

**CONTENTS OF SAINIK SCHOOLS SOCIETY RULES**

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**CHAPTER – I**  
**INTRODUCTION**

**AIM**

1.01 The scheme to establish Sainik Schools was introduced in 1961 with the primary aim of preparing boys academically, physically and “mentally” for entry into the National Defence Academy.

1.02 The other objectives of the scheme are:-

- (a) To remove regional imbalance in the officer cadre of the defence services.
- (b) To develop qualities of body, mind and character which will enable the young boys of today to become good and useful; citizens of tomorrow.
- (c) To bring public school education within the reach of the common man.

**ORGANISATIONAL SET UP**

1.03 The Sainik Schools are managed by a Society, which is registered under the Societies Registration Act (XXI or 1860). A copy each of the original Memorandum of Association and of the original Rules and Regulations governing the Society are at Appendices ‘A’ and ‘B’ of this Manual.

**LOCATION**

1.04 Sainik Schools, started in various parts of the country are located as given below:-

Sl. No	State in which started	Location	When Started
(a)	Maharashtra	Satara	23-06-1961
(b)	Haryana	Kunjpura	03-07-1961
(c)	Punjab	Kapurthala	08-07-1961
(d)	Gujrat	Balachadi	08-07-1961
(e)	Rajasthan	Chittorgarh	07-08-1961
(f)	Andhra Pradesh	Korukonda	18-01-1962
(g)	Kerala	Kazhakootam	26-01-1962
(h)	West Bengal	Purulia	29-01-1962
(j)	Orissa	Bhubaneshwar	01-02-1962
(k)	Tamil Nadu	Amaravathinagar	16-07-1962
(l)	Madhya Pradesh	Rewa	20-07-1962
(m)	Bihar(now in Jharkhan)	Tilaiya	16-09-1963
(n)	Karnataka	Bijapur	16-09-1963
(o)	Assam	Goalpara	12-11-1964
(p)	Uttar Pradesh(now Uttaranchal)	Ghorakhal	21-03-1966
(q)	Jammu & Kashmir	Nagrota	22-08-1970
(r)	Manipur	Imphal	07-10-1971
(s)	Himachal Pradesh	Sujanpur Tira	02-07-1978
(t)	Bihar	Nalanda	12-10-2003
(u)	Bihar	Gopalganj	12-10-2003

Boys from States and Union Territories, which do not have a Sainik School of their own, are accommodated in schools located in adjoining States/Union Territories.

1.05 A Board of Governors, functioning under the Chairmanship of the Defence Minister, is the Chief Executive body of the Sainik Schools Society. The Board of Governors will meet as often as is considered necessary by the Chairman. Each school has a Local Board of Administration for overseeing the functioning of the school and its finances.

1.06 With a view to exercising closer control and supervision over the affairs of Sainik Schools, there is an Executive Committee under the Chairmanship of Defence Secretary. The Committee will meet at least twice a year.

1.07 The Chief Ministers or the Education Ministers of the States in which the Schools are located, are among the members of the Board of Governors. An officer of the Ministry of Defence, nominated to supervise and co-ordinate the functioning of the Sainik Schools, functions as the Honorary Secretary of the Sainik Schools Society. The Honorary Secretary will be assisted by officers and staff of the Ministry of Defence including two Inspecting Officers, of the rank of Colonel or equivalent and in the absence of Honorary Secretary, an officer, not below of the rank of Under Secretary, will dispose off urgent work on behalf pf the Honorary Secretary. The office staff will also be provided by the Ministry of Defence.

### **LOCAL BOARD OF ADMINISTRATION**

1.08 The General Officer Commanding in Chief of the concerned command (or an officer of equivalent status from Navy or Air Force), or a senior officer of the rank of Major General and equivalent nominated by him, functions as the Chairman of the Local Board of Administration. The Principal of the school is the Member Secretary of this Board. The other members normally are two senior government officials and two eminent educationists, all nominated by the State Government / Govts in case of schools catering to more than one State, the Collector of the District in which the School is located, the Member of Parliament elected from the constituency in which the school is located, and a parent, duly elected every year from amongst the parents of the boys studying in the school. The staff members are, however, not eligible to become parent representative on the Local Board of Administration. The Local Board of Administration meets at regular intervals to review the working of the school, to consider and recommend its budget for approval by the Board of Governors, and to approve measures considered necessary for the improvement of the school.

1.09 The Principal, the Headmaster and the Registrar of the School are services officers of the ranks of Lt Col, Major and Captain respectively or their equivalents from Air Force or Navy. These officers are selected by the Sainik Schools Society and posted on tenure basis. The period of tenure will normally range between 3 and 5 years but they can be changed / transferred or reverted back to their service even without completion of full tenure on administrative reasons.

## **ADMISSIONS**

1.10 Sainik Schools admit boys in Classes VI & IX. Their age should be 10-11 years for Class VI and 13-14 for Class IX as on 01 Jul of the year in which admission is sought. However, if certain States have any special difficulties or circumstances justifying the fixing of age between 11-12 years for Class VI and 14-15 years for Class IX they should approach the Sainik Schools Society for relaxation, but the age cannot be fixed with a variation of more than one year. Admissions are made strictly in the order of the merit on the basis of an entrance examination held once a year. In case the entrance examination cannot be conducted in any State/Union Territory on account of administrative reasons, a separate entrance examination will be ordered and held on a date fixed by the Honorary Secretary. No candidate is permitted to take the examination more than once.

1.11 The Scheme of entrance examination envisages a written examination and an interview as per details given in Rule 3.12 hereafter. The candidate who qualify in the written examination according to prescribed standards is called for interview keeping in view the number of vacancies available. Admission is further subject to the candidates being found medically fit according to medical standards prescribed for entry to National Defence Academy. However, factors like height and weight, which are variable with age, are ignored.

## **RESERVATION**

1.12 67% of the seats in each Sainik School will be reserved for boys from the state in which the Sainik School is located. The shortfall, if any, and the remaining seats will be thrown open to boys from other States and Union Territories.

1.13 15% of the total seats are reserved for Scheduled Castes and 7 ½ seats for Scheduled Tribes.

1.14 25% seats are reserved for children of service personnel including ex-servicemen.

## **ALLOTMENT OF SEATS**

1.15 The number of vacancies available in a Sainik School shall be determined and allocation of those vacancies for boys belonging to the Home State and to the adjoining States/Union Territories for which the school caters shall be worked out. The boys belonging to SC and ST will be admitted on the basis of Rule 1.13 above. The remaining qualified boys from the Home State will then be arranged in one list called List-A from which vacancies earmarked for children of Defence Personnel and ex-servicemen as well as general category candidates shall be allotted from amongst the qualified candidates in the order of merit in accordance with the percentage of reservation for each category. Another list, called List-B will be prepared in which all the boys left over from List-A and also boys not belonging to the Home State shall be included and vacancies left will be further sub-allocated amongst children of Defence Personnel and ex-servicemen as well as general category strictly in the order of the merit achieved in the Entrance Examination. To the extent boys in a particular category are found deficient, the unfilled seats will be available for being filled by general category candidates in List-A or List-B as the case may be.

## **DISTINCTIVE FEATURES**

1.16 Sainik Schools are wholly residential schools run on public school lines. All the Sainik Schools are also members of the All India Public Schools Conference. They offer a common curriculum and are affiliated to the Central Board of Secondary Education, New Delhi. While developing sound character, team spirit, dedication to duty, patriotic outlook and desire to serve the country with efficiency, the Sainik Schools prepare students academically for All India Secondary School Examination and All India Senior School Certificate Examination and also for the entrance examination to the National Defence Academy.

1.17 The schools impart instruction in English medium although knowledge of English is not a pre-requisite for admission. Since all scholarship holders are obliged to take the NDA Entrance Examination during the plus two stage after passing class XII and there is emphasis on Science Stream in the NDA curriculum, all Sainik Schools cater for Science subjects only.

1.18 Besides academic advancement, the students are encouraged to develop their creative faculties through co-curricular activities and socially useful productive work. They are also introduced systematically to all major games, and are given NCC training compulsorily upto class XI. Courses aimed at developing a spirit of adventure are arranged for selected students, but experience of camp life is given to all of them.

## **STRENGTH**

1.19 Most Sainik Schools have been designed for an optimum strength of 525 students each, spread over classes from VI standard to XII standard. In order to cater for the growing demand for admission, Sainik Schools can be permitted to enroll students in excess of the optimum strength of 525 by the Honorary Secretary, keeping in view the available capacity for such increases.

## **FINANCES**

1.20 The entire capital expenditure on land, buildings, furniture and educational equipment required by Sainik Schools and a major portion of the running expenditure is borne by the concerned State Government / Union Territory Administration who are also responsible for maintenance of buildings, roads and installations and for major replacements. They are also required to release grants-in-aid sought for additional requirements of buildings and furniture, transport, laboratory equipment etc.

1.21 The three service officers and the APTC/NCC Instructors posted to the Sainik Schools will be paid from the Defence Service Estimates.

1.22 For all other expenses the schools depend mainly on fees payable by the parents and scholarships paid by the State/Central Governments in respect of the enrolled children.

## **RESPONSIBILITY OF THE STAFF GOVERNMENT / UNION TERRITORY**

1.23 The State Government / Union Territory Administration has to provide:-

- (a) Around 250 acres of land, part of which should be arable land. However, for setting up new Sainik Schools, after 1996 the minimum land required will be 38 acres for a Sainik School with a strength of 300 students and 49 acres for a Sainik School with a strength of 600 students.
- (b) All the buildings including –
  - (i) Administrative Block,
  - (ii) Educational Block,
  - (iii) Dormitories and Mess Hall,
  - (iv) Indoor Games Hall,
  - (v) Residential accommodation for all members of the academic / administrative staff as well as general employees,
  - (vi) Extensive play grounds,
  - (vii) Swimming Pool, Auditorium, Gymnasium and other sports amenities. However, for setting up new Sainik Schools, after 1996 the requirement of a swimming pool and a covered auditorium has been relaxed.
- (c) All the equipment including a School Bus, a Matador or a Jeep with trailer, on as required basis.
- (d) Maintenance of the School campus and buildings.
- (e) Grant of scholarships to all the boys belonging to the economically weaker sections of society on the rates decided by the Board of Governors.
- (f) Special grants-in-aid to meet special requirements on actual need basis on the basis of recommendations of the concerned Local Board of Administration.

## **SCHOLARSHIPS**

1.24 The State Governments award scholarships on merit-cum-means basis. Ministry of Defence similarly awards scholarships to wards of Defence personnel including ex-servicemen. In addition, Ministry of Defence provides a part of scholarships as Central assistance to those students who are awarded State Government scholarships. The sharing of expenditure on fees/scholarships amongst Central Government, State Governments and the parents will be as decided by the Board of Governors from time to time.

**No.29(2)/2000/D(SSC)  
Board of Governors  
Sainik Schools Society  
Ministry of Defence**

**New Delhi, the 29<sup>th</sup> November, 2000**

**To**

**The Principal,  
All Sainik Schools**

**Subject: Reservation of seats for various categories for admission in  
Sainik Schools – procedure to be followed for allotment of seats  
as per Rule 1.12 to 1.15**

- 1. Recently, some representations have been received by the Society regarding allotment of seats to various categories for admission to Sainik School.**
- 2. Allotment of vacancies is done as per Sainik Schools Society's Rule 1.12, 1.13, 1.14 and 1.15. However, to further clarify the position and to rule out the possibility of misinterpretation of Rules, the step-wise procedure to be followed for allotting vacancies to various categories has been depicted for a hypothetical case of 100 seats in the annexure.**
- 3. All schools are advised to follow the enclosed procedure. This clarification may be read in conjunction with Rule 1.12, 1.13, 1.14 and 1.15 of Sainik Schools Society Rules and Regulations.**
- 4. This issues with the approval of Honorary Secretary, Sainik Schools Society.**

**Sd/-  
(D.K. GOEL)  
UNDER SECRETARY  
FOR HONORARY SECRETARY  
SAINIK SCHOOLS SOCIETY**

ANNEXURE - A

The allotment of seats should be done under Rule 1.15 taking into consideration, the reservations made in Rule 1.12, 1.13, and 1.14. The hypothetical case of 100 seats is interpreted as under:-

- a) The boys belonging to SC/ST will be admitted on the basis of Rule 1.13 i.e. 15% for SC and 7.5% ST. Out of 100 seats, thus 15+8 = 23 will go to SC and ST.
- b) The remaining qualified boys from the home State will be arranged under List-A and vacancies of defence personnel and general category will be arranged in order of merit and allotted as per the reservation given in Rule 1.12 and 1.13.
- c) List-B will be prepared in which all the boys left over from List-A and boys not belonging to the home state will be arranged in the order of merit and sub allocation of defence and general category will be made under rules given in the Sainik Schools Society as follows:-

i)	Total seats	-	100
ii)	SC 15% of 100	-	15
iii)	ST 7.5% of 100	-	08
iv)	Balance seats a – (b+c) or	100 – (15+8) =	77

List – A

List – B

67% of 77 = 52

Distribution of remaining 25 seats (list of all left over students of list – A and all boys not belonging to home state)

a) Defence 25% of 52 = 13

a) 25% of 25 = 6

b) General Balance of 52 = 39  
Category

b) General Category = 19

c) Total = 52

c) Total = 25

4. Therefore, total allocation of seats will be as under:-

SC	:	15
ST	:	08
Defence	:	19(List A-13 = List B-6)
General	:	58(List A-39 + List B-19)
		-----
Total	=	100
		-----

Extract from Board of Governors letter No.5(3)/96-D(SSC) dated 20 Sep 1996

X X X X X X X X X X

**Para 9**

**In addition to 300 marks prescribed for written examination for class VI and 450 marks for class IX, 50 marks for both classes VI & IX would be set apart for interview. The merit list for admission to the Sainik School would be compiled on the basis of total marks. In case there is a tie with regard to overall marks, the mark for mathematics would be considered. In case, there is a tie here also, the mark for English for Class IX and Intelligence Test for Class VI will be considered and thereafter the mark for Gen Science for Class IX and Language for Class VI. In case there is a tie there also the boy younger in age will be selected. It would not be necessary for a boy to qualify separately in the interview and marks obtained in the interview would be added to the marks obtained in written test to determine his position in the total merit list.**

**X X X X X X X X X**

## CHAPTER – II

### ORGANISATION AND ADMINISTRATION

#### 1. BOARD OF GOVERNORS

2.01 The overall administration, supervision and control of the Sainik Schools Society will vest with a body called the Board of Governors, Sainik Schools. This Board will be constituted as indicated hereunder:-

(a)	Raksha Mantri	-	Chairman
(b)	RRM/URM (Minister in charge of Sainik Schools in Ministry of Defence)	-	Vice Chairman
(c)	Chief Ministers or Education Ministers of the States where the schools are established.	-	Ex-Officio Member
(d)	Secretary to the Government of India, Ministry of Defence	-	- do -
(e)	Secretary to the Government of India, Ministry of Education	-	- do -
(f)	Financial Adviser, Ministry of Finance (Defence) Govt of India	-	- do -
(g)	Chairman, University Grants Commission	-	- do -
(h)	Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.	-	- do -
(j)	Director General, NCC	-	- do -
(k)	Joint Secretary, Ministry of Defence	-	- do -
(l)	Chairman, Joint Training Committee, Armed Forces, Headquarters	-	- do -
(m)	Education Secretary of each State Government	-	- do -
(n)	Four eminent educationists nominated by the Chairman.	-	Nominated Members
(o)	Four eminent persons nominated by the Chairman.	-	- do -

2.02 Nominated members of the Board of Governors shall hold office for a period of two years provided that a Member on expiry of term of his office shall be eligible for renomination and is so renominated.

2.03 A member of the Board of Governors shall cease to be a member of the Board on his resignation, becoming of unsound mind, becoming insolvent or on being convicted for a criminal offence involving moral turpitude.

2.04 A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon as it has been delivered to the latter.

2.05 Any vacancy on the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in Rule 2.01(n) and (o).

2.06 The Board of Governors shall function notwithstanding any vacancy on its body and notwithstanding any defect in the nomination of any of its members and no act or proceedings of the Board of Governors shall be invalid merely by reason of the existence of a vacancy or vacancies on the body or of any defect in the nomination of any of the members.

2.07 Any ex-officio member if he is unable to attend personally any meeting of the Board of Governors, may depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers, which the member himself is competent to exercise.

2.08 A suitable Officer shall be appointed by the Chairman Board of Governors to work as Honorary Secretary of the Board.

2.09 Presence of five members of the Board of Governors including substitutes, if any, deputed under Rule 2.07 above shall constitute a quorum for a meeting of the Board of Governors.

2.10 If any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such business may be transacted or such action may be taken by the Chairman. The report of such action shall be placed before the Board in its next meeting and the Board may ratify such action, subject to modifications and exceptions, if any.

