender to the District Magistrate to whom such Court is subordinate.

(5) The District Magistrate to whom the proceedings are so submitted may thereupon make such order or pass such sentence as he might have made or passed if the case had originally been tried by him.

32. Procedure when youthful offender under detention in a Reformatory School is again convicted and sentenced.

32. Procedure when youthful offender under detention in a Reformatory School is again convicted and sentenced. When a youthful offender during his period of detention in a Reformatory School is again convicted by a Criminal Court, the sentence of such Court shall commence at once, notwithstanding anything to the contrary in section 397 of the 1* Code of Criminal Procedure, 1882 (10 of 1882), but the Court shall forthwith report the matter to the State Government, which shall have power to deal with the matter in any way in which it thinks fit.

THE PROVIDENT FUNDS ACT, 1925

ACT NO. 19 OF 1925 1*

[27th August, 1925.]

An Act to amend and consolidate the law relating to Government and other Provident Funds.

WHEREAS it is expedient to amend and consolidate the law relating to Government and other Provident Funds:

It is hereby enacted as follows:--

1. Short title, extent and commencement.

1. Short title, extent and commencement. (1) This Act may be called the Provident Funds Act, 1925.

(2) It extends to the whole of India 2*[except the State of Jammu and Kashmir] 3*.

(3) It shall come into force on such date 4* as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.

2. Definitions. In this Act, unless there is anything repugnant in the subject or context,--

(a) "compulsory deposit" means a subscription to, or deposit in, a Provident Fund which, under the rules of the Fund, is not, until the

1 The relevant provisions of the Code of Criminal Procedure, 1898 (5 of 1898) may now be referred to.

happening of some specified contingency, repayable on demand otherwise than for the purpose of the payment of premia in respect of a policy of life insurance, 5*[or the payment of subscriptions or premia in respect of a family pension fund], and includes any contribution 6* and any interest or increment which has accrued under the rules This Act has been declared to be in force in the district of khondmals by Regulation 4 of 1936, s. 3 and Sch.; and the district of Angul by Regulation 5 of 1936, s. 3 and Sch; also partially extended to Berar by C. P. and Berar Act 4 of 1941; amended partially in U. P. by U. P. Act 19 of 1953.

The Act has been extended to Goa, Daman and diu by Regulation 12 of 1962, s. 3 and Sch; to Pondicherry (w.e.f. 1-10-1963) by Regulation 7 of 1963. s. 3 and Sch. I, to Dadra and Nagar Haveli (w.e.f. 1-7- 1965) by Regulation 6 of 1963, s. 2 and Sch. I, and to Laccadive, Minicoy and amindivi Islands (w.e.f. 1-10-1967) by Regulation 8 of 1965, s. 3 and Sch.

2. Subs. by Act 3 of 1951. s. 3 and Sch; for "except part B States".

3. The words "including British Baluchistan" omitted by the A. O. 1948.

4. 1st April, 1926, Gazette of India, 1925, Pt. I, p. 1182.

5. Ins. by Act 1 of 1930, s. 2.

6. The words "credited in respect of any such subscription or deposit" omitted by s. 2, ibid. 2 of the fund on any such subscription, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency;

(b) "contribution" means any amount credited in a Provident Fund, by 1*[any authority administering the Fund], by way of addition to, 2*[a subscription to or deposit or balance at the credit of an individual account in,] the Fund; and "contributory Provident Fund" means a Provident Fund the rules of which provide for the crediting of contributions;

(c) "dependant" means any of the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent;

(d) "Government Provident Fund" means a Provident Fund, other than a Railway Provident Fund, constituted by the authority of 3*[the Secretary of State, the Central Government, the Crown Representative

1. For Statement of Objects and Reasons, see Gazette of India, 1924, Pt. V, p. 122.

or any State Government] for any class or classes of 4*[persons in the service of the Government] or 5*[of persons employed in educational institutions or employed by bodies existing solely for educational purposes], 6*[and references in this Act to the Government shall be construed accordingly];

(e) "Provident Fund" means a fund in which subscription or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions 7* and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund;

8*[(f) "Railway administration" means--

(i) any company administering a railway or tramway in 9*[any part of India] either under a special Act of Parliament

1*[of the United Kingdom] or an Indian law, or under contract with the Government, or

(ii) the manager of any railway or tramway administered by the 2*[Central Government] of by a State Government, and includes, in any case referred to in sub-clause

(ii), the 2*[Central Government] or the State Government, as the case may be']

(g) "Railway Provident Fund" means a Provident Fund constituted by the authority of a railway administration for any class or classes of its employees.