### **FUNCTIONS OF THE BOARD OF GOVERNORS**

2.11 (a) The following shall be the functions of the Board of Governors:-

- (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of Association and for the management and Administration of the schools.
- (ii) Without prejudice to the generality of the power conferred on the Board of Governors by sub para (i) above, the Board of Governors shall have the following powers:-
  - (aa) To prescribe general educational and administrative policy pertaining to the schools.
  - (ab) To frame, adopt and vary, from time to time, rules for conducting the business of the Board of Governors and the administration of schools.
  - (ac) To approve opening / closing of any school.
  - (ad) To lay down the revise, whenever necessary, the fees/scholarship structure and sharing of expenditure between Central Govt/State Government and parents.
  - (ae) To raise funds from other sources.

(b) The following shall be the functions of the Chairman, Board of Governors:-

- (i) To appoint Honorary Secretary, Inspecting Officers and Principals of Sainik Schools.
- (ii) To terminate the services of staff when an enquiry into the matter is not feasible or in public interest and for weeding out inefficient staff.
- (iii) To exercise appellate powers connected with appointment, confirmation, removal, retrenchment, dismissal of teaching staff or staff of equivalent status.
- (iv) To relax the requirement of any particular rule depending upon the circumstances of the case.

### **EXECUTIVE COMMITTEE**

2.12 There will be an Executive Committee under the Chairmanship of Defence Secretary for close control and supervision over the affairs of Sainik Schools. The composition of the Committee will be as under:-

- |     |  |   |                  |
|-----|--|---|------------------|
| (a) | Defence Secretary  | - | Chairman         |
| (b) | Financial Adviser, Defence Services  | - | Member           |
| (c) | Additional Secretary, Defence  | - | Member           |
| (d) | Joint Secretary (G)  | - | Member           |
| (e) | Joint Secretary in the Ministry of Education & Culture concerned with school education | - | Member           |
| (f) | Three representatives from the State Governments where Sainik Schools are functioning  | - | Member           |
| (g) | Honorary Secretary Sainik Schools Society  | - | Member Secretary |

The State representatives will be nominated by the Chairman, Board of Governors. For the purpose of nominating State representatives, the States are divided into three groups as follows:-

- |     |                |   |   |
|-----|----------------|---|---|
| (a) | Eastern Group  | - | Bihar, Orissa, West Bengal, Assam and North Eastern States                                      |
| (b) | Northern Group | - | Uttar Pradesh, Madhya Pradesh, Rajasthan, Haryana, Punjab, Himachal Pradesh and Jammu & Kashmir |
| (c) | Southern Group | - | Gujarat, Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu and Kerala.                         |

One State from each group will be represented in the Executive Committee for a period of one year.

The Executive Committee will meet as often as considered necessary. The Committee will consider all matters relating to the functioning of Sainik Schools. The decision of the Executive Committee will be placed before the Chairman, Board of Governors for informal approval prior to formal ratification by BOG.

## **HONORARY SECRETARY**

2.13 The Honorary Secretary, Sainik Schools Society is appointed by the Chairman of the Society. He is an officer not below the rank of Deputy Secretary, posted in the Ministry of Defence. The Honorary Secretary is assisted by other officers of the Ministry of Defence specially nominated for this purpose and such officers not below the rank of Under Secretary will attend to such duties as are assigned to their charge under the overall administrative control of the Honorary Secretary. In the absence of the Honorary Secretary, such officers will dispose of urgent business of the Sainik Schools Society on behalf of the Honorary Secretary. The Honorary Secretary's office is located in the Ministry of Defence and he functions as the head of the Sainik Schools cell, the staff of which is found from within the sanctioned establishment of the Ministry of Defence.

2.14 The Honorary Secretary is directly responsible to the Board of Governors for all matters connected with the administration of Sainik Schools. He is required to inspect each school annually himself or through officers specifically nominated for this and to bring to the notice of the Board of Governors of the Society, and of the Local Board of Administration of the concerned school, matters of importance pertaining to the functioning of the school and the welfare of its staff and students. The Honorary Secretary initiates action at appropriate time for timely replacement of Service Officers posted in different Sainik Schools. He takes appropriate action for implementation of orders of the Board of Governors/or of the Chairman. He formulates rules and regulations for the Society, and amends them as and when necessary, getting the amendments approved by the Board of Governors. He is also responsible for smooth conduct of the All India Entrance Examination held every year for selection of candidates for admission to different Sainik Schools. He will review all decisions of the Local Board of Administration and Audit Reports of the schools with a view to ensuring that proposal made or action taken are in order as well as in the best interest of the school and the Society.

## **LOCAL BOARD OF ADMINISTRATION (LBA)**

2.15 The Local Board of Administration, constituted separately for each school, is composed as under:-

- |     |   |   |          |
|-----|---|---|----------|
| (a) | GOC-in-C/FOC-in-C/AOC-in-C of the Army/Navy/Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent. | - | Chairman |
| (b) | Member of Parliament of the Constituency in which the school is located.  | - | Member   |
| (c) | One Officer of the Education Deptt and one Officer from Engineering Deptt, if so nominated by the Govt of the State concerned.  | - | Member   |
| (d) | The Collector/Deputy Commissioner of the concerned district.  | - | Member   |
| (e) | Two eminent educationists from the State, including at least one Principal of a good Public School.   | - | Member   |

- |     |  |   |        |
|-----|--|---|--------|
| (f) | A parent other than a Staff member duly elected. | - | Member |
| (g) | The Principal of the Sainik School.              | - | Member |

**Explanatory notes:-**

- (1) Where the member of Parliament elected from the Constituency happens to be a Cabinet Minister or holds an appointment which prevents him from attending the meeting of the L.B.A. it will be ensured that the minutes of the meetings are sent to him for his information and comments, if any.
- (2) The election of the parent member would be held preferably on a parents day or on the Founder's Day when most parents are likely to attend. The tenure of membership of the parent member will be one year. He will be paid T.A. and D.A. for attending the meetings of the L.B.A. at the same rates as are applicable to their non-official members. If he is a Government Servant, he will be entitled to normal TA admissible to him on duty.
- (3) To be eligible for election as a member of the L.B.A. the parent should fulfill the following conditions:-
  - (i) His son should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study in the school after his election.
  - (ii) He should not have been a defaulter in payment of school dues.
- (4) A member of staff of the school shall not be eligible for election as Parent Member.
- (5) The eminent educationists on the LBA will be nominated by the Chairman of the LBA after ascertaining the views of the State Govt/Union Territory Administration.

**QUORUM AND OTHER RULES CONCERNING MEETINGS OF THE L.B.A.**

2.16 The quorum for an ordinary meeting of the Local Board of Administration will be three members present including at least one representative of the State Government.

2.17 If the Chairman is absent from a meeting, those present will select a Chairman for the meeting, excluding the Principal who is the Member Secretary.

2.18 While 15 days notice will be required for a normal meeting an extra-ordinary meeting may be held after giving notice of at least three days.

2.19 Where a meeting cannot be arranged for any reason or it is not considered necessary to hold one, urgent issues may be decided by circulating the proposals for comments/concurrence.

2.20 Ex-officio members of the Local Board of Administration may nominate a suitable officer to attend a meeting of the Board on their behalf. The representative may

take full part in the discussions. Such nominees will, however, not have the right to vote in case any matter is to be decided by vote.

2.21 Agenda for a meeting of the Local Board of Administration should be sent to the members sufficiently in advance, asking them to forward additional points for discussion, if they have any. Statements of accounts for the quarter, if they are ready and are required to be discussed in a particular meeting, should be sent alongwith the agenda for detailed scrutiny by members of the Board.

2.22 The Local Board of Administration should meet once in every four months. An extra-ordinary meeting of the Board may, however, be called by the Chairman in addition to three ordinary meetings scheduled to be held in a year.

### **FUNCTIONS OF LOCAL BOARD OF ADMINISTRATION**

2.23 The functions of the Local Board of Administration are as under:-

- (a) Approve annual budget prepared by the Principal.
- (b) Exercise financial powers as laid down by Board of Governors from time to time.
- (c) Approve appointment of staff of Sainik Schools within the scale stipulated according to the procedure prescribed by Sainik Schools Society.
- (d) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (e) Approve action proposed by the Principal to terminate the services up to Class II Staff.
- (f) Recommend to the Board of Governors utilization of reserve funds in case of exigency.
- (g) Exercise general administrative control over the school.
- (h) Implement any other task entrusted to it by the Board of Governors.

### **CHANGE OF CHAIRMAN AND MEMBERS OF LOCAL BOARD OF ADMINISTRATION**

2.24 The Principal will inform the Honorary Secretary, Sainik Schools Society, well in advance of all likely changes in the incumbency of the Chairman of Local Board of Administration. All changes in the membership of the L.B.A. shall be reported by the Principal to the Honorary Secretary promptly.

### **TA/DA FOR NON OFFICIAL MEMBERS OF THE LOCAL BOARD OF ADMINISTRATION**

2.25 Travelling Allowance/Daily Allowance payable to non-officials for attending meetings of the Local Board of Administration is to be calculated at the rate admissible to Ist Grade employees of the State Government and strictly according to the State Travelling Allowance/Daily Allowance Rule. The Principal of the Sainik School will be the countersigning authority for all such bills and the TA/DA will be debited to the school funds.

## **PRINCIPALS' CONFERENCE**

2.26 A conference attended by Principals of all Sainik Schools is held normally once every year by rotation in one of the Sainik Schools. Problems common to all Sainik Schools are discussed at this conference for suggesting solutions. The conference is attended by the Honorary Secretary, Sainik Schools Society. The recommendations of this conference are considered by the Board of Governors, whichever necessary.

## **CHAPTER – III**

### **ADMISSIONS, PROMOTIONS AND WITHDRAWALS**

#### **ADMISSIONS**

3.01 The basis and scope of admission together with the reservation of vacancies in each Sainik School has been covered in Rule 1.10 to Rule 1.15 in this Manual. In a new school, however, boys in suitable age groups can be admitted in higher classes with the approval of the Honorary secretary on the basis of an Entrance Examination conducted by the concerned Principal with a view to making the Sainik School a viable educational establishment.

3.02 The number of boys to be admitted in any particular year shall be decided by the Principal taking into consideration the following:-

- (a) Academically sound number in each section.
- (b) Number of students, if any, likely to be weeded out or leaving at the end of the current year.
- (c) Number of scholarships available.
- (d) Class-room and Hostel accommodation available in the school.
- (e) Staff and physical facilities available in the school.

The strength of the school should not exceed the optimum strength as on 31 March of the year, after the new admissions are made.

#### **RESERVATION OF SEATS**

3.03 Details of reservations available for various groups and categories are indicated in Rule 1.12 to rule 1.15. Where special local requirements or needs of backward areas so necessitate changes in these reservations may be authorised by the Board of Governors on the specific recommendations of the State Government.

#### **ADMISSION OF STAFF CHILDREN**

3.04 Staff children (both boys and girls) should normally appear in the entrance examination and qualify for admission. Those qualifying will have the option to be admitted as Day Scholars or as boarders on government scholarship if entitled to it otherwise. The day scholars will have to pay for the textbooks, stationery, uniforms etc. besides the prescribed fees. Those who study as day scholars or do not accept government scholarship even if admitted as boarders, will not be bound to appear in the NDA Examination. The admission of staff children will be strictly in the order of their merit. They should be within the prescribed age limit and should be medically fit. The staff children who do not qualify in the entrance examination may be allowed to attend classes for which they are found fit. The total number of staff children will not exceed 8% of the total number of students in the school. Not more than two children of any staff member can be on the rolls of the school at any one time.

3.05 When children of the Defence Services Personnel or other staff have to be admitted to the school in the middle of a session or otherwise on the appointment/posting

in of a staff member or Defence Services Personnel, the Principal will subject each student to a test to determine the class to which he / she can be admitted, in case they had no school earlier. Children who were earlier studying in some recognized school could be admitted on the basis of transfer certificates to the class to which they are eligible. All such mid-admissions will be restricted to day scholars only. These admissions also be made within the prescribed ceiling. Any case of relaxation will be referred to the Honorary Secretary with the recommendation of Local Board of Administration.

3.06 If a near relative of an officer or an employee of the school intends to take the Entrance Examination in a particular year, the officer or the employee concerned shall inform the Principal in writing well before the examination.

3.07 The day scholars, including children of Defence Officers and of other Service Personnel posted to Sainik Schools, will pay the prescribed fees only for the periods during which their names are borne on the school Register. The fees can be revised by the Board of Governors at any time but till such revision the rates of fee will be charged as under:-

- |     |   |   |          |
|-----|---|---|----------|
| (a) | For those, whose parents belong to Group 'A' and 'B' services | - | 150 p.m. |
| (b) | For those, whose parents belong to Group 'C' services         | - | 100 p.m. |
| (c) | For those, whose parents belong to Group 'D' services.        | - | 050 p.m. |

#### EDUCATION OF STAFF CHILDREN ON TRANSFER, RETIREMENT OR RESIGNATION OF THEIR PARENTS

3.08 When an officer or any other member of staff has to be relieved in the middle of an academic year, because of his transfer, retirement or resignation, his children may be allowed to continue their education in the school for the rest of the academic session, or for another year, to enable them to pass the Secondary or Senior School Certificate Examination, as day scholars or boarders (in case of male children only) depending on the choice of the officer or the staff member. Parents of such children will in addition to tuition fee as prescribed in Rule 3.07 have to pay boarding charges at the rate fixed for messing from time to time and lodgin charges @ Rs.50/- p.m. In addition, the actual expenditure on text books, stationery, clothing, washing, pocket money and other items not covered under tuition fee, boarding and lodging charges would be borne by parents of staff children.

#### **MEDICAL STANDARDS**

3.09 All candidates before admission to Sainik School shall be subjected to a medical examination by a Board consisting of military or civil doctors. The standards of health and medical fitness would be the same as laid down for the NDA Examination. In view of the tender age of the boys, however, no standards of height, weight and chest measurement will be applicable at the time of admission.

3.10 The decision of the Medical Board will be final except where a representation has been made to the Principal. The Principal will examine the appeal himself and decide with reference to the evidence produced before him if the case calls for a review medical board on merit. A case in which competent medical opinion is produced to counter the findings of the previous medical board, will normally merit a review. The Principal may arrange a review medical board for re-examination of the candidate. If the review medical board finds him fit for admission, the Principal will admit him to the school if his rejection was only on account of lack of medical fitness. The school will charge a fee of Rs.100/- (Rs.50/- from SC/ST) for holding a review medical board. Additional expenditure, if any, will be borne by the school. However, the candidate will be required to appear before the Review Medical Board at the designated place at his own expense. In case the Review Medical Board finds him fit for admission, the fee charged from the parent will be refunded.

### **ENTRANCE EXAMINATION**

3.11 Programmes, detailed rules and instructions for the Entrance Examination are issued by the Honorary Secretary, Sainik Schools Society, New Delhi by October/November every year. The Honorary Secretary will also ensure that printing and distribution of question papers for the examination is arranged suitably.

3.12 The Entrance Examination will consist of a written examination followed by an interview of shortlisted candidates. The written papers for Class VI and Class IX will be as under:-

Class VI			Class IX		
	<u>Paper</u>	<u>Max. Marks</u>		<u>Paper</u>	<u>Max. Marks</u>
(a)	Language	100	(a)	Mathematics	200
(b)	Mathematics	100	(b)	English	100
(c)	Intelligence	100	(c)	Science	075
			(d)	Social Studies	075
	Total	300		Total	450

The minimum qualifying marks for general category candidates as well as of children of Defence Services Personnel and Ex-Servicemen will be 25% in each subject with 40% in aggregate, unless these qualifying standards are revised or varied by the issue of written directions by the Honorary Secretary. In the case of scheduled castes scheduled tribes candidates, minimum qualifying academic standards are not required and they will be admitted on the basis of inter-se merit as evidenced at the entrance examination/interview within these categories.

## **ROLL NOS AND CODE LETTERS**

3.13 Each applicant registered for the examination will be allotted a Roll Number followed by code letters to be used by the schools are as under:-

1.	Sainik School	Satara	S
2.	”	Kapurthala	KP
3.	”	Kunjpura	K
4.	”	Balachadi	BC
5.	”	Chittorgarh	C
6.	”	Korukonda	KK
7.	”	Kazhakootam	KT
8.	”	Purulia	P
9.	”	Bhubaneswar	B
10.	”	Amaravathinagar	A
11.	”	Rewa	R
12.	”	Tilaiya	T
13.	”	Bijapur	BP
14.	”	Goalpara	G
15.	”	Ghorakhal	GK
16.	”	Nagrota	N
17.	”	Imphal	IM
18.	”	Sujanpur Tira	ST
19.	”	Nalanda	NL
20.	”	Gopalganj	GG

## **CONDUCT OF EXAMINATION**

3.14 Principals of the Sainik Schools will be responsible for conducting the Entrance Examination in their respective States and in the adjoining Union Territories. The Principal of Sainik School Imphal will conduct the entrance examination in Manipur, Tripura, Nagaland and Arunachal Pradesh. It will be the responsibility of Principal, Sainik School Goalpara to conduct the entrance examination in other States in the N.E. Region. Centres for the entrance examination will be decided by the Principal after taking into consideration the number of applications likely to be received from different districts/regions. The examination for class VI will be conducted in English and in each of the 14 languages recognized by the Govt. of India. In the advertisements released each Sainik School will indicate the languages in which it will conduct the Entrance Examination. In case a boy from some other State wants to take the examination in the

language of his domicile State, he may apply through the Sainik School of the State where he is presently residing. This Sainik School will register the boy for admission and arrange to get question papers from the school to which the admission is sought. The worked scripts of the boy, together with the application form will be sent to the concerned Sainik School for evaluation and further action.

3.15 Where it is not possible for a Principal to conduct the examination under his own arrangements, he may requisition the services of an NCC officer not below the rank of a Major, or of a Civilian Officer not below the status of a District Education Officer, for the purpose. The Honorary Secretary will also request the State Govts and the Director General, NCC formally to provide, on request from the Principals, all the facilities required for holding the Entrance Examination.

3.16.1 All applications received for examination shall be scrutinised under arrangements ordered by the Principal. Candidates who are not eligible will be detected and weeded out and admission in the entrance examination will not confer any right to get admission. All eligible applicants will be issued Admit Cards for the Examination so that they can report at the appropriate center. No candidate will be admitted to the examination unless he produces the admit card bearing his photograph and signatures. The Admit Cards will be retained by the officer I/C of the examination center and forwarded alongwith the answer scripts to the Principal of the concerned Sainik School. Nominal rolls in respect of the candidates wanting to take the examination at centres under the jurisdiction of other Sainik Schools shall be forwarded to the Principals concerned so as to reach them at least 10 days before the date of the examination.

3.16.2 In order to bring in maximum transparency in the examination the following additional points may also be noted for compliance in conduct of the All India Entrance Examination.

- (a) The roll number wise list of candidates three times the number of vacancies existing in the school category wise should be published in the leading newspapers and these candidates should also be called for interview-cum-medical examination by registered post letters.
- (b) Rank wise list of finally selected candidates category wise be published in the leading newspapers within three days of the last interview date. This list should also include the rankwise list of candidates placed on the waiting list in each category. Thumb rule for waiting list should be 15% of the number of vacancies in each category.
- (c) It should be made clear in the prospectus as well as in newspapers while declaring the final results that all those who want their detailed marks including the interview marks can obtain the same from the school on payment of Rs.50/-

## **EVALUATION**

3.17 The answer scripts will be evaluated under arrangements made by the Principals and will be supervised by the Headmaster and / or the Registrar. A sample check of the answer scripts will be conducted by the Principals to ensure fairness in evaluation. The answer sheets, which cannot be evaluated because of being in a different regional language, will be forwarded to the appropriate schools. Merit lists giving marks obtained

by each candidates will be prepared as per instructions received from the Honorary Secretary and sent to him soon after the marking of answer scripts has been completed. The Honorary Secretary will fix qualifying percentage according to the vacancies and authorise the Principals to announce the results. The answer scripts shall be preserved for atleast one year from the date of admission.

### **SUPPLY OF MARKS LIST**

3.18 Marks list can be supplied to the parents/guardians on payment of Rupees Fifty (Rs.50/-) through crossed postal order drawn in favour of the school.

### **INTERVIEW**

3.19 After the result has been announced, successful candidates will be called for interview and medical examination at one or more centres. The Board for interviewing the candidates will be constituted as follows:-

- |     |   |   |          |
|-----|---|---|----------|
| (a) | Principal, Sainik School                                    | - | Chairman |
| (b) | A nominee of the District Collector/<br>Deputy Commissioner | - | Member   |
| (c) | A representative of the State Education<br>Department       | - | Member   |

3.20 Interview is held to assess presence of mind, sociability and self-confidence of the candidates and is intended to give the Principal an opportunity to meet and know the boys who are likely to be admitted to the school. Interview will carry 50 marks. It will not be obligatory to qualify separately in the interview test and the marks secured in the interview shall be added to those secured out of 300 in case of class VI and 450 in case of class IX set apart for the written examination, to determine the candidate's final position in the merit list.

### **MEDICAL BOARD**

3.21 All Principals shall write in advance to the Military Authorities or to the State Govts to set up boards for medical examination of candidates at one or more centers. The medical board will be presided by an officer of the rank of Lt Col or by the Chief Medical Officer of the District or the Dean/Principal of a Medical College where the medical examination is to be conducted. It will also include an ENT Specialist and an Eye Specialist. The school doctor will not be on the board. Fee for medical examination may be charged by the school to meet the expenditure incurred in conduct of medical examination @ Rs.50/- per candidate.

### **ADVERTISEMENT AND PUBLICITY**

3.22 The State Government will be approached for wide publicity to the Entrance Examination, at their cost, in the local newspaper and by means of posters and hand-bills. The Director All India Radio will be approached for at least a couple of announcements in regional languages and the Director TV for publicity through interview and documentary films highlighting the activities of the school. The advertisements should indicate the aim and curriculum, the date of the Entrance Examination,. The number of

vacancies, age limits, school fees and full details of the scholarship schemes of the State Government, the Ministry of Defence, the Ministry of Education and the Ministry of Home Affairs. It should indicate the last date fixed for receipt of applications (which should be at least one month before the date of examination) the sources from where application forms, prospectus and model questions can be obtained and the cost there of. Application forms from general candidates should be accompanied by a registration fee of Rs.50/- (Rs.25/- for candidates belonging to SC/ST). The Registration fee will not be refundable . The State Govt. should also be requested to bring out an attractive brochure in the regional language in consultation with the Principal of the Sainik School. Such brochure should be distributed by the State Govt. to primary and middle schools and to other agencies. The school may also publish small advertisements in the newspapers, debiting the expenditure to the Entrance Examination account.

### **PRECAUTIONS BEFORE ADMISSION**

- 3.23 (a) The Principal will arrange careful scrutiny of the merit lists prepared separately for candidates of different categories such as children of Defence Services Personnel, Scheduled Castes boys, Scheduled Tribes boys, and the rest. Boys of various categories will be called for admission strictly in order of merit and as per reservation policy indicated vide Rule 1.12 to 1.15.
- (b) Before declaration of final results and communication of the same to candidates or parents, the Principals will ascertain the number of Scholarships likely to be granted by the State Govt. The communication of result will be restricted only to those boys who are assured of scholarships. The Principals will also ascertain if the State Govts are willing to provide scholarships for studies in the Sainik Schools located in other States. The particulars of surplus candidates will thereafter be intimated to the Honorary Secretary, Sainik Schools Society who will allot them to other Sainik Schools according to vacancies available, and preference indicated.
- (c) The Principals will arrange scrutiny of the following documents to confirm eligibility of a candidate for admission :-
- i) Proof of age
  - ii) Transfer Certificate from the school last attended.
  - iii) Agreement to be executed by the parent/guardian with the Sainik Schools Society.
  - iv) Agreement to be executed by the parent/guardian with the State Govt.
  - v) Affidavit of Income.
  - vi) Certificate of Income.
  - vii) Affidavit and certificate of Domicile.
  - viii) Certificate of Medical Fitness.
- (d) In case of full fee paying boys, affidavits of income and domicile certificates will not be required.
- (e) Verification of dates of births will be carried out as under:-

(i) **Boys who have previously attended schools recognised by the State Board of Secondary Education**

Date of Birth indicated in the Transfer Certificate issued by the previous School duly countersigned by the District Education Officer should be accepted.

(ii) **Boys who have not attended any recognised school**

An extract from the register of births maintained by the Municipal Committee / Board / Corporation concerned will be obtained from the parents before a boy is finally admitted to a Sainik School, date of birth given in these documents will be accepted.

(iii) **Boys whose parents are Defence Personnel or ex-Service Personnel**

Only the dates of birth entered in the Service documents, maintained in the record offices of respective services, will be accepted. In the case of children born after an individual's release/retirement from service, the provisions of sub paragraphs 3.23(e) (i), (ii), (iii) will apply.

(f) All the agreements and affidavits will be executed by the boy's father. The mother may execute the documents only if she is the legal guardian. Other legal guardians may execute the documents only if both the father and the mother are not alive. However, documentary proof will have to be produced by the guardians in each such case. In case of adopted children, the original adoption deed will be produced for verification and an attested copy of it will be submitted to the school alongwith the other documents for record. The original adoption deed will, however, be returned after verification by the Registrar who will record a certificate on the attested copy to the effect "Verified from the original as correct".

(g) Serving personnel/Ex-servicemen will produce documentary evidence before their children are admitted against seats reserved for that category. A letter or certificate from the Commanding Officer, giving service details may be produced by the serving personnel. Ex-servicemen may produce an attested copy of their Discharge certificate.

(h) All attested copies will be verified by the Registrar personally with the original and certified accordingly before record.

## **EXECUTION OF AGREEMENTS**

3.24 All parents/guardians of boys admitted to Sainik School will be required to execute an agreement with the Sainik Schools Society. In addition, parents/guardians of scholarship holders will have to execute another agreement with the Govt of the State/Union Territory concerned. The specimen forms for the agreements to be executed with the Sainik Schools Society are given at Appendices 'C' and 'D' to this Manual. The form for the agreement to be executed with the State Govt. will be specified by the State Govt concerned and given in the Prospectus of the concerned Sainik School.

N.C.C.

3.25 NCC will be compulsory for all boys in Classes VI to IX. As and when a new school is established, the Honorary Secretary will request the DG, NCC to accord sanction for additional Junior Division Troops required in the school. The Principals will request the DG NCC thereafter for raising additional troops as and when the school strength increases.

## **ACTIVITIES**

3.26 Sports and games, co-curricular activities, educational tours, excursions, adventure courses and socially useful productive works aimed at developing the dignity of labour, will form an integral part of training imparted in Sainik Schools. The Principals will so organise the training as to ensure that by the time a boy passes the All India Secondary School Examination, he can play at least one major game well and has some knowledge of another, has picked up a hobby of his liking and has taken part in some of the sports and co-curricular activities arrangement and facilities for which are provided in the school.

## **EXAMINATIONS**

3.27 Two terminal tests, first in September and the second in December prior to the final examination in March will be held to assess the performance of the student and to promote or to weed him out at the end of an academic year. The Headmaster will be responsible to the Principal for organisation and smooth conduct of all tests and examinations. September test will be given 10% weightage; December test 20% weightage and the final examination will carry 70% weightage.

## **RESULTS AND REPORTS**

3.28 The schools will send progress reports for the monthly tests and the terminal examinations and forward the result of final examination for the information of the parents. Students who do not fare well in any of the tests will be interviewed suitably by the subject masters, class teachers, housemasters, the Headmaster and the Principal, and warned to make up their deficiencies. The Principal will also inform the parents/guardians whenever he finds that the progress of a student is much below the standard expected.

## **PROMOTIONS**

3.29 The minimum requirement for class promotion will be 40% marks in each subject and 50% marks in aggregate. The Principal will have the discretion to award upto a total of 10 grace marks in one or in different subjects, except in class X, which is an examination, conducted by Central Board of Secondary Education, New Delhi. A boy of Class X declared 'Pass' by the Central Board of Secondary Education, New Delhi. A boy of Class X declared 'pass' by the Central Board of Secondary Education will be entitled for re-admission in Class XI to Science stream only if he gets.

- (a) 50% Marks (50 or more marks out of 100) in Maths and
- (b) 50% Marks (50 or more marks out of 100) in Science and
- (c) 55% Marks (110 or more marks out of 200) in Maths and Science taken together.
- (d) 50% Marks (250 or more marks out of 500) in Aggregate of all subjects.

## **WITHDRAWAL FOR POOR ACADEMIC PERFORMANCE**

3.30 One failure during the 'Orientation Period' (i.e. classes VI, VII, and VIII) can be condoned by permitting the boy to repeat the class in which he fails. The scholarship granted will continue to be available to the boy during this period. However, in the case

of boys who are between 11-12 years of age at the time of admission will be withdrawn in case of any failure even during the orientation period. If a student fails after the orientation period, he will be withdrawn. This will be application to all boys, boarders as well as day scholars. Day scholars i.e. staff children, officers children and children of the APTC instructors as well as of service personnel posted to NCC in Sainik Schools, who join the school in a class higher than class VI, will be permitted one failure in any class during their entire stay at the school.

## **RE-TESTS**

3.31 Where a student falls ill during or a little before the final examination, or where there is sickness or death in the family affecting the performance of a student, the Principal may agree to give a retest after the re-opening of the school and take a decision to promote or to withdraw the student taken on the basis of this result. Such re-tests can also be conducted in the case of boys whose performance throughout the academic year, as depicted through the monthly and terminal tests has been satisfactory, but who fail in the final examination and the Principal in consultation with the Headmaster as well as Housemaster comes to the conclusion that the failure or poor performance has been due to some inescapable reason and the student deserves another chance for a retest. Such cases will, however, be reported to the Honorary Secretary with details of performance before actual promotion is effected.

## **WITHDRAWAL ON DISCIPLINARY GROUNDS**

3.32 The Principal may, in the interest of the school order withdrawal of a boy from the school, should the boy's conduct, behaviour or influence, in the opinion of the Principal, be detrimental to the general discipline/interest of the school. In such a case, refund of scholarship may not be insisted. The Principal should, however, report such

withdrawals to the Local Board of Administration at its next meeting and to the Honorary Secretary immediately, who on the merits of the case will decide as to whether the scholarship money with damages, if any, need be recovered from the parent.

### **WITHDRAWAL ON MEDICAL GROUNDS**

3.33 In addition to the initial medical examination arranged at the time of admission, the school will arrange a thorough medical examination of boys every year to minimise medical rejections at the Services Selection Boards. Even after his admission, if a student is found medically unfit at any stage, and in the opinion of the competent medical authority the disability is likely to render him unfit for entry into the regular Armed Forces the scholarship granted to the student will be withdrawn at once. He may, however, be permitted to continue studies in the school on payment of full fees from the date he was found medically unfit, provided he does not constitute a health hazard to other boys, in which case he must be withdrawn from the school at once. The provision for continuing as full fee paying students will not be applicable to boys who may be found to be suffering from Hanson's disease, as they must be compulsorily withdrawn from the school immediately on detection of the disease by a competent medical authority. This type of cases must be intimated to the State Govt and to the Honorary Secretary, Sainik Schools Society.

### **WITHDRAWAL ON NON-PAYMENT OF FEES**

3.34 All fee payable in advance and can be paid for a year or a quarter in advance. Payment should be made atleast quarterly and payable before the beginning of the quarter. If dues are not received by the first day of the month by which they are to be paid a reminder will be sent informing the parent/guardian that if the amount due is not paid by the 15<sup>th</sup> of the month and in case of default, the student will be struck off the rolls of the school and sent home. After waiting for fifteen days, the boy may be sent home at the parent's cost and the expenditure will be deducted from the caution money. The school leaving / transfer certificate will, however, not be issued until all dues are cleared to the school and the scholarship money, if enjoyed by the student, is refunded. In case of repeated defaults of this nature in payment of fees by the parent/guardian, it will not be obligatory for the school to send a reminder and the last such reminder will contain a suitable warning to this effect.

### **WITHDRAWAL BY PARENTS/GUARDIANS**

3.35 All boys are admitted to the school on the understanding that they will remain in the school for the entire course. In case any of the parent wants to withdraw his son on any account including revision of fees/scholarship he must give the notice of withdrawal in writing to the Principal at least two months before the commencement of the following term. Failure to give this notice will entail forfeiture of caution money. Parents of boys who are in receipt of scholarships can withdraw them only after repayment of the total amount of scholarship enjoyed by the boys.

## **TRANSFER OF STUDENT FROM ONE SCHOOL TO ANOTHER**

3.36 A request for transfer, on well-established compassionate grounds can be acceded to by the Principal, subject to the condition that all the boys who have qualified for admission on the basis of the Entrance examination are admitted first and that the chances of any of those in the waiting list are not adversely affected by this transfer. All such proposals for transfer will be referred to the Honorary Secretary for his prior approval. In the case of boys admitted to a Sainik School outside the Home state against surplus vacancies, such requests will not be entertained as a general rule.

## **GENERAL PRECAUTIONS**

3.37 The Principal will continuously review the performance of boys found weak in studies and despatch periodically reports to the parents of these boys, specially drawing their attention to the unsatisfactory performance of their sons. Principals should also arrange for special coaching to the boys found weak in any particular subject. While observing this procedure, the Principals will have full powers to carry out withdrawal of boys for poor performance. The withdrawals should, however, be so timed that the boys withdrawn are able to seek admission in the regional schools without loss of term days. Except withdrawals for grave misconduct, withdrawals of disciplinary grounds should also be ordered at the end of an academic session. The provision for withdrawal is to be used very sparingly and only in exceptional cases of consistent and extremely poor performance.