3. Protection of compulsory deposits.

3. Protection of compulsory deposits. (1) A compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the Official Assignee nor any receiver appointed under the Provincial

1. Subs. by Act 28 of 1925, s. 2, for "the authority by which the Fund has been constituted".
2. Subs. by Act 1 of 1930, s. 2, for "or otherwise in respect of, a subscription to, or deposit in."
3. Subs. by the A. O. 1937, for "the Government".
4. Subs. by Act 25 of 1942, s. 3 and Sch. II, for "its employees".
5. Subs. by Act 7 of 1927, s. 2, for "for teachers in educational institutions".
6. Ins. by the A. O. 1937.
7. The words "credited in respect of such subscriptions or deposits" omitted by Act 1 of 1930. s. 2.
8. Subs. by the A. O. 1937, for the original cl. (f).
9. Subs. by Act 3 of 1951, s. 3 and Sch., for "a part A State or a Part C State".

Insolvency Act, 1920, (5 of 1920.) shall be entitled to, or have may claim on, any such compulsory deposit.

(2) Any sum standing to the credit of any subscriber to, or depositor in, any such Fund at the time of his decease and payable under the rules of the Fund to any dependant of the subscriber or depositor, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorised by this Act and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor,

4. Provisions regarding re-payments.

4. Provisions regarding re-payments. (1) When under the rules of any Government or Railway Provident Fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorised by this Act, has become payable, the officer whose duty it is to make the payment shall pay the or balance, as the case may be, to the subscriber or depositor, or, if he is dead, shall--

(a) if the sum or balance, or any part thereof, vests in a dependant under the provisions of section 3, pay the same to the dependant or to such person as may be authorised by law to receive payment on his behalf; or

(b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same, or any part thereof, which is not payable under clause (a), to any person nominated to receive it under the rules of the Funds, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or

(c) in the case of any sum or balance, or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same,--

(i) to any person nominated to receive it under the rules of the Fund on production by such person of probate of letters of administration evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889 1*, (7 of 1889.) or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part, or

1. Ins. by the A. O. 1950.

2. Subs. by the A. O. 1948, for "Federal Railway Authority".

(ii) where no person is so nominated, to any person who produces such probate, letters or certificate:

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing of the assignment has been received by the officer from the assignee, the officer shall after making any deduction authorised by this Act and any payment due under clause (a) to or on behalf of the widow or children of the subscriber or depositor--

(i) if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part or the balance thereof, as the case may be, to the assignee, or

(ii) if such consent is not forthcoming, withhold payment of the sum, part or balance, as the case may be, pending a decision of a competent Civil Court as to the person entitled to receive it.

(2) The making of any payment authorised by sub-section (1) shall be a full discharge to the Government or the railway administration, as the case may be, from all liability in respect of so much of the sum standing to the credit of the subscriber or depositor as is equivalent to the amount so paid.

5. Rights of nominees.

5. Rights of nominees. 1*[(1) Notwithstanding anything contained in any law for the time being in force or in any disposition, whether testamentary or otherwise, by a subscriber to, or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the Fund, or of any part thereof, where any nomination, duly made in accordance with the rules of the Fund, purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor occurring before the sum has become payable or before the sum, having become payable, has been paid, the said person shall, on the death as aforesaid of the subscriber or depositor, become entitled, to the exclusion of all other persons, to receive such sum or part thereof, as the case may be, unless--

(a) such nomination is at any time varied by another nomination made in like manner or expressly cancelled by notice given in the manner and to the authority prescribed by those rules, or

(b) such nomination at any time becomes invalid by reason of the happening of some contingency specified therein,-- and if the said person predeceases the subscriber or depositor, the nomination shall, so far as it

1. See now the Indian Succession Act, 1925 (39 of 1925).

relates to the right conferred upon the said person, become void and of no effect:

Provided that where provision has been duly made in the nomination in accordance with the rules of the Fund, conferring upon some other person such right in the stead of the person deceased, such right shall, upon the decease as aforesaid of the said person, pass to such other person.]

(2) Notwithstanding anything contained in 2*[the Indian Succession Act, 1925], (39 of 1925.) or the Bombay Regulation VIII of 1827, any 3*[person, who becomes entitled as aforesaid, may be granted] a certificate under that Act, or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such V certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.