## **ADMISSION TO NDA**

3.38 All boys admitted to Sainik Schools who are in receipt of any Govt scholarships including Defence scholarship but excluding Merit Scholarships awarded by the Govt of India, will be required to avail all chances for the NDA Examination conducted by the UPSC unless a particular State Govt/Union Territories Admin makes stipulation to the contrary. They will also be liable to appear for tests, interviews and medical examinations at the Services Selection Board or other military institutions, training institutions, to which they are asked to report. Failure to fulfill this liability, or attempts to leave these institutions prematurely or willful attempts on the part of such boys to undertake this as a procedural formality only, if detected will make the parents/guardians liable to refund the entire amount of scholarship enjoyed by such students. The decision of the scholarship granting authority in respect of such recoveries will be final and binding.

3.39 Children of staff, and of service personnel posted to Sainik Schools, who are not in receipt of Govt Scholarship and are admitted, as Day scholars only will not be bound to appear in the NDA Examination or join any of the military training institutions. Full fee paying students if any in Sainik Schools will also have no liability to appear for the NDA Examination.

## **RAKSHA MANTRI TROPHY**

3.40 Raksha Mantri has instituted a trophy to be awarded every half year to the Sainik School that sends the largest percentage of its boys to the NDA. The trophy will be

awarded on the basis percentage of boys who actually join the NDA out of those who have taken the NDA written examination while still on the school rolls. Day Scholars who take the NDA examination will also be reckoned in the calculations for this purpose. In case of a tie, the trophy will be shared by the schools concerned for the year/period.

### **GENERAL STATISTICS**

3.41 The schools will compile and supply annually information to the Honorary Secretary about their ex-students joining NDA, IMA, OTS, Naval Academy and Air Force Academy. They will also compile information about their ex-students joining any other military institution or distinguishing themselves in other walks of life and send a statement annually to the Honorary Secretary.

Dr P.S.M. Chandaran  
Director(SS) & SSO (SM)  
Jawahar Lal Nehru Stadium  
Lodhi Road Complex  
New Delhi-110 008

Subject: Kindly refer to you Fax letter dated 7.1.2002 Ref. No.SAI/MED/M-5/2001.

Sir,

Criteria to verify the age of children belonging to the age groups 10 to 11 and 13 to 14 years as enquired by Inspecting Officer, Ministry of Defence, New Delhi, is mentioned below:-

There are following four measures of maturity to verify the age of children. It is recommended that 1-3 measures should be used together (Step by step). The 4<sup>th</sup> measure is used in doubtful cases where age verification is not determined through 1-3 measures.

1. Morphological
2. Dental.
3. Sexual.
4. Skeletal maturities.

Morphological maturity measures for 10-11 and 13-14 years children are as follows:

**For boys**

**For Girls**

<u>Age(yrs)</u>	<u>Body height(cm)</u>	<u>Body weight(kg)</u>	<u>Body Height(cm)</u>	<u>Body Weight(kg)</u>
9.5	135.6	30.0	135.0	30.1
10.5	140.2	32.9	139.8	32.9
11.5	145.7	36.9	146.7	38.2
12.5	150.7	40.5	152.6	42.8
13.5	158.1	46.7	158.0	48.8
14.5	163.6	51.8	160.0	51.7

In the first stage of age verification, morphological status of the child is examined and if the height and weight are found more than the given standard values then it can be predicted that the child may be overaged but the 2<sup>nd</sup> measures of maturity i.e. dental maturity is to be followed in order to strengthen the findings.

If Pre-Molar 2 is erupted (even if partially) it can be estimated that the child may be above 11 years (applicable for both male and female child).

After examining morphological age and the dental age follow the third measure of maturity to further confirm the findings.

Under sexual maturity if there is appearance of pubic hair then it may be inferred that the child is above 11 years of age (applicable for both male and female child). If a girl is experiencing menarche (monthly cycle), she is above the age of 10-11 years.

If there is appearance of hair in the armpits then the child is above 14 years (applicable for both male and female)

Sd/-

Rajdeep Kaur Talwar

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Copy to:

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No.30(1)/2003/D(SSC)  
Board of Governors  
Sainik Schools Society  
Ministry of Defence  
New Delhi, the 31<sup>st</sup> Jul 2003

The Principal

**All Sainik Schools**

**Subject: Re-admission to class XI in Sainik Schools**

Sainik Schools Society has been receiving requests from various Sainik Schools / parents for exemption from provision of rule 3.29 of Sainik School Society's Rules & Regulations for re-admission to class XI. Under the rules, a cadet of Class X declared 'Pass' by the Central Board of Secondary Education will be entitled for re-admission in Class XI only if he gets:-

- (a) 50% Marks(50 or more marks out of 100) in Maths
- (b) 50% Marks(50 or more marks out of 100) in Science
- (c) 55% Marks(110 or more marks out of 200) in Maths and Science taken together.
- (d) 50% Marks(250 or more marks out of 500) in aggregate of all subjects.

2. The matter has been under examination in the Sainik Schools Society. It has been decided to remove the restriction of getting minimum marks of 50% each in Maths, Science and over all aggregate and an aggregate of 55% marks in Maths and Science taken together. From the current academic session the only criterion for re-admission to class XI will be securing a minimum of 50% aggregate marks in class X examination.

3. This issue with approval of the competent authority.

Sd/-  
(BALRAM VERMA)  
UNDER SECRETARY

## CHAPTER – IV

### SCHOLARSHIPS AND FEES

#### GENERAL

4.01 To enable children from weaker sections of Society to study in Sainik Schools and avail of public school education facilities, the governments of various States/Union Territories have instituted scholarship schemes. Besides, the Ministry of Education and Culture, Govt of India grants merit scholarships on the basis of its own examination and the Ministry of Defence grants a limited number of scholarships on merit-cum-means basis to the children of Defence personnel (including ex-Servicemen) selected for admission to Sainik Schools.

4.02 Different types of scholarships made available to the students admitted to Sainik Schools are as under:-

- (a) State Govt scholarships admissible to the domiciles of the concerned state (details of the scheme are available with the schools/Govt concerned).
- (b) Ministry of Education and Culture, Govt of India Scholarships admissible to children belonging to Union Territories. (Details of the Scheme are available with the Schools to which the Union Territories are attached or with the concerned Governments).
- (c) Govt of India Merit scholarships awarded for studies in Residential Public Schools including Sainik Schools, regardless of the state of domicile or income of the parents. (Details of the scheme are available with Ministry of Education and Culture, Govt. of India.
- (d) Ministry of Defence Scholarships admissible to the children of the armed forces personnel and ex-servicemen as decided by the Ministry of Defence from time to time.

#### DEFENCE SCHOLARSHIP

4.03 Ministry of Defence award a limited number of scholarships to the children of service personnel including ex-servicemen who are studying in Sainik Schools. According to the existing scheme, the total number of Defence scholarships does not exceed the value of 36 full scholarships per Sainik School. Subject to the maximum number mentioned above. Ministry of Defence may determine the number of scholarships to be allotted to different Sainik Schools.

4.04 The selection of scholarships for grant of defence scholarships will be made by the Ministry of Defence from amongst those who have qualified for admission on merit. The scholarship once awarded to a pupil will continue to be awarded to him throughout his stay in the school provided:-

- (a) He obtains a minimum of 55% in aggregate in the annual examination every year with not less than 45% in each subject;
- (b) He is not reported upon adversely regarding discipline;
- (c) He is otherwise eligible for the continuance of scholarship on the basis of the rank or income of his parents, as the case may be.

- (d) SC/ST cadets securing 40% in each subject and 50% in aggregate would be eligible for retention of scholarship.
- (e) For retention of scholarship the grace marks up to the maximum of 5(five) can be awarded to such students who miss the retention of their scholarship by a marginal shortage of 1 to 5 marks in one or more than one subject.

4.05 If any scholarships are forfeited in accordance with the scholarship rules, not more than an equal number of Scholarships on the recommendations of the Principal, be awarded by the Ministry of Defence to other pupils in the school who are otherwise eligible.

4.06 Scholarships under this scheme will be awarded to only those children who have not been granted scholarships or financial assistance of any kind from any other source.

4.07 In case of serving personnel of Defence Services, amount of scholarship would be determined on the basis of rank and not the emoluments or the annual income of the personnel. With effect from the academic year 1983-84, scholarship to children of service personnel will be admissible as under:-

(a)	Children of NCOs and Ors	Rs.10,500/-
(b)	Children of JCOs	Rs.5,250/-
(b)	Children of Officers	No scholarship

4.08 In the case of children of ex-servicemen scholarship will be admissible as under:-

(a)	If monthly income is up to Rs.5,000/-	Rs.10,500/-
(b)	If monthly income is between Rs.5,000/- upto rs.8,000/-	Rs.5,250/-

### **INCOME CERTIFICATE**

4.09 Income certificate as per specimen given at Appx 'E' attested by a Ist Class Magsitrate, or a Class 1 Gazetted Officer, will have to be produced at the beginning of every year for the award/renewal of Defence Scholarship.

### **CALCULATION OF INCOME**

4.10 All allowances of compensatory nature paid in particular localities, such as House Rent Allowance, City Compensatory Allowance, Conveyance Allowance, shall not be treated as part of income for the purpose of award of Scholarship. Even the messing allowance paid to service personnel in lieu of free board, shall not be taken into account while calculating their income for the purpose.

### **DISCONTINUATION/RECOVERY/REFUND OF SCHOALRSHIP**

4.11 Scholarship awarded to students will be discontinued if their academic performance is not up to the laid down standard or they are involved in indiscipline, and the students concerned will be withdrawn from the school.

## **RESIGNATION FROM NDA**

4.12 The Principal of Sainik School shall inform the Commandant, NDA, at the time of student's admission to the NDA whether he was a scholarship holder and, if so, the quantum of Scholarship enjoyed by him during his stay in the Sainik School. The Commandant shall also be informed that if the cadet resigns, a case for recovery of scholarship must be taken up against him before his resignation is finally accepted. Such recoveries if and when made by the Commandant NDA will be payable to the Sainik School concerned and credited to the Reserve Fund of the School.

## **RESPONSIBILITY FOR RECOVERY OF SCHOLARSHIP**

4.13 The responsibility for recovery of scholarships from the defaulting students is that of the concerned State Govt / Union Territory / Scholarship awarding authority. It is, therefore, for the Govt concerned to decide the procedure and the rules governing such recoveries. The Principals will, however, bring to the notice of the scholarship awarding authorities all cases for recoveries and furnish to them all relevant documents, help and advice for the purpose.

## **RATE OF FEES**

4.14 The present rate of fees payable in respect of scholar studying in a Sainik school is Rs.2,000/- p.a. 10% increase every year. In addition each scholar is required to pay a clothing fee of Rs.1,500/- first year and Rs.750/- in each subsequent year.

## **CAUTION MONEY**

4.15 In addition to the fee and the clothing money, the parents are required to deposit a caution money of Rs.3,000/- at the time of admission. In case of students belonging to SC/ST communities the caution money will be Rs.1,500/- only. This amount is refundable, after the student is struck off the rolls of the school and all dues are paid by the parent.

Forfeiture of security money of cadets withdrawn from the schools on disciplinary grounds has been considered by the Society and forfeiture of security money on disciplinary grounds has not been agreed to. However, if the Principals feel the student is deliberately creating a disciplinary problem, the case of refund of scholarship may be referred to the Society.

## **POCKET MONEY AND INCIDENTAL CHARGES**

4.16 Apart from school fees and clothing charges mentioned earlier, each parent / guardian is required to deposit at the beginning of every academic year a sum of Rs.1,000/- towards pocket money and Rs.300/- towards incidental charges in respect of his ward. Parents/guardians will also be required to pay additional amounts towards fees/expenses for the All India Secondary School, Senior School Certificate and the NDA examinations. Besides the above, if any additional money is required for expenses not anticipated and catered for, it shall be paid by the parents. Amounts remaining unspent out of the pocket money and other specific charges will be carried forward in the boy's

account as credit balance for the following year. The parents will be asked to remit the amounts by which this balance falls short of the total amount payable.

#### **PAYMENT OF FEES BY INSTALMENTS**

4.17 Parents are permitted to pay fees in half yearly or quarterly instalments. Those paying fee in half yearly instalment will pay Rs.100/- in addition to the half fee at the beginning of each term and those paying fee in quarterly instalment will pay Rs.100/- in addition to the quarterly instalment at the beginning of each quarter.

#### **BREAK DOWN OF FEES CHARGED**

4.18 It will not be possible to give the breakdown of fees charged in a Sainik School, with specific indication of the element of tuition fee to facilitate claim of re-imburement by a Govt servant. Parents requesting for the information will, therefore, be advised to approach the re-imbursing authority for a ruling on whether re-imburement will be admissible to them or not. The schools may, in any case, furnish details of amounts paid by the concerned parents, together with the details of scholarship being enjoyed by the child.

#### **PROCEDURE FOR CHARGING FEES**

4.19 The school academic year will be divided into two equal terms for the purpose of fees. The fees and scholarships will be charged for full term even if the candidate joins late in a term. However, a rebate of diet charges will be admissible in cases where a child has been admitted 10 days later or more. This rule will be applicable to both full fee paying students and to scholarship holders. In case a child is withdrawn by the parent voluntarily mid-term the fees will be charged up to the end of the month succeeding the month of withdrawal.

#### **CLOTHING ALLOWANCE**

4.20 Clothing charges collected from boys will form a part of the schools' revenue and unspent portion of the clothing charges, if any, will not be refunded to any student on withdrawal. The clothing charges do not represent the cost of clothing issued. They are merely the fees for use of school clothing. However, a blazer with crested pocket may be allowed to be taken away by the boys leaving a school on successful completion of their studies.

#### **CLOTHING ITEMS**

4.21 It is not possible for Sainik schools to meet all the requirement of clothing from the clothing money charged. A part of the burden will, therefore, have to be borne by parents. In any case, it will be the responsibility of the parents/guardians to equip their children/wards initially with certain clothing, linen and other items of equipment. The Principals of Sainik Schools will include in the school prospectus the scale of clothing items to be provided initially by parents/guardians.

## CHAPTER – V

### STAFF ESTABLISHMENT

5.01 Authorisation of Academic, Administrative Staff and General Employees in Sainik Schools will be as per the scale given in succeeding Rules. Authorised strength of each school shall, however, be approved by the Honorary Secretary, from time to time. All posts authorised on the establishment need not necessarily be manned. They may be filled up depending on the actual requirement and the financial condition of the school, with the prior approval of the Honorary Secretary. Any recruitment action by the school shall be initiated only after receipt of written approval of the Honorary Secretary in this regard. No new post will be created without the prior approval of the Board of Governors.

#### 5.02 AUTHORISATION ACADEMIC STAFF

<u>Designation</u>	<u>No. of Posts authorised</u>
Senior Master	- One (one of the masters in selection scale)
Masters, Ordinary Scale, Senior Scale & Selection Scale	- In accordance with para 5.03 to 5.06 below
Asstt. Masters, Ordinary Scale, Senior Scale & Selection Scale	- - do -
Art Master	- One
Crafts & Workshop Instructors	- One (one for each of the separate trade/craft workshops)
Music Teacher/Band Master	- One (only in schools maintaining a Band or having music classes)
Physical Training Instructors	- To be provided by the Army
Librarian	- One
Demonstrators/Lab Asstt	- One for each laboratory
Physical Education Master	- One
Computer Trained Master	- One (one post of computer trained Master has to be created by surrendering (i) one post of Master or (ii) one post of Asstt Master or (iii) one post of administrative staff and one of GE or (iv) 2 posts of GE's Qualification for Master and Asstts Master in Computer Education would be as prescribed by Central Board of Secondary Education.

## **STRENGTH OF MASTERS/ASSISTANT MASTERS**

5.03 The total authorisation of teaching staff is to be determined on the basis of 26 teaching periods per week for each member of the teaching staff including the Art Master and the Craft Instructor. The strength of masters is to be worked out on the basis of 26 teaching periods per week per master in classes XI and XII. The school must have at least one suitable qualified master for each of the subjects being taught to these classes. However, if any of these masters do not have sufficient teaching periods in classes XI and XII, they are to be employed for teaching lower classes. The strength of Assistant Masters is to be worked out on the basis of 26 teaching periods per week per Asstt Master in classes VI to X, after making allowance for the workload to be handled by the Masters. The Assistant Masters may also be required to take practical classes for the plus 2 stage.

## **SENIOR/SELECTION SCALE**

- 5.04 (a) The members of teaching staff will be awarded Senior and Selection Scale on their having completed the eligibility condition as given below as per the procedure laid down for this purpose.
- (b) While Senior Scale will be granted after 12 years to Masters/Assistant Masters, the selection scale will be granted after 12 years service in the Senior Scale of the respective cadre.

**Note:** Any service rendered in the school on part-time / ad hoc basis prior to his/her appointments in the regular scale will not be counted for this purpose.

- (c) The number of posts in the Selection scale for Masters/Assistant Masters will be restricted to 20% of the number of posts in the Senior Scale of the respective cadre.
- (d) The Senior Scale and Selection Scale will be given after screening regarding their satisfactory performance by an appropriate screening committee.
- (e) Every teacher will be required to participate in an in-service training programme of at least three weeks duration before he/she crosses an EB or is promoted to Senior Scale or Section Scale i.e. once in every six years, provided that where arrangements for such training can not be made, the Honorary Secretary, Sainik Schools Society may exempt a category of teachers for a specified period of time. When detailed for such a training after grant of senior / selection an individual so detailed would attend it failing which the scales granted would be withdrawn.

5.05 To be eligible for grant of Selection Grade, a Master or an Assistant Master, as the case may be should have served in the Senior Scale for a minimum period of 12 years and should have satisfactorily carried out the duties of a House Master for Minimum 3 years in a Sainik School. However, Librarians are exempted from having 03 year Housemaster experience. Appointments to selection grade will be made on the basis of seniority, subject to the rejection of the unfit.

- (a) The senior scale and selection scale will be given to teachers after screening their satisfactory performance during preceding ten year by a screening committee comprising the following:-
- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Principal/<br>Inspecting Officer for Selection Scale   | - | Chairman |
| (ii)  | Headmaster   | - | Member   |
| (iii) | Subject specialist of an appropriate<br>status from an academic institution<br>other than the concerned school | - | Member   |
| (iv)  | Director of School Education or his<br>Representative  | - | Member   |

(b) For grant of selection scale, the screening Committee will be chaired by Inspecting Officer during his visit, other members of the committee will be same as given above. In case, both the outside members fail to present themselves in spite of best efforts of the Principal for the Screening Committee Meeting, the Principal is empowered to nominate an educationist (not below the status of a Headmaster) and in the event of one being available, the proceedings will be deemed to be complete. Necessary annotations will be made in the proceedings giving details.

### **SENIOR / SELECTION**

5.06 The screening Committee will pursue the ACR's of last ten years and Academic results of classes taught by eligible masters.

### **FIXATION OF PAY IN THE SENIOR /SELECTION SCALE**

5.07 The pay on appointment to the selection scale shall be fixed at the same stage, at which the pay is drawn in the ordinary scale, if there is such a stage in the selection scale or at the next higher stage in the selection scale or at the next higher stage, if there is no such stage. If the pay in the selection scale is fixed at the same stage, the next increment should be granted from the same date on which it should have accrued in the ordinary scale. If, however, the pay is fixed at the next higher stage, the next increment should be granted after completion of normal incremental period of 12 months in the selection scale.

### **QUALIFICATION**

5.08 Qualifications of the academic staff including Physical Education Master must conform to qualification laid down by the Central Board of Secondary Education for each category. Additional weightage may, however, be given to teaching experience in Public Schools, ability to teach through English medium and proficiency in games as well as in co-curricular activities.

5.09 For posts not covered by the Central Board Rules, the qualifications will be laid down as under:-

(a) **Music Teacher**

Higher Secondary with a degree or diploma in music from any of the recognised institutions.

(b) **Band Master**

- (i) Potential Band Master/Band Major/Drum Major Course at the AEC Training College and Centre, Pachmarhi.
- (ii) Equivalent Naval/Air Force Courses.

(c) **Librarian**

- (i) Graduate with degree / diploma in Library Science from a recognised institution.
- (ii) Ability to converse fluently in English.

(d) **Craft and Workshop Instructors**

- (i) Matriculation or equivalent.
- (ii) Two years trade certificate from a recognised Industrial Training Centre.
- (iii) Ability to teach through English Medium.

(e) **Laboratory Assistant**

Intermediate Science or equivalent in the subject.

#### APPOINTMENTS MADE ON TEMPORARY BASIS OR ON PART TIME BASIS

5.10.1 Appointment of staff will be made only against regular vacancies. Normally all such appointments should also be regular and not temporary or ad hoc.

5.10.2 Temporary, ad-hoc or part-time appointment of staff can be made against a regular vacancy only if the vacancy against which the appointment is being made is temporary or for a specific period and has arisen on account of any of the following:-

- (a) Leave including study leave of one month or more sanctioned to an employee.
- (b) Deputation of an employee to another organisation.
- (c) Suspension of an employee.
- (d) Unauthorised absence of an employee.
- (e) Dismissal of an employee which has been challenged in a court of law against which an appeal is pending .
- (f) Delay in effecting a regular appointment.

5.10.3 Temporary, ad hoc or part-time appointment made under Rule 5.10.2 above will be subject to the following conditions:-

- (a) There will be no relaxation of the criteria regarding age, qualification or experience as applicable to regular appointments for that category.
- (b) It will be made clear in the appointment letters that the appointment is purely temporary ad-hoc or part time as the case may be.
- (c) Appointment will be for a maximum period of 89 days. However, the services can be dispensed with at any time without any notice or without assigning any reasons.
- (d) In respect of temporary and ad hoc appointment, the employee will not be given any regular scale of pay but paid a consolidated remuneration equal to the minimum in the pay scale as applicable to that category plus the corresponding DA as on the date of joining subject to the further condition that the remuneration so paid shall not be more than the consolidated remuneration being paid to another temporary or ad hoc employee already in service in a category with identical minimum in the pay scale.
- (e) The remuneration once fixed at the time of appointment will not be changed later during the temporary or ad hoc service of such an employee.
- (f) Remuneration for part time employees will be fixed with the approval of the Honorary Secretary, Sainik Schools Society.

5.10.4 The provisions of Rules 5.10.1 to 5.10.3 above shall apply to all staff including academic & administrative staff as well as general employees.

## SENIOR MASTER

5.11 One of the Masters in the selection scale may be appointed as “Senior Master”. His appointment will be subject to the following:-

- (a) He will be selected by the Principal on the basis of merit-cum-seniority. Whereas seniority would be given due weightage, merit would be given equal, if not more importance.
- (b) He will have no fixed tenure i.e. the Principal may change him at any time as in the case of Housemasters.
- (c) He will not hold the post of Housemaster simultaneously.
- (d) The Principal must give due weightage to the Master’s qualifications, ACRs, the Master’s ability to maintain discipline, integrity, tact and above all loyalty to the institution. The Principal may consult the Headmaster in this regard.
- (e) He will be granted an allowance of Rs.300/- per month, but this allowance will not be admissible during the vacation period unless he is required by the Principal to work during the vacations for more than a month.

## DUTIES OF SENIOR MASTER

5.12 The Senior Master will be directly responsible to the Headmaster for co-ordination of academic training and for discipline of the boys. He will advise and assist the Headmaster on all aspects of academic training and administration.

## HOUSE MASTERS

5.13 Each School will be divided into a number of Houses for maintaining discipline, organising competitions and promoting qualities of leadership and team spirit among the boys. Each house or more than one House will be put under the charge of a Housemaster who is expected to look after 50 to 60 boys. The number of houses and Housemasters in each school will depend on the lay out of the dormitories, the financial position of the school and such other factors as may be considered relevant by the Local Board of Administration.

5.14 The appointments of Housemaster will be subject to the following:-

- (a) Each Housemaster shall be entitled to an allowance of Rs.200/- p.m. for shouldering additional responsibilities.
- (b) No Housemaster's allowance is admissible during the vacation period and while on leave except casual leave.
- (c) Housemaster's allowance is also admissible to a Master who performs the duties of a Housemaster in the absence of the regular incumbent, if the period of such absence from duty is 30 days and above.

## DUTIES OF A HOUSEMASTER

5.15 Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of seniority-cum-merit. A Housemaster will be responsible to the Principal through the Registrar / Headmaster for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the boys of his House. He will be assisted by House Tutors and Matrons/Hostel Superintendents.

5.16 The Housemaster shall, in addition to the duties cited above, be responsible for:-

- (a) Watching the academic progress and overall growth of his wards and initiating suitable remedial action well in time.
- (b) Smart turn-out of the boys.
- (c) Providing Recreational facilities to the boys of his house.
- (d) Publication of the House news-letters and /or wall magazines.
- (e) Training the boys for Inter House Competitions.
- (f) Supervising letter writing by the boys to their parents/guardians.
- (g) Correspondence with the Parents/guardians of his wards.
- (h) Proper maintenance of Pocket Money Account and of other records.
- (j) Visiting Infirmary to enquire about the health of his wards admitted therein.
- (k) Supervising the work of his House Matron/Hostel Supdt.
- (l) Maintaining cumulative record cards of the students.

5.17 A Housemaster should know his boys intimately and should be able to guide them in all the aspects of community living and mould their character and behaviour. He should assign responsibilities to all boys in rotation, so as to enable them to develop organisational ability, self-confidence and qualities of leadership. He should pay special attention to those who are shy and diffident so that they too can develop these qualities to become confident youngsters with initiative and drive.

## AUTHORISATION – ADMINISTRATIVE STAFF

<u>Designation</u>	<b>No. of Posts</b>
a) Medical Officer	One(Part-time or full time)
b) Office Superintendent	One (to be appointed only when the strength of the school exceeds 200).
c) Accountant	One
d) Mess Manager	One
e) Quartermaster	One
f) Matrons/Hostel Superintendents	One per two Houses or per 100 to 120 boys
g) Estate Manager	Please see note 1 below
h) Building Supervisor	Please see note 1 below
j) Catering Assistant	One for each school with strength exceeding 300
k) Nursing Assistant /Sister /Compounder	One
l) Upper Division Clerk	Please see Para 5.19 below
m) Lower Division Clerk	Please see Para 5.19 below
n) Drivers	One for each vehicle.
o) Craft/Workshop/Medical/ Library/Lab Attendants	One for Library, one each for the Laboratories, provided there is actual need.
p) General Employees viz.	These posts shall be filled according to the guidelines given in Annexure 'F'. In case of any departure, prior approval of Honorary Secretary will be required and for this purpose a detailed justification will be sent.
i) Cooks	
ii) Masalchis	
iii) Plate boys	
iv) Waiters/Warders	
v) Sweepers	
vi) Watch & Ward Staff	
vii) Groundsmen	
viii) Malies	
ix) Messengers	
q) Electrician-cum-pump Operator	Maintenance Staff

### Notes:

- 1) A school with net income of at least twice the amount of pay and allowances proposed for the post of an Estate Manager may appoint an Estate Manager with approval of the L.B.A. The Estate Manager should be Graduate in Agriculture or Animal Husbandry.

## 5.18 AUTHORISATION OF OFFICE STAFF

<u>Posts</u>	<u>No. of posts sanctioned for a strength up to</u>				
	200 boys	200-300	300-400	400-500	500 and above
LDCs	2	3	4	5	6
Store Clerk(LDC)	1	1	1	1	1
UDCs	1	1	1	2	2
Store Clerk(UDC)	--	1	1	1	1

5.20 Schools with boarders strength exceeding 600 may seek the approval of the Board of Governors for increasing their establishment of Office Staff.

### **PA FOR PRINCIPAL**

5.21 One of the LDCs/UDCs from within the sanctioned establishment of Office Staff may be granted an allowance of Rs.150/- per month and designated as PA to the Principal.

### **QUALIFICATIONS – ADMINISTRATIVE STAFF**

- 5.22 (a) Office Superintendent
- (i) Graduate with 05 years office experience of a supervisory post in a Govt or commercial establishment; or 07 years experience as UDC or equivalent in the school; and
  - (ii) Ability to correspond independently in English.

Note: The condition of being a graduate may be waived for ex-servicemen who had attained the rank of JCOs in the Clerical Cadre and for Ex-Defence Service Officers.

(b) **Accountant**

- (i) B. Com with adequate knowledge of double entry system of accounting; or should have worked as an Accountant for at least 10 years in a Govt or private organization and must be fully conversant with maintenance of accounts in double entry system, and
- (ii) Ability to correspond in English independently.

(c) **Upper Division Clerk**

- (i) For Department Candidates – LDC with 05 years experience in the school and ability to correspond in English.
- (ii) For Direct recruitment – Graduate with at least 02 years office experience in a Govt or Commercial Organisation and ability to correspond in English. Knowledge of shorthand and type writing will be considered as additional qualification.

(d) **Lower Division Clerk**

- (i) Matriculation.
- (ii) Typing speed of at least 40 words per minute.
- (iii) Knowledge of shorthand and ability to correspond in English will be considered an additional qualification.

(e) **Mess Manager**

**Essential**

- (i) Matriculation or equivalent.
- (ii) At least five years experience of running a catering organisation independently in the civil, in the Defence Services or in any other similar organisation.
- (iii) Ability to maintain mess accounts.

**Desirable**

- (i) Diploma / Degree in catering from a recognised institution.
- (ii) JCO or equivalent from catering trade or with more than 05 years catering experience.

(f) **Quartermaster**

**Essential**

- (i) B.A /B.Com
- (ii) At least 5 years experience as UDC stores or as Quartermaster or an ex-serviceman preferably a JCO with at least 10 years experience in handling and accounting of stores.

**Desirable**

- (i) Should have undergone a Quartermaster's Course.

(g) **Matron/Hostel Superintendent**

**Essential**

Should have passed Matriculation or equivalent examination and should be able to converse fluently in English.

**Desirable**

- i) B.A./B.Sc/B.Com degree.
- ii) Attainments in sports/Art/Music
- iii) For the post of Matron in Junior/Holding Houses, mature ladies without encumbrances and with experience of handling children with affection will be preferred.

(h) **Catering Assistant**

**Essential**

- i) Matriculation.
- ii) Qualification or experience of catering.

**Desirable**

- i) Ability to maintain mess accounts.
- ii) Experience of handling Store Accounts. Ex-servicemen with above experience will be preferred provided they are otherwise qualified.

(j) **Nursing Assistant / Sister**

- i) Nursing diploma / Degree.
- ii) 5 years experience or ex-serviceman of Medical Assistant trade with at least 5 years service after Training.

(k) **Craft/Workshop/Medical/Lab Attendent/Library Attendent**

Matriculation or equivalent.  
Preferably with Science.

**FULL TIME MEDICAL OFFICER**

5.23 The appointment of full time medical officer will be subject to the following terms and conditions:-

- (a) He should hold an MBBS Degree.
- (b) General conditions of service application to the rest of the administrative staff will be applicable to him.
- (c) He will not be allowed private practice.
- (d) He will be allowed rent-free quarter and free essential furniture available in the school.
- (e) He will reside in the school campus and attend to the medical emergencies at all hours of the day and the night.
- (f) The appointee may be allowed to hold office till the age of 60, subject to the approval of the Local Board of Administration and the Honorary Secretary.
- (g) He will be allowed non-practicing allowance of rs.150/- per month.

**PART TIME MEDICAL OFFICER**

- 5.24
- (a) He must hold an MBBS Degree.
  - (b) He must reside in the campus or within a 3 kms of the school.
  - (c) He must attend the school dispensary at least 5 days a week for at least 2 hours on each day.

- (d) He must be available on telephone and reside within a reasonable distance from the school, say within 5 kms from the school so that his services could be available in case of an emergency.
- (e) He may be paid an honorarium up to Rs.750/1000 p.m. subject to approval of the L.B.A.

### **APPOINTMENT OF STAFF**

- 5.25
- (a) All appointments excluding General Employees will be made with All India Transferability clause.
  - (b) Where it becomes necessary to appoint a person who does not possess the required experience, efforts will be made to replace him by a suitably qualified person. All such cases shall be referred to the Honorary Secretary and appointments made in a purely temporary capacity to providing ad hoc arrangements.
  - (c) Employment of foreign nationals is not permissible except with the prior approval of the Board of Governors.
  - (d) Contingent and Daily Wage employees may be appointed for short terms not exceeding 60 days on as required basis. Wages will be paid according to Local Wage rates and the appointments so made will be placed before the L.B.A. for their approval. Such appointments shall be made by the Principal on specific recommendations of the Registrar in writing explaining the need of such employment in each case.

### **METHOD OF RECRUITMENT**

5.26 The posts in each grade/category will be advertised in the local press as well as in one national daily after considering the suitability of persons already employed in the lower grade or post. In addition, copies of the advertisement will be sent to the local/nearest employment exchange, other Sainik Schools, the Honorary Secretary, and the concerned record offices of the Army, Navy and Air Force. There will be reservations of 15% and 17 ½ % of the posts in all categories of employees for SC and ST candidates respectively. However, if qualified SC and ST candidates are not available for the posts reserved for them, the Principal will be authorised to fill the posts from amongst the general category candidates. Direct recruitment for filling up the vacant posts shall be resorted to only in case suitable qualified and experienced persons already employed in the school are not available.