4*[(3) The provisions of this section as amended by sub-section (1) of section 2 of the Provident Funds (Amendment) Act, 1946, (11 of 1946.) shall apply also to all such nominations made before the date of the commencement of that Act:

6 Provided that the provisions of this section as so amended shall not operate to affect any case, in which before the said date any sum has been paid, or has under the rules of the Fund become payable in pursuance of any nomination duly made in accordance with those rules.

6. Power to make deductions.

6. Power to make deductions. When the sum standing to the credit of any subscriber or depositor in any Government or Railway Provident Fund which is a contributory Provident Fund becomes payable, there may, if the authority 1*[specified in this behalf in the rules of the Fund] so directs, be deducted therefrom and paid to 2*[Government or the Railway administration, as the case may be,]--

(a) any amount due under a liability incurred by the subscriber or depositor to 2[Government or the Railway administration], but not exceeding in any case the total amount of any contributions credited to the account of the subscriber or depositor and of any interest or increment which has accrued on such contributions; or

(b) where the subscriber or depositor has been dismissed from 3[his employment] for any reasons specified in this behalf in the

1. Subs. by Act 11 of 1946, s. 2, for the original sub-section.

2. Subs. by Act 35 of 1950, s. 3 and Sch. II, for "the Succession Certificate Act, 1889".

3. Subs. by Act 11 of 1946, s. 2. for "such person shall, on the death of the subscriber or depositor, be entitled to the grant of".

4. Added by s. 2, *ibid.*

rules of the Fund, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

6A. Withholding or recovery of Government contributions in case of Central Government officers taking up, without prior permission, Commercial employment within two years of their retirement.

4*[6A. Withholding or recovery of Government contributions in case of Central Government officers taking up, without prior permission, commercial employment within two years of their retirement. (1) In this section, unless the context otherwise requires,--

(a) "Central Government officer" means a subscriber to, or depositor in, a contributory provident fund constituted by the Central Government, who, immediately before his retirement, is a member of a Central Service Class I, but does not include an officer appointed under a contract of service for a specified term;

(b) "commercial employment" means employment in any capacity [including that of an agent] under any company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or Professional business and includes also--

(i) a directorship of a company;

(ii) the holding of any office, whether elective or other wise, such as that of president, chairman, manager, secretary, treasurer, by whatever name called in a co-operative society; and

(iii) the setting up of practice, either independently or as partner of a firm, as adviser of consultant in matters in respect of which the Central Government officer,--

(A) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or

(B) has professional qualification, but the matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of the posts held by him under the Central Government, or

(C) has to undertake work involving liaison or contact with the offices or officers of Central Government, but does not include employment

1. Subs. by Act 28 of 1925, s. 3, for "by which the Fund has been constituted".

2. Subs. by s. 3, *ibid.*, for "that authority".

3. Subs. by s. 3, *ibid.*, for "the employment of that authority".

4. Ins. by Act 46 of 1975, s. 2 (w.e.f. 7-2-1977).

in or under a corporation or company wholly or substantially owned or controlled by Government or employment in or under a body controlled or financed wholly or substantially by Government;

(c) "Government contributions" means contributions made after the commencement of the Provident Funds (Amendment) Act, 1975, (46 of 1975.) in respect of any period after such commencement, by the Central Government or by a State Government or by a local authority within the meaning of the Local Authorities Loans Act, 1914 (9 of 1914.);

(d) "Prescribed" means prescribed by rules made by the Central Government by notification in the Official Gazette.

(2) No Central Government officer shall have any right to the Government contributions made to his credit in a contributory provident fund in any case where he takes up commercial employment at any time before the expiry of two years from the date of his retirement without the prior permission of the Central Government.

Explanation 1.--For the purposes of this sub-section and sub-section (7), "date of retirement" in relation to a Central Government officer re-employed after retirement without any break either in the same or any other Class I post under the Central Government or any other equivalent post under a State Government, shall mean the date on which such Central Government officer finally ceases to be re-employed in Government service.

Explanation 2.--A Central Government officer permitted by the Central Government to take up a particular commercial employment during his leave preparatory to retirement shall be deemed, for the purposes of this sub-section, to have obtained prior permission of the Central Government for his continuance in such employment after retirement.