The following guidelines will be followed when effecting promotions or making direct recruitment:-

- (a) The post against which the promotion is being effected or direct recruitment is being made should be an existing one. In another words, the vacancy should have arisen on account of retirement, dismissal, resignation, and absorption in other organisations or promotion.
- (b) New posts cannot be created without the concurrence of Board of Governors.

5.27 Interview Board for the teaching staff will consist of the Principal, the Headmaster, Director of School Education or his nominee and a technical expert on the subject.

5.28 The Principal may appoint General employees through the Zila Sainik Board, local employment exchange or through regularization of casual employees. Casual/Daily Wage/Part-Time employees may be appointed by the Principal without following the above procedure but subject to fulfillment of conditions stipulated in Rule 5.25 above.

### **AGE LIMITS**

5.29 The minimum age of entry into Sainik School service will be 18 and the maximum age will be 50 except for teachers who must be between the age of 21 and 35 years. Relaxation in age limits may be granted by the Honorary Secretary depending on the merit of each case and such proposals need be sent before issue of formal appointment letters.

### **RETIREMENT AGE**

5.30 The retirement age for the academic staff, administrative staff and the general employee would be 60 years. The continuation in service of administrative staff and the general employee beyond 55 years would be subject to annual review of performance and health by the Principal and the Medical Officer respectively. The academic staff would retire at 60 years of age without any review.

The date of retirement of an employee shall be the last date of the month in which he is due to retire.

### **MEDICAL AND CHARACTER CERTIFICATES**

5.31 (a) A candidate selected for appointment shall be required to produce a certificate of medical fitness from a military hospital, a hospital established or maintained by the State / Union Territory Govts, or by the School Medical Officer. He will also produce two certificates of good character from two distinguished persons, who should be the members of Parliament, Members of the Legislative Assembly, or Gazetted Officers not related to the candidate. In the case of ex-serviceman, the discharge certificates will also produce.

(b) The medical standards for recruitment to different posts will be the same as those applicable to similar posts under the State Govts, Union Territory Administration in which the school is located.

### **APPOINTMENT OF PERSONS RELATED TO SAINIK SCHOOL FUNCTIONARIES**

5.32 In order to avoid any criticism and also to ensure that fair selection is carried out in respect of appointments to posts in Sainik Schools, in the event of a candidate being related to a school functionary/employee, the Principal will ensure that the school

functionary is not associated with the selection process at any stage. In cases, where the candidate is related to any of members of the Selection Committee constituted to screen the candidates, the concerned member shall inform the Chairman of the Selection Committee and will not function on the Committee, when the candidature of his relation is decided.

5.33 All such appointments whether on part-time, ad hoc or regular basis shall be ratified by the Chairman, LBA with the relevant records and appointments shall be made only after the selection has been approved by the Chairman, Local Board of Administration.

No.PC 12(4)/97/D(SSC)  
Board of Governors  
Sainik Schools Society  
Ministry of Defence  
New Delhi-110 011

Dated 14<sup>th</sup> Sep 98

The Principal  
All Sainik Schools

Subject: Amendment of Rule 5.30 regarding Retirement Age

This is in continuation of telegram of even number dt.03-05-98. It has been decided with the approval of Raksha Mantri, Chairman, Board of Governors to amend Rule 5.30 of Sainik Schools Society Rules & Regulations as under:-

**FOR**

The retirement age for staff of Staff Schools would be 60 years. However, continuation beyond 55 years would be subject to the following conditions:-

- (i) The Principal satisfies himself every year regarding the efficient performance of services by the staff; and
- (ii) The medical fitness as certified by the School Medical Officer.

The date of retirement of an employee shall be the last date of the month in which he is due to retire.

**READ**

The retirement age for the academic staff, administrative staff and the general employees would be 60 years. The continuation in service, of administrative staff

and the general employees beyond 55 years would be subject to annual review of performance and health by the Principal and the Medical Officer respectively. The academic staff would retire at 60 years of age without any review.

The date of retirement of an employee shall be the last date of the month in which he is due to retire.

The above amendment shall be effective from 30 May 1998.

Sd/-  
(RAJAT SACHAH)  
DEPUTY SECRETARY(TRG)  
HONY SECY SANIK SCHOOLS SOCIETY

## CHAPTER – VI

### PAY AND ALLOWANCES, FRINGE BENEFITS

#### PAY SCALES

6.01 The present pay scales for academic staff are given in Appendix 'G' to this Manual.

6.02 The pay scales for administrative and other staff are given in Appendix 'H'.

6.03 No employees will be granted a pay scale higher than the one specifically prescribed for the category. Up to a maximum of five advance increments may, however, be granted to specially qualified or experienced persons at the time of initial appointment, on the recommendations of the Selection Committee and with the approval of Honorary Secretary

#### Grant of additional increment to the academic staff on their acquiring Ph. D, M.Phil Degree.

- (a) 2 additional increments will be granted to each Academic Staff of the Sainik Schools on his acquiring Ph.D Degree in any of the subjects taught in the Sainik Schools w.e.f. the first day of the month following the month in which he is awarded a Ph D Degree.
- (b) A Master/Assistant Master already in possession of a Ph D. Degree at the time of his recruitment shall be given 2 additional advance increments w.e.f. the date of his recruitment.
- (c) One additional increment will be granted to the Academic staff of the Sainik Schools who acquired an M.Phil Degree w.e.f. the first day of the month following the month of the award of an M.Phil Degree.
- (d) A Master/Assistant Master already in possession of M.Phil Degree shall also be given an additional increment w.e.f. the first day of the month of June 1996.
- (e) **Masters/Asstt Masters granted additional increments on their acquiring Ph D, M.Phil Degree will not be entitled to any DA on it.**

#### DEARNESS ALLOWANCE

**6.04 All Sainik School employees will be paid dearness allowances at the rates sanctioned by the Central Govt for its employees from time to time.**

**6.05 Deleted.**

## MEALS WITH THE BOYS

**6.06 All Masters, Assistant Masters, Hostel Superintendents/Matrons/Nursing Assistants and PTIs/Band Master and Lab Assistants shall take their meals with the boys in the boys' mess as they are to:-**

- (a) help the catering staff in maintaining discipline during the meals;
- (b) train the boys in self-service and ensure polite behaviour at dining table;
- (c) teach the boys proper catering habits and correct table manners; and
- (d) exercise check on wastage of food.

6.07 They will not be required to pay for these meals. In addition, the Mess Manager / Catering Asstt will be provided free meals in the Mess.

6.08 No food will be allowed to be carried out of mess for any member of staff except in case of illness of a member of staff who is unmarried or is staying single. Carrying a food to the room of any member of staff even in such cases will be specifically authorised by the Principal or the Registrar. The members of staff will also not form a separate group in a corner of the mess. They will spread out evenly, sit among the students and be served the same food as is being served to the students.

6.09 The general employees working in the Mess will not be entitled to free food as a matter of right. They may, however, be permitted to take food in the kitchen, out of the surplus that may be left over at the end of a meal.

### **RENT FREE ACCOMMODATION**

6.10 All employees during the period of service will be provided rent free accommodation in the school campus, if available. It will be incumbent on these employees to reside in the quarters allotted to them. If residential accommodation cannot be provided by the school to a member of a staff, he shall be paid House Rent Allowance at the same rate as admissible to Central Govt employees working in that location till suitable accommodation becomes available in the school for allotment to him. If both husband and wife are employees of the school only one of them will be entitled to rent free accommodation. Unmarried and married members of staff living away from their families, may be allotted appropriate single accommodation.

6.10.1 This benefit/concession can be withdrawn by the Principal.

### **RENT FREE FURNITURE**

6.11 The teaching staff, Matrons/Hostel Supdts and Mess Manager are entitled to rent free furniture according to the following scales:-

S.No.	Item	Teachers	Others	Single Accommodation
1.	Half easy chairs	2	2	2
2.	Centre table	1	1	1
3.	Dining chairs	4	4	--

4.	Dining tables	1	1	--
5.	Chairs with arms	2	1	1
6.	Writing table	1	1	1
7.	Dressing table	1	1	1(for teachers only)
8.	Stool	1	1	1
9.	Cots	3	3	1
10.	Cupboard (if there is no build-in-cupboard in the quarter)	1	--	1
11.	Book rack	1	1	1(for teachers only)

### **FREE ELECTRICITY**

6.12 The following members of staff shall get electricity free of charge, subject to the maximum limits indicated against them:-

- |     |                                     |   |
|-----|-------------------------------------|---|
| (a) | Member of the teaching staff -      | 15 units per month.   |
| (b) | Quartermaster/Matrons/Hostel Supdts | 10 units per month, if occupying full house and 5 units p.m. if occupying one room and a both room. |

Electrical energy consumed in excess of the above limits shall be paid for by the individuals concerned.

### **OTHER BENEFITS**

6.13 Confirmed employees of the Sainik Schools shall be entitled to benefits of pension/CPF, family pension, Dearness Relief on pension, Death-cum-retirement Gratuity, GPF, LTC and leave encashment on the same pattern as admissible to Central Government employees. Medical Allowance, Ad hoc Bonus and Extra Duty Allowance or any other allowance as sanctioned by the Sainik Schools Society from time to time will also be admissible. Each school will build up a fund for this purpose.

### **PAYMENT OF HEAD'S ALLOWANCE TO CERTAIN CATEGORIES OF GENERAL EMPLOYEES**

6.14 One employee from each category of general employees, who has been found outstanding in the performance of his duties, may be appointed as a head (i.e. Head Cook, Head Mali...etc) and given an allowance of Rs.50/- p.m. subject to the approval of the L.B.A. Such heads will be selected by the Principal on the basis of seniority-cum-merit, and he may change them at any time if their performance deteriorates. The categories of general employees to be granted this allowance will be decided by the principal, taking into consideration the number of employees in each such category which should not be less than 5 for admissibility of this allowances.

### **TRAVELLING/DAILY ALLOWANCE**

6.15 All Sainik School employees will be paid Travelling / Daily Allowance / Mileage Allowance for journeys on foot in accordance with the Central Govt rules and rates applicable from time to time.

6.16 The Principal shall be the controlling officer for sanction of TA/DA to all the officers including himself and to all the other employees of the school.

### **PAYMENT OF HONORARIUM**

6.17 Members of staff may be permitted with the approval of the L.B.A to take up part-time work in the school farm/estate/poultry farm, cinema, canteen etc., outside their normal duty hours. Their duty hours in the school will, however, not be varied to enable them to do this extra work. In all such cases the honorarium is payable 5% of basic pay or Rs.400/- whichever is less.

### **ADVANCE PAYMENT OF LEAVE SALARY**

6.18 Drawal of leave salary in advance may be authorised only if the leave sanctioned exceeds 30 days on full pay. This will apply to all members of regular employees and not to temporary employees. The leave salary will be restricted to one months basic pay only and it will be adjusted in full from the pay drawn during the following month. Vacation pay will not be allowed to be drawn in advance.

### **PAYMENT OF SALARY ON LAST DAY OF THE MONTH**

6.19 Subject to such special orders as may be issued by Sainik Schools Society, the salary may be disbursed on the last working day of the month to which it relates. However, the pay and allowances for the month of March shall be paid on the first working day of April.

### **REMITTANCE OF SALARY AT SCHOOL EXPENSES**

6.20 Salaries of teachers deputed for training or for performance of any special duty at out stations may be remitted at the school's expense, provided the period of their absence from the school is likely to be 30 days or more.

### **STOPPING AT THE EFFICIENCY BAR**

6.21 The efficiency bar is introduced in a scale to enable the appointing authority to review the work and conduct of the employees and to assess whether the employee has continued to maintain his efficiency at an acceptable standard or not. Stopping an employee at the efficiency bar is not a punishment, but the employee shall be informed that his pay has been stopped at the efficiency bar stage. Before taking a decision, the appointing authority should carefully peruse the recorded performance of the person over a continuous period of 2 to 3 years to see if there has been a steady deterioration in the efficiency of the person. In normal course, the person concerned should have been informed of his sub-standard performance over a period of time. In other words, the

stoppage at the efficiency bar is to be invoked only in cases where the appointing authority feels that the person has not put in his best for a continuous period 2 to 3 years; but his sub-standard performance is still not of such order that it could be construed as continued unsatisfactory performance of duties for the purpose of other disciplinary measures. The action also pre-supposes that the appointing authority is of the view that if the person is stopped at the efficiency bar he would be in a position to improve his proficiency and come up to a satisfactory standard.

6.22 An employee is to be permitted to cross the efficiency bar only after a formal order has been issued to this effect by the Pirnicpal and an entry made in the employee's service book.

### **FESTIVAL ADVANCE**

6.23 Confirmed Sainik School employees in receipt of basic pay not exceeding Rs.8,300/- p.m. may be granted an interest free festival advance, equal to one month's basic pay subject to a maximum of Rs.1,500/- recoverable in not more than 10 equal monthly installments. The first installment will be recovered from the pay bill of the month following the one in which the advance is drawn. The amount of each installment shall be rounded to the nearest rupee recovering the fraction of a rupee with the last installment. To be made on a collateral of 2 other permanent Sainik School employees. A second festival advance will not be sanctioned until the advance drawn already has been recovered in full. The advance shall be disbursed well before the festival for which it is sanctioned. Necessary safeguards will be enforced for proper refund of the advance.

### **INTER-SENIORITY OF STAFF MEMBERS IN THE SAME GRADE**

6.24 Inter-Seniority of employees will be determined on the basis of the following:-

- (a) **Date of Joining** An employee who joins service earlier than another in the same grade will be senior to the latter. If two or more employees are appointed on the same day in the same grade and with the same basic pay, the person higher in panel will be treated as senior. If they were not graded in order of merit, the person older in age will be treated as senior.
- (b) **Higher Start** If two or more employees are appointed on the same day and in the same grade but one of them is given a higher initial start in the basic pay, the employee so fixed at the higher pay will be deemed to be senior.
- (c) Notwithstanding provision of (a) and (b) above, the seniority of an employee shall reckon from the date of his/her regular appointment after completion of successful probation, subsequently followed by confirmation in the prescribed scale of pay.
- (d) The seniority of an employee moving from one school to another shall be counted in the new school from the date of his joining that school though his pay and other benefits will be protected. This is so because each Sainik School has to be treated as a separate unit for purposes of

recruitment, retrenchment and promotion and inter-transfer of employee has to be discouraged as a normal rule.

### **INTER SCHOOL TRANSFERS**

6.25 In exceptional circumstances, if the Principals of the two Sainik Schools involved, i.e. the one from which the employee seeks change and the other to which change is sought, are both agreeable, proposals of inter-school transfers may be considered by the Honorary Secretary and approved subject to the following conditions:-

- i) The individual on transfer will be treated as a fresh entrant in the school to which change is sought, in matters of seniority and seniority in the new school will be from the date on which duty is resumed in the new school;
- ii) No joining time or TA/DA will be admissible.
- iii) The individual will tender resignation from the post held by him in his parent school.
- iv) The pay drawn by the employee will be protected as a special case.
- v) The acceptance letter of the Principal of the school to which change is sought should invariably accompany the proposal.
- vi) Expenditure involved in transfer of Sainik School Staff will be borne by the parent schools.

### **ANNUAL CONFIDENTIAL REPORTS**

6.26 General. The aim of the Annual Confidential Reports is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.

6.27 Annual Confidential Reports are to be prepared in single copy after the close of the academic year. There should be no erasures or overwriting in them. Amendments, if any, are to be initialed. No reports need be initiated on employees appointed against contingent vacancies.

### **CHANNELS OF REPORTING**

6.28 Annual Confidential Reports will be initiated and endorsed in accordance with the following channels of reporting:-

- |   |   |
|---|---|
| a) Academic staff, including Librarian, Lab Assistants, Workshop Instructors, PTIs, Grounds men and Laboratory/Workshop/Library Attendants. | To be initiated by the Headmaster and review by the Principal   |
| b) All Administrative Staff excluding General Employees   | To be initiated by the Registrar and reviewed by the Principal.   |
| c) Drivers and General Employees  | The supervisor who is in control of the staff placed in his charge will initiate and put it up to the Registrar for his remarks as reviewing officer. |

The Principal will be the superior reviewing officer in all such cases.

Examples:

- 1) The Mess Manger will initiate the ACR's in respect of Cooks while the QM will do so for the sweepers and the Gardeners etc.
- 2) In case of Compounder the ACR will be initiated by School Medical Officer and reviewed by the Registrar before it is endorsed by the Principal as Superior Reviewing Officer.

6.29 The Confidential reports are to be rendered on forms given at Appendices 'I', 'J' & 'K' to this Manual.

6.30 It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication of the efforts made by him by way of guidance / admonition to reform the employee.

6.31 The initiating officer shall submit the ACRs to the Principal, who will be the Reviewing/.Superior Reviewing Officer. If while going through a report, the Principal finds that it contains adverse remarks, whether of remedial or irremedial nature, these should be communicated to the employees in writing by the Principal informing him that he may appeal against if he so chooses within 60 days of receipt. This should be done, as far as possible, within one month of the completion of a Confidential Report and a record of it should be kept in the Confidential Reports file of the individual, together with its acknowledgement / receipt by the concerned employee.

6.32 On receipt of an extract of the adverse remarks recorded in his confidential report, the employee may submit his representation against the adverse remarks within a period of 60 days of receipt. Such a representation, if received, should be forwarded to the Board of Governors with the Principal's comments, for further disposal. Appeals against adverse remarks will be disposed off by the Honorary Secretary, Sainik Schools Society.

6.33 Forwarding of applications for various post (on direct recruitment basis) in other Government offices and private Organisations (Including PSO's / Autonomous Bodies and Organisations abroad)

- (a) The matter has been considered in the Sainik Schools Society and Principals are hereby authorised to forward applications directly under intimation to Society. The other clauses of Rule 6.33 relating to forwarding of job applications should be strictly followed by the Principal in this regard. While sending the applications, they should observe the following:-(Please refer Sainik Schools Society, Ministry of Defence letter No.9(13)/2003/D(SSC) dated 29 Jul 2004.)

- (i) Application should be submitted in duplicate.
- (ii) Enclosures required to be attached with the application

should invariably be sent alongwith the application.

(iii) A copy of the advertisement in which the vacancy of the post is advertised by the concerned organisation should invariably be sent alongwith the application.

- (iv) The name of newspaper and date there of in which the vacancy was noticed/published may be indicated.

- (b) If the application for employment in other organizations has been forwarded through proper channel and the employee resigns before accepting the job, such resignation will be treated as technical resignation only if he is taking up the job with the Govt. of India, a State Govt. the Navodaya Vidyalaya Samiti or the Kendriya Vidyalaya Sangathan. In all other cases of resignations, the employee will not be entitled to pension or other retirement benefits.
- (c) Masters in Sainik Schools can be allowed to proceed on a deputation as Principals of NVS, provided the following conditions are satisfied:-
  - (i) Application is forwarded through proper channel.
  - (ii) The period of deputation is not more than 02 years.
  - (iii) The Master agrees in writing to be posted on return as a Master in any of the Sainik Schools in the Country.
  - (iv) The master agrees in writing to be treated on return as an employe transferable at any time.
  - (v) In case the Sainik Schools Society is unable to accommodate him on return in any of the Sainik Schools, he agrees to remain on extraordinary leave without pay till such time as the Sainik Schools Society is able to post him. Such leave will not count towards seniority, pension etc.
- (d) The Vacancy caused by the deputation of the Master will be filled up in the normal manner.
- (e) An employee resigning from the Sainik School or proceeding on deputation will be relieved only after he has vacated the residential accommodation provided to him by the Sainik School.
- (f) The facilities granted to the wards of the Sainik Schools teachers for admission in the Sainik School as day scholars will be withdrawn in the case of those who resign or will remain suspended during the period of deputation in respect of those on deputation.

No.7(1)/96-D(SSC)  
Board of Governors  
Sainik Schools Society  
Ministry of Defence  
New Delhi

Dated: 10 Nov 1997

The Principal  
All Sainik Schools

Sub: Deputation of Sainik School Teachers to Navodaya Vidyalaya/Kendriya Vidyalayas.

The numerous applications/requests from the Sainik Schools teachers for forwarding/allowing them to join Navodaya Vidyalayas (NVS)/Kendriya Vidyalayas (KVS) on deputation basis as Principals for a period of two years are being received in the Sainik Schools Society. In this connection, it may be mentioned that permitting the teachers to join NVS/KVS on deputation adversely affects the functioning of schools.

2. On careful consideration of the matter in the Sainik Schools Society, it has been decided that the Sainik Schools teachers are not be allowed to proceed on deputation to the NVS/KVS. Moreover, no extension of deputation period beyond two years would also be allowed in respect of the Sainik Schools teachers already on deputation to NVS/KVS. The cases of these teachers be taken up with the NVS/KVS in time for reversion/absorption in order to avoid any administrative problems like seeking extension of tenure etc.

3. The Sainik Schools teachers are however, permitted to apply for appointment in KVS/NVS or in other organisations on permanent absorption basis i.e. on direct recruitment. Such teachers will have to resign from the Sainik School before they are relieved for joining NVS/KVS or other organisations provided the following:-

- (a) All the Principals of the Sainik Schools should scrutinise the applications submitted by the individuals before sending the same to the Society for onward transmission to the concerned organisation. While sending the applications, they should observe the following:-
  - (i) Application should reach the Sainik Schools Society atleast 15(Fifteen) days before the expiry of the last date or receipt of the same.
  - (ii) Application should be submitted in duplicate.
  - (iii) Enclosures required to be attached with the application should invariably be sent alongwith application.
  - (iv) A copy of the advertisement in which the vacancy of the post is advertised by the concerned organisation should invariably be sent alongwith the application.

- (v) The name of newspaper and date there of in which the vacancy was noticed/published may be indicated.
- (b) If the application for employment in other organisation has been forwarded through proper channel and the employee resigns before accepting the job, such resignation will be treated as technical resignation only if he is taking up the job with the Govt of India & Autonomous bodies, a State Government & Autonomous Bodies, the Navodaya Vidyalaya Samiti or the Kendriya Vidyalaya Sangathan. In all other cases or resignations, the employee will not be entitled to pension or other retirement benefits.
- (c) An employee resigning from the Sainik School will be relieved only after he has vacated the residential accommodation provided to him by the Sainik School.
- (d) The facilities granted to the wards of the Sainik Schools teachers for admission in the Sainik School, as day scholars will be withdrawn immediately on their resignation.

4. Rule 6.33 of Sainik Schools Society Rules and Regulations stands amended accordingly. Further, Sainik Schools Society letter No.34(25)/91-SSC dated 24 Sep 1992 is to be treated as cancelled.

5. You are, therefore, requested to strictly comply with these instructions. Any deviation in this regard will be viewed seriously. Please acknowledge the receipt.

Sd/-  
(RAJAT SACHER)  
Deputy Secretary(TRG) & Hony Secy  
Sainik Schools Society

## CHAPTER VII

### TERMS AND CONDITIONS OF SERVICE

#### GENERAL CONDITIONS

7.01 All posts on the authorised establishment of the school, except those of Headmaster and Registrar, shall be filled by the Principal by promotion or by direct recruitment, with the approval of the Local Board of Administration. Where a post becomes available suddenly and has to be filled without prior approval, the details will be reported at the next meeting of the L.B.A. for ex-post-facto approval explaining the urgency involved and till such approval, the appointment will be provisional and purely ad-hoc.

7.02 Promotions shall be made on merit, subject to suitability of the candidates and fulfillment of prescribed qualifications.

7.03 Every member of staff on appointments shall be supplied with a copy of the terms and conditions governing his services. He shall sign for the copy received by him and confirm acceptance of the conditions.

7.04 All appointments shall ordinarily be made on probation for a period of one year, which may, at the discretion of the Principal, be extended upto 2 years. The appointee, if confirmed thereafter, shall continue to hold office till he attains the age of 60 years, except as otherwise provided in these Rules.

7.05 The Principal may terminate the services of any member of staff appointed by him by giving him/her three months notice , or three months' pay in lieu thereof, if on medical grounds his retention in service is considered undesirable and prejudicial to the healthy environment of the school.

7.06 The Principal may also terminate the services of any permanent member of staff, on grounds of retrenchment, violation of conduct rules, or unsatisfactory performance of duties in spite of repeated warnings for improvement, by giving him three month's notice in writing or pay in lieu. This extreme step of termination of service / dismissal will be taken for good and sufficient reason to be recorded in writing, in case one of the minor penalties provided in the Rules; are considered to be inadequate to meet the ends of justice. He will, however, obtain prior approval of the Chairman, Local Board of Administration before ordering any such termination and the later shall have the power to amend, revoke or confirm the action proposed by the Principal after going through the merits of each case. The affected member of staff will have the right to appeal to the Chairman, Board of Governors, who may dispose it off himself or direct a nominee of his to dispose it off.

#### RESIGNATION AND NOTICE PERIOD

7.07 A permanent member of staff may, at any time, resign his post after giving 3 months' notice to the Principal in writing or offering to surrender 3 months' salary in lieu of notice period.

7.08 During the period of probation, the Principal may terminate the services of any member of staff, appointed by him under his own powers, after giving him one month's notice in writing and without assigning any reason. Reciprocally, any member of staff on probation may leave after giving one month's notice of resignation or surrendering one month's salary.

**Notes:**

- 1) The period of vacation can be included by the members of vocational staff within the notice period provided notice of resignation is given at least 7 days prior to the commencement of vacation period.
- 2) Members of staff (both vocational and non vocational) are not permitted to set off wholly earned leave to their credit against the notice period except that provided in Rule 7.07 above and leave should be sanctioned by the leave sanctioning authority in its own discretion.

7.09 The Principal as the appointing authority may dismiss any member of staff from service, without notice or compensation, on proven grounds of misconduct which is considered so grave as to render his continuance in service, seriously detrimental to the interests of the school. However, in the case of permanent staff, he shall get prior approval of the Chairman, L.B.A. before taking action under this rule and submit the full facts of the case to him for consideration and decision. Dismissal of any school employee under this rule shall be proposed by the Principal in exceptional and rare circumstances to the Chairman, L.B.A. who will consider the details of such a case and order in writing confirming, revoking or amending the action proposed by the Principal against the erring employee. The affected member of staff shall have the right to appeal to the Chairman, Board of Governors, who may dispose it off himself or direct a nominee of his to dispose it off.

7.10 On successful completion of probation the confirmation will be from the date of initial appointment in the post and entry to this effect be made in the Service Book of the employee.

7.11 After a school employee is confirmed and appointed on regular basis, he will normally be proceeded against for his acts and omissions in relation to the conduct Rules applicable to him in accordance with the provisions contained in Chapter X of the Manual and awarded one of the prescribed penalties if after due process he is found guilty. Action under Rules 7.06 and 7.09 will not be initiated in ordinary circumstances.

7.12 An employee can be confirmed normally after one year's probation. An under-qualified employee will be deemed as a purely temporary employee till his appointment is regularised by the Board of Governors. After his appointment is regularised, the employee will have to undergo one year's probation, but the date of his confirmation will be the date of his regular appointment in the school, as approved by the Board of Governors.

## **DUTIES OF MATRONS/HOSTEL SUPERINTENDENTS**

7.13 The Matrons/Hostel Superintendents will assist the housemasters in guiding and supervising the dormitory life of the boys and in efficiently administering the Houses.

They will ensure that:-

- a) All the boys are up at Reveille.
- b) They carry out their daily ablutions with emphasis on hygiene and dental care and are properly turned out for all the activities.
- c) Those who report sick are attended to and given proper medical treatment and care.
- d) They have regular baths and haircuts.
- e) They look after their cupboards and keep their clothes and other articles in a neat and orderly manner.
- f) All cases of indiscipline and unhealthy behaviour of the boys are dealt with appropriately.
- g) Rounds are carried out even after the lights out so as to ensure security and to keep the boys from mischief.
- h) The sweepers clean the dormitories properly and the warders, if there are any, take proper care of dormitory layout, house surroundings and security.
- j) Account of clothes and linen issued to the boys is kept properly and the dhobi and tailoring services are efficient and satisfactory in all respects.
- k) The buildings/stores held on charge of the House are properly accounted for. They will be responsible for proper maintenance of building and furniture inventories. They are also to maintain a cumulative record of all the requisitions for repairs etc, in the books placed in the Quartermaster Section, and ensure that all repairs are attended to in time.
- l) All linen and clothing entrusted to their charge is correctly accounted for and kept in safe custody.
- m) They effectively assist the Housemaster in ensuring proper harmonious growth and in maintaining high morale and discipline in their Houses.
- n) The Hostel Supdts will also help/assist the PTIs in Physical Training exercises of the Boarders, as directed by the Principal.

## **DUTIES OF THE QUARTERMASTER**

7.14 The Quartermaster will work directly under the Registrar and will:-

- (a) Assist the Principal/Registrar in taking over the land buildings and roads within the campus from the State Public Works Department and hold them on his charge.
- (b) Maintain inventories in respect of these buildings, alongwith sketches of electrical, water and sanitary fitments.

- (c) Hand/take over the buildings meant for official use (Houses, Hospital, Mess, Gymnasium, Swimming Pool, etc.) and for residential purposes and maintains an up to date occupation state.
- (d) Carry out periodical physical checks of the boundary line of the campus and of all buildings, and conduct special checks as and when instructed by the Principal or the Registrar. He will notice and promptly report encroachments, deficiencies, damages, unauthorised alterations/constructions and cases of sub-letting, if any.
- (e) Arrange timely and proper reading of electric and water meters every month after checking and verifying the bills, he will pass them on to the Accounts Section for payment/recoveries.
- (f) Arrange and supervise repair and maintenance of school buildings, with prior approval of the Registrar/Principal.
- (g) Hold charge of the school guest house and ensure its maintenance, cleanliness and allotment to guests as per standing orders of the school. He will maintain a register and will be responsible for collection of halting charges including payments for electricity and water consumed, at rates laid down by the school from time to time.
- (h) Ensure proper street lighting, general sanitation, and cleanliness of the campus.
- (j) Perform any other duty that may be assigned to him by the Registrar or Principal.

7.15 He will be the School Security Officer and in that capacity perform the duties laid down by the school and listed in the Security Orders. The security orders will form a part of the School Standing Orders.

7.16 He will also be the fire fighting officer of the school, and ensure correct maintenance and serviceability at all times of the Fire Fighting equipment placed at different "Fire Points". His duties in detail will be given in the "Fire Fighting Orders", which will be framed by each school according to local conditions and will be incorporated in the school standing orders.

7.17 He will be overall in charge of the general employees in the school and will be responsible for their discipline and welfare. Functioning in this capacity, he will be responsible for taking their roll call daily for maintaining a daily parade state. He will recommend leave and report absentees to the Registrar. He will distribute general employees to various departments, under the instructions of the Registrar and as per the directions of the Principal, and will organise central working parties as and when required.

7.18 He will hold over-all charge of all Mechanical and Animal Transport available in the school. As transport officer, he will be responsible for discipline of the Drivers, proper maintenance of vehicles, regular maintenance of their log books and connected accounts and records under the overall supervision and control of the Registrar.

7.19 He will be responsible for collection of all stores booked to the school by rail/road and for the despatch of stores to be sent out by the school.

7.20 He will assist the Registrar in provisioning of items required for the mess and for other departments/sections of the school. He will also advise bulk procurement and advance stocking of some of the stores if it is beneficial to the school to do so and if the storage space available in the school is adequate.

7.21 He will be responsible for correct accounting, proper storage and safe custody of dry ration, fresh ration, tinned stuff, fuel, etc. He will also hold on his charge all the miscellaneous stores, clothing equipment, furniture, etc., and will be personally responsible for their timely provisioning, proper storage, safe custody and correct accounting. Maintenance of ledgers/stock registers and connected files separately for each category of stores will be his personal responsibility.

7.22 He will be assisted by the following, who will work directly under his control:-

- (a) Estate Manager, if appointed.
- (b) UDC(stores)
- (c) Electrician-cum-Pump Operator
- (d) Malies
- (e) Watch and Ward Staff.

### **DUTIES OF THE OFFICE SUPERINTENDENT**

7.23 The Office Superintendent is officer-in-charge of the Main Office of the School and will be responsible mainly for its proper organisation and smooth and efficient functioning.

7.24 He will work directly under the Headmaster and the Registrar. To ensure smooth and efficient functioning of the Main Office for quick disposal of cases, files and correspondence, he will maintain close liaison with the Training Section, the Accountant and the Quartermaster.

7.25 He will be broadly responsible for the following:-

- (a) Proper organisation of the office, correct delegation and distribution of work to all clerks and smooth and efficient functioning of the Main Office.
- (b) Discipline of all Main Office Staff, including the Class IV Employees performing the duties of messengers.
- (c) Supervising the work of the office staff under him.
- (d) Timely issue of school Routine Orders and instructions.
- (e) Proper handling and safe custody of all confidential files and documents.
- (f) Proper and regular maintenance of personal files of the school staff and of the boys.
- (g) Correct and timely rendition of all reports and returns.
- (h) Proper filing, indexing and updating of rules and of orders issued by the Board of Governors or by the Honorary Secretary.
- (j) Ensuring that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to school standing orders are issued as and when necessary.
- (k) Maintaining inventories in respect of all the stores, furniture and equipment held in the Main Office.