(3) Subject to the provisions of sub-section (4), the Central Government may, by order in writing, on an application made in the prescribed form by a Central Government officer, grant, subject to such conditions, if any, as it may deem necessary, permission, or refuse, for reasons to be recorded in the order, permission, to such officer to take up the commercial employment specified in the application.

(4) In granting or refusing permission under this section to a Central Government officer for taking up any commercial employment, the Central Government shall have regard to the following factors, namely:--

(a) the nature of the employment proposed to be taken up and the antecedents of the employer;

(b) whether his duties in the employment which he proposes to take up might be such as to bring him into conflict with Government;

(c) whether the officer while in service had any such dealing with the employer under whom he proposes to seek employment as might afford a reasonable basis for the suspicion that such officer had shown favours to such employer;

(d) any other relevant factors which may be prescribed.

(5) Where within a period of sixty days of the date of receipt of an application under sub-section (3), the Central Government does not refuse to grant the permission applied for or does not communicate the refusal to the applicant, the Central Government shall be deemed to have granted the permission applied for.

(6) Where the Central Government grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Central Government to that effect, make a representation against any such condition or refusal and the Central Government may make such orders thereon as it deems fit:

Provided that no order other than an order cancelling such condition or granting such permission without any conditions shall be made under this sub-section without giving the person making the representation an opportunity to show cause against the order proposed to be made.

(7) If any Central Government officer takes up any commercial employment at any time before the expiry of two years from the date of his retirement without the prior permission of the Central Government or commits a breach of any condition subject to which permission to take up any commercial employment has been granted to him under this section, it shall be competent for the Central Government to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to such part of the Government contributions made in relation to such officer as may be specified in the order and if he has received payment thereof, to direct that he shall refund to the Central Government an amount equivalent to such part of the Government contributions :

Provided that no such order shall be made without giving the officer concerned an opportunity of showing cause against such declaration or direction:

Provided further that in making any order under this sub-section, the Central Government shall have regard to the following factors, namely:--

(i) the financial circumstances of the officer concerned;

(ii) the nature of, and the emoluments from, the commercial employment taken up by the officer concerned;

(iii) such other relevant factors as may be prescribed.

(8) Any amount required to be refunded by an order under sub-section (7) may, if it is not refunded within the prescribed period, be recovered as arrears of land revenue.

(9) Every order passed by the Central Government under this section shall be communicated to the officer concerned.

(10) The provisions of this section shall have effect notwithstanding anything to the contrary contained in any other provision of this Act or the rules applicable to any contributory provident fund.

(11) Every rule made by the Central Government under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.]

7. Protection for acts done in good faith.

7. Protection for acts done in good faith. No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this Act.

8. Power to apply the Act to other Provident Funds.

8. Power to apply the Act to other Provident Funds. 1*[(1)] The 2*[appropriate Government] may, by notification in the Official Gazette, direct that the provisions of this Act 3*[(except section 6A)] shall apply to any Provident Fund established for the benefit of its employees by any local authority within the meaning of the Local Authorities Loans Act, 1914, (9 of 1914.) and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and such local authority were the Government.

1*[(2) The 2*[appropriate Government] may, by notification in the Official Gazette, direct that the provisions of this Act 3*[(except section 6A)] shall apply to any Provident Fund established for the benefit of the

1. The original s. 8 re-numbered as sub-section (1) of that section by Act 1 of 1930. s. 3.
2. Subs. by the A. O. 1937, for "L. G.".
3. Ins. by Act 46 of 1975, s. 3 (w.e.f. 7-2-1977).

employees of any of the institutions specified in the Schedule, or of any group of such institutions, and, on the making of such declaration, this Act shall apply accordingly, as if such Provident Fund were a Government Provident Fund and the authority having custody of the Fund were the Government:

Provided that section 6 shall apply as if the authority making the contributions referred to in that section were the Government.

(3) The 2*[appropriate Government] may, by notification in the Official Gazette, add to the Schedule the name of any public institution it may deem fit, and any such addition shall take effect as if it had been made by this Act.]

4*[(4) In this section "the appropriate Government" means--

(a) in relation to a cantonment authority, a port authority for a major port, and any institution which, or the objects of which, appear to the Central Government to fall within List I in the Seventh Schedule to 5*[the Constitution], the Central Government; and

(b) in other cases, the state Government.

Explanation.--"The State Government" in relation to an institution registered under the Societies Registration Act, 1860, (21 of 1860.) means the State government of the State in which the society is registered.]

9. Savings as to estates of soldiers.

9. Savings as to estates of soldiers. Nothing in section 4 or section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental Debts Act. 1893, applies. (56 & 57 Vict., c. 5.)

10. Repeals.

10. [Repeals.] Rep. by the Repealing Act. 1927 (12 of 1927), s. 2 and Sch.

10A SCHE

LIST OF INSTITUTIONS

1*[THE SCHEDULE

LIST OF INSTITUTIONS

[See sub-section (2) of section 8]

1. Added by Act 1 of 1930, s. 3.
2. Subs. by the A. O. 1937, for "G. G. in C."
3. Ins. by Act 46 of 1975, s. 3 (w.e.f. 7-2-1977).
4. Ins. by the A. O. 1937.
5. Subs. by the A. O. 1950, for "the Government of India Act, 1935".

1. The Pasteur Institute of India, Kasauli.
2. The Calcutta Improvement Tribunal.
3. A Court of Wards.
4. The Indian Central Cotton Committee.
5. The Trustees for the European hospital for mental diseases at Ranchi.
6. The National Association for supplying female medical aid to the women of India.
7. A College affiliated to a University established by Statute.]
- 2*8. The Indian Coal Grading Board.
9. The Lady Minto's Indian Nursing Association.
10. The Indian Red Cross Society.
11. The Indian Lac cess Committee.
12. The Madras State Branch of the Indian Red Cross Society.
13. The Imperial Bank of India.
14. The Bihar and Orissa Medical Examination Board.
- 3* * * * *
16. The Institution created for the control of emigrant labour under the Tea Districts Emigrant Labour Act, 1932.
17. The Bombay Board of Film Censors.
18. The Calcutta University.
19. The Central Board of Irrigation.
20. The Reserve Bank of India.
- 4* * * * *
22. The Banaras Hindu University.
23. The Medical Council of India.
24. The Indian Coffee Cess Committee.
25. The Inter-State Board for Anglo-Indian and European Education.
- 10B
26. The Indian Research Fund Association.
27. The Delhi Joint Water and Sewage Board.

1. The Schedule containing items 1 to 7 was added by Act 1 of 1930, s. 4. The original Schedule was omitted by Act 12 of 1927, s. 2 and Sch.
2. Items after 7 were added from time to time by notifications under s. 8(3) of the Act.
3. Entry "15. The Punjab University." omitted by the A. O. 1948.
4. Entry "21. The Trustees of the Victoria Memorial Park, Rangoon." omitted, *ibid*.

28. The Tuberculosis Association of India.
29. The Coal Mines Stowing Board.
30. A Group Committee of the Sleeper Pool of Indian Railways.
31. The Indian Coffee Market Expansion Board.
32. The Coal Mines Rescue Stations Committee.
33. The Indian Coffee Board.
- 1* * * * *
35. The Indian Rubber Board.
36. The Indian Central Sugarcane Committee.
37. All-India Cattle Show Committee.
38. The Coal Mines Labour Welfare Fund.
39. The Indian Coconut Committee.
40. The Indian Central Tobacco Committee.
41. The Employees' State Insurance Corporation.
42. The Indian Tea Licensing Committee.
43. The Coal Board established under the Coal Mines (Conservation and Safety) Act, 1952.
44. The Delhi Road Transport Authority, New Delhi.
45. The Central Tea Board.
46. The Indian Central Oilseeds Committee.
47. The Central Institute of Research in Indigenous Systems of Medicine, Jamnagar.
48. The Indian Standards Institution, Delhi.
49. The Textiles Committee.
50. The Deshbandhu College, Kalkaji.
51. The Damodar Valley Corporation.
52. The Central Silk Board.
53. The University Grants Commission, New Delhi.
54. The Khadi and Village Industries Commission.
55. The Lawrence School (Sanawar) Society.
56. The Kalavati Saran Children's Hospital, New Delhi.

1. Entry "34. The N.W.F. Provincial Branch of the India Red Cross Society." omitted by the A. O. 1948.

57. The Sri Guru Teg Bahadur Khalsa College, Delhi.
10C
58. The Tea Board.
59. Lady Shri Ram College for Women, New Delhi.
60. Indian Institute of Public Administration, New Delhi.
61. The Central Board for Worker's Education.
62. The Oil and Natural Gas Commission.
63. The School of Planning and Architecture, New Delhi.
64. The Central Board of Trustees for the administration of the Provident Fund established under the Employees' Provident Funds Scheme, 1952.
65. The Gujarat State Road Transport Corporation.
66. Uttar Pradesh Financial Corporation established (incorporated) under the State Financial Corporations Act, 1951 (63 of 1951).
67. Indian Institute of Technology, Bombay.
68. The Indian Nursing Council.
69. Gujarat State Financial Corporation established (incorporated) under the State Financial Corporations Act, 1951 (63 of 1951).
70. Indian Institute of Technology, Madras.
71. Rajasthan Financial Corporation incorporated under the State Financial Corporations Act, 1951 (63 of 1951).
73. The Sahitya Akademi, New Delhi.
74. The Pannalal Girdharlal D.A.V. College, New Delhi.
75. Delhi School of Social Work, Delhi.
76. The All-India Institute of Medical Sciences.
77. The Board of Trustees for the administration of the Provident Fund established under the Coal Mines Provident Fund Scheme, 1948.
78. Janki Devi Mahavidyalaya, New Delhi.
79. The Indian Council for Cultural Relations, New Delhi.
80. National Productivity Council.
81. The National Industrial Development Corporation Limited.
82. The Post-graduate Training Centre in Ayurveda, Jamnagar.
83. The Indian Investment Centre, New Delhi.
84. The Indian Airlines Corporation.
85. The Indian Institute of Technology, Kanpur.
86. The Vizagapatam Dock Labour Board established under the Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948).

- 10D
87. The Central Social Welfare Board.
88. Orissa State Financial Corporation incorporated under the State Financial Corporations Act, 1951 (63 of 1951).
89. The Sangeet Natak Akademi, New Delhi.
90. Institute of Economic Growth, Delhi.
91. The Delhi Wakf Board.
92. Institute of Applied Manpower Research, New Delhi.
93. The Indian Law Institute.
94. The Indian Institute of Technology, Delhi.
95. Dyal Singh College, New Delhi.
96. Pramila College, Delhi.
97. Sanatan Dharma College, New Delhi.
98. Pharmacy Council Of India.
99. The Indian Institute of Management, Calcutta.
100. The Sainik Schools Society.
101. The Salar Jung Museum Board, Hyderabad.
102. The Lalit Kala Akademi, New Delhi.
103. Madhya Pradesh Financial Corporation incorporated under the State Financial Corporations Act, 1951 (63 of 1951).
104. The Central Council of Gosamvardhana.
105. The State Bank of India constituted by the State Bank of India Act, 1955 (23 of 1955).
106. All India Institute of Mental Health, Bangalore.
107. The Indian Institute of Foreign Trade, New Delhi.
108. Delhi Library Board, Delhi.
109. The National Institute of health Administration and Education, New Delhi.
110. The All India Institute of Speech and Hearing, Mysore.
111. The Indian Museum, Calcutta.
112. Press Council of India.
113. National Council of Education, Research and Training.
114. Indian Institute of Mass Communication Society.
115. The National Institute for Training in Industrial Engineering, Bombay.

116. Cochin Port trust.
10E
117. Visakhapatnam Port Trust.
118. Kandla Port Trust.
119. Mormugao Port Trust.
120. Paradip Port Trust.
121. Nehru Memorial Museum and Library, New Delhi.
122. National Book Trust, India, New Delhi.
123. Export Inspection Council.
124. Export Inspection Agency, Bombay.
125. Export Inspection Agency, Delhi.
126. Export Inspection Agency, Calcutta.
127. Export Inspection Agency, Madras.
128. Export Inspection Agency, Cochin.
129. The National Institute of Foundry and Forge Technology, Ranchi.
130. The Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963).
131. The Indian Council of Social Science Research. New Delhi.
132. The National Institute of Bank Management, Bombay.
133. The Post Graduate Institute of Medical Education and Research, Chandigarh.
134. The Cardamom Board established under the Cardamom Act, 1965 (42 of 1965).
135. Victoria Memorial Hall, Calcutta.
136. Central Institute of Research and Training in Public Co-operation, New Delhi.
137. The Mormugao Dock Labour Board established under the Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948).
138. The Institute of Constitutional and Parliamentary Studies, New Delhi.
139. Iron Ore Board.
140. Council of Historical Research, New Delhi.
141. Rural Electrification Corporation Limited.
142. Seamen's Provident Fund Organisation.
143. Indian School of Mines, Dhanbad.