- (l) Security of information held in the main office as also security of the Main Office and of the offices of the Principal, the Registrar and the Headmaster.
- (m) Prompt and timely action on correspondence pertaining to administrative arrangements made for dispersal of boys proceeding on vacation and for their reception in the school on return from vacation.
- (n) Observance of proper procedure for purchasing, accounting and expending of postage stamps.
- (o) Arranging bulk purchase of office stationery and ensuring that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain a proper record of the issue of stationery to various branches.

7.26 The duties enumerated above are merely illustrative and not exhaustive. He will also perform other duties that may be assigned to him by the school authorities. He will be assisted by the clerical/ministerial staff allocated to the Main Office.

#### **DUTIES OF ACCOUNTANT**

7.27 The Accountant is required to assist the Principal in managing the Finances of the School and for this purpose a separate Chapter XIII has been incorporated in this Manual. The duties of the Accountant will be directly related to the work area of his employment.

## CHAPTER VIII

### LEAVE

8.01 The Principal will be the leave sanctioning authority for all employees of the school. He can sanction all types of leave. No employee will proceed on leave until his request for leave of absence from the school has been granted in writing by the Principal. Leave cannot be claimed as a matter of right and the leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of service or administrative considerations. The mere fact that leave is available in one's credit does not, therefore, confer any right that leave applied for will have to be sanctioned and the employee of the school shall not be entitled to any compensation in the event the leave applied for is denied/refused.

### TYPES OF LEAVE

- 8.02
- a) Earned Leave
  - b) Casual Leave
  - c) Special Casual Leave
  - d) Maternity Leave
  - e) Half Pay Leave
  - f) Extra ordinary Leave  
(Leave without Pay)

### VACATIONAL STAFF

8.03 All members of staff shall be divided into two categories as follows:-

- a) Vacational Staff – All members of teaching staff, Matron/Hostel Supdt, Librarian, PTI and Lab Assistant.
- b) Non-Vacational Staff – All the remaining members of staff, unless any category of staff is declared as vocational staff by issue of a written order by the Honorary Secretary.

8.04 Subject to Para 8.05 below, members of vocational staff, including those on probation, shall be entitled to pay and allowances at full rates for the vacation period.

8.05 Part-time staff, are not entitled to vacation pay. Teachers and others who are specifically employed in temporary or leave vacancies shall also not be entitled to any vacation pay. Newly recruited regular members of vocational staff shall be entitled vacation pay only when they have completed five months' service (excluding vacation), on the date on which the vacation begins or subsequently. In other words, a minimum of 05 months spent on duty is necessary for eligibility to draw vacation pay.

### EARNED LEAVE FOR VACATIONAL STAFF

8.06 Ordinarily an employee of the vocational staff shall be allowed to avail himself of full period of official school vacation. If, however, exigencies so require, the Principal

may restrict the period of an employee's vacation, and call upon him to remain on duty at the school for such period of vacation as he may consider necessary. The Principal may also recall to duty at the school any member of staff who has proceeded on vacation. In all such cases the employees will be entitled to 3 days of earned leave for 5 days of duty performed during the vacation period irrespective of whether it is winter vacation or summer vacation. The total accumulation to the credit of a vocational staff will not exceed 300 days of earned leave. The vocational staff can be granted earned leave and or half pay leave in continuation with vacation period only on medical grounds. No member of vocational staff re-called for duty during a vacation will be eligible to claim TA/DA for himself and or for his family if he is required to perform duty till the end of the vacation period and opening of the school. In case, however, the staff member is recalled for few days only during the vacation period from outstation and he has to proceed again to the place from where he has been recalled before the end of the vacation, he will be entitled to normal TA/DA for his journey only so that undue hardship is not caused and expenditure incurred by him is reimbursed.

8.07 Members of staff, who undergo NCC or other courses for which they are sponsored by the school during vacations, will be treated as on duty for the benefit of earned leave admissible to the vacation staff.

8.08 Sunday or any other holiday cannot be sandwiched between the school vacation and special leave, compensatory leave, or terminal leave. To facilitate administrative arrangements, the vocational staff is required to be on duty on the last working day before the vacation and on the first working day after the vacation. This rule may be relaxed only in very exceptional circumstances such as leave on medical certificate or due to circumstances beyond the control of the individual, like natural calamities or other extreme compassionate grounds at the discretion of the Principal. In such cases vacation period and leave period should not exceed 120 days in one spell for admissibility of full pay and allowances.

### **NON-VACATIONAL STAFF**

8.09 Non-vacational staff will be entitled to 15 days earned leave for a period of 6 months spent on duty, i.e. 30 days of earned leave each year in two instalments of 15 days each on 1<sup>st</sup> January and 1<sup>st</sup> July of every year. They are allowed to accumulate leave upto 180 days and avail themselves of leave of any kind upto 120 days at a time, provided the leave sanctioning authority sanctions the leave in one spell on the merits of the case.

### **EARNED LEAVE**

8.10 Earned Leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which is likely to render in a half year of the calendar year in which he is appointed. The credit for the half year in which employee is due to retire or resigns from service would be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation. When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of calendar month proceeding calendar month in which he is removed or dismissed from service or dies while in service. If an employee has availed of extra

ordinary leave in a half year, the credit to be afforded to his leave account at the commencement of the next year half year shall be reduced by 1/10<sup>th</sup> of the period of such leave subject to a maximum of 15 days. While affording credit of earned leave fractions of a day shall be rounded off to the nearest day. Any payments made by way of pay and allowances to a school employee in excess of that covered by earned leave to his credit shall be recoverable before final settlement of account in case an employee ceases to be in the employment on account of resignation, dismissal or death.

### **HALF PAY LEAVE**

8.11 20 Days leave on half pay for medical treatment or for attending to private affairs shall be admissible for each completed year of service to all employees except academic staff. There is no ceiling limit for accumulating of this leave. However, 20 days half pay leave/medical leave has been converted into 10 days EL in respect of Academic Staff.

### **COMMUTATION OF HALF PAY LEAVE**

8.12 Commuted leave on full pay, not exceeding half the amount of half pay leave accumulated under Rule 8.11 may be granted on medical certificate of school MO or CMO of civil hospital only to the permanent employees. When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account. Commuted leave can be combined with earned leave.

### **PREFIXING/SUFFIXING LEAVE/HOLIDAYS**

8.13 Maternity leave, as well as other kinds of leave on full pay, half pay, or without pay, can be prefixed or suffixed to school vacation with the permission of the Principal, subject to the proviso that the total period of absence does not exceed 120 days.

### **COMBINATION OF LEAVE**

8.14 Maternity leave, earned leave, extra ordinary leave and other types of leave on full pay, half pay and without pay may be taken in combination or in continuation of any other kind of leave. This, however, is not applicable to casual leave.

### **HALF PAY LEAVE SALARY**

8.15 For deduction of salary in respect of half pay leave, the basic pay (excluding DA and interim relief) will be first halved and the rate of interim relief and D.A. admissible will, thereafter, be determined in usual manner on the amount (half pay) so arrived at.

### **CASUAL LEAVE**

8.16 Casual leave to all members of staff may be granted by the Principal. Casual leave is not a recognised form of leave and is, therefore, not subject to any rule. All members of staff in a Sainik School are entitled to 08 days casual leave in a calendar year, and 8 days casual leave at a time except in cases of illness. Sundays and closed holidays may be permitted to be prefixed and or suffixed to casual leave. Full casual leave in the first year of service may be granted to a member of staff even if he has joined in the later part of the year. The Principal will, however, satisfy himself that the leave is

being asked for genuine reasons and that refusal of leave will cause hardship to the employee.

8.17 Casual leave cannot be combined with any other kind of leave or vacation under any circumstances. Intervening Sunday and holidays will not be counted towards casual leave.

8.18 There is no objection to grant of half-a-day's casual leave to a member of the staff if specifically asked for.

### **SPECIAL CASUAL LEAVE**

8.19 Sainik School employees who undergo sterilisation operation (Vasectomy or Tubectomy) under "Family Planning Scheme" may be granted Special Casual Leave not exceeding 6 working days to enable them to take rest considered necessary after such an operation. Grant of such leave will, however, be subject to production of a medical certificate from the Govt. Medical Officer under whom the operation has been performed. The special casual leave sanctioned to an individual will not affect his entitlement to ordinary casual leave or earned leave.

### **MATERNITY LEAVE/PATERNITY LEAVE**

8.20 Maternity leave on full pay may be granted to women employees of the school on the recommendation of a competent medical authority, and for a period of 135 days from the date of its commencement irrespective of the date of confinement and may be availed of in one spell at the discretion of the woman employee irrespective of the fact whether she is permanent or temporary. The applicant shall be required to produce supporting Medical Certificate to establish that the leave applied for is on account of maternity reasons. In case of abortion, only 6 weeks leave will be admissible. Maternity leave can be availed of only twice during the service of the employee in Sainik School. Maternity leave can be combined with any other kind of leave up to 60 days subject to production of Medical Certificate in case the health of the woman employee does not permit her to join duty or in the case of illness of the newly born baby subject to Medical Certificate that mother's attention to the new born is absolutely essential.

A male member with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his wife.

### **STUDY LEAVE**

8.21 An untrained teacher, desirous of undergoing a course of teachers training acceptable to the school, may be granted study leave on half pay for a period not exceeding one year, subject to the condition that he would serve the school for at least 5 years after the completion of this training. In the event of his failure to fulfill this condition, he will have to repay to the school the half pay drawn by him during this study leave. A permanent employee sponsored to proceed abroad under an exchange programme organised by a foreign agency, may also be granted half pay leave for a maximum period of one year subject to the condition that he will serve the school for

atleast 05 years after the completion of his training. An agreement shall be duly executed by him and kept on record in his personal file. Like-wise, trained teachers/instructors/PTIs, who wish to undergo a specialised course of instruction considered beneficial to the school, may also be granted study leave on half pay. The employees availing themselves of less than 60 days study leave will be required to serve the school for at least one year after the completion of their training, and, in the event of their failure to fulfil this condition they will be required to repay the half pay drawn by them during the study leave.

8.22 In all cases, where an employee applies for extra-ordinary leave, half pay leave or leave of any kind to take part in a training programme or teacher exchange programme in a foreign country outside India, his application will be forwarded to the Honorary Secretary for his approval and for onward transmission to the concerned authorities.

8.23 Extra ordinary leave may be granted to an employee when no other leave is due but an unavoidable absence has to be regularised by grant of such a leave.

8.24 The duration of extra-ordinary leave granted on any one occasion shall not normally exceed the following limits:-

- (a) Three months.
- (b) Six months in a case where an employee has completed 03 years continuous service on the date of expiry of leave of the kinds due and admissible under the Rules (including 3 months extra-ordinary leave granted under (A) above and his request for such leave is supported by a Medical Certificate)
- (c) 18 months, where the employee is undergoing treatment for:-
  - (i) pulmonary tuberculosis in a recognised sanatorium
  - or
  - (ii) Tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon,
  - or
  - (iii) Leprosy in a recognised leprosy institution by a Civil Surgeon, or by a Specialist in eprosy recognised as such by the State Administrative Medical Officers concerned.

Note:- 1. Where an employee fails to resume duty on expiry of the maximum period of extra ordinary leave granted to him, or where such an employee is granted lesser amount of extra ordinary leave than the maximum admissible but remains absent from duty for any period, which together with the extra ordinary leave granted exceeds the limit up to which he could have been granted such leave under sub-Rule 8.24, he shall be deemed to have resigned his appointment and shall cease to be in service.

- 2. An employee on extra-ordinary leave is not entitled to any leave salary.
- 3. In no case an employee can remain on leave including extra-ordinary leave for a period exceeding 5 years.

## **EFFECT OF E.O.L AND STUDY LEAVE ON INCREMENT OF PAY/GRATUITY**

8.25 The period of extra ordinary leave will not count for increment. The date of increment of an employee will be postponed by the number of days for which he is granted extra ordinary leave. In the case of temporary employees the postponement will also cover the period for which they are granted leave on half pay.

8.26 The period of extra-ordinary leave and study leave will not count towards qualifying period for grant of gratuity.

## **PERSONS APPOINTED IN FOREIGN GOVTS/EMPLOYMENT THROUGH FOREIGN ASSIGNMENT SECTION OF DEPARTMENT OF PERSONNEL**

8.27 No application of a Sainik School employee for any employment outside the country shall be forwarded by the Principal without prior approval of the Honorary Secretary to whom all such requests shall be submitted for orders together with the recommendation of the Principal, the period of employment sought and the proposed steps to manage the vacancy in the absence of the incumbent. All such postings are permitted on Govt to Govt. basis and therefore, even if an application is received on the basis of press advertisement by the foreign employer, orders of the Honorary Secretary will be required.

## **FOREIGN EXPERTS PANEL**

8.28 The Foreign Assignment Division of the Department of Personnel & Administrative Reforms are maintaining a panel of names and for this purpose register the names of qualified teachers also. Sainik School teachers who wish to register themselves with the Foreign Assignment Division may forward their applications through the Principal to the Honorary Secretary, who will consider the request and take further necessary action.

8.29 In the event of a Sainik School employee, so registered, getting an offer of foreign employment directly from the Department of Personnel, it will be obligatory for him to obtain a clearance from the Principal as well as the Honorary Secretary before acceptance of such an offer and the terms and conditions of foreign employment mentioned in the offer will be subject to such variation as the Sainik Schools Society deems fit.

8.30 In no case, a Sainik School employee during his period of employment abroad, as approved by the Honorary Secretary, initially will consider automatic extension of the period unless formal orders in this behalf are issued by the Honorary Secretary, with the approval of Chairman, Sainik Schools Society. It will therefore, be obligatory for such an employee to approach the Sainik Schools Society as well as the Principal of the School concerned well in advance of the expiry of the sanctioned tenure.

## **LEAVE ENCASHMENT ON RETIREMENT / RESIGNATION**

8.31 All Sainik School Employees will, on retirement, be entitled to the benefit of leave encashment (Earned Leave only) w.e.f. 1<sup>st</sup> April 1988 subject to the following conditions:-

- (a) The authority competent to grant leave, shall, simultaneously issue an order granting cash, equivalent to leave salary for earned leave, if any, at the credit of the Sainik School employee on the date of his or her retirement, subject to a maximum of 300 days.
- (b) The cash equivalent under (a) above shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance shall be taken into account for this purpose:-

$$\text{Cash equivalent} = \frac{\text{PAY} + \text{DA}}{30} \times \text{D}; (\text{D} = \text{No. of days of EL at his credit})$$

- (c) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. However, after finalisation of these proceedings, he will become eligible to the amount so withheld after adjustment of school dues, if any.
- (d) Employees who resign or quit service of their own accord shall be entitled to the cash equivalent of half of the earned leave at his credit on the date of cessation of service, subject to a maximum of 90 days.

## CHAPTER IX

### CONDUCT RULES

9.01 The staff appointed in Sainik Schools shall for the purposes of these Rules be deemed to be public servants and therefore shall conduct themselves in such a way as to:-

- (a) Set the highest standards of courtesy personal conduct and discipline;
- (b) be properly turned out at all times, according to the dress regulations as prescribed by the Principal;
- (c) be punctual on all occasions and for all parades/periods/meals;
- (d) mix well socially, be courteous and respectful to ladies, and establish good human relations based on tolerance sensitivity and goodwill;
- (e) maintain good order and discipline and show obedience to rules, orders and instructions passed by the Principal or on his behalf or with his concurrence by their immediate superiors;
- (f) take notice of and check or report instantly any of dishonesty, fraud, negligence, infringement of orders, or impropriety of conduct, committed by another member of staff or by a student/a group of students;
- (g) be dignified polite and temperate in speech, correspondence and behaviour.
- (h) Exhibit pride in their calling;
- (i) be just and impartial in their dealings with the staff and the students;
- (j) pay compliments to their seniors and meticulously and suitably return compliments paid to them by their juniors/subordinates;
- (k) be co-operative and cordial with their colleagues and pupils;
- (l) exercise utmost caution in handling material of confidential nature, and ensure that information of this nature is not passed on to those not authorised to receive it;
- (m) be temperate and sober in their habits, and abide by the laws relating to intoxicating drugs and drinks;
- (n) acquaint themselves with regulations and orders governing them and abide by the rules and regulations laid down by the Sainik Schools Society and show due respect to authorities;
- (o) consider school property and funds as if they were placed in their trust, and exercise the same prudence and care as they would do so to their own property and funds;
- (p) make every effort to prevent crime, and report attempts made by other to screen its existence,
- (q) declare the composition and size of their families at the time of their appointment,
- (r) report to the Principle immediately, the details of any case in which their character or conduct has been impugned by a court of inquiry or a law court,
- (s) take permission from the Principal before leaving the station even on holidays,
- (t) not employ any general employee or use any school animal, vehicle, stores or funds for private purposes except where such employment/use is specifically authorised by the prescribed authority.

- (u) Report to the Principal the full details and circumstances of the case, if arrested or released on bail after being arrested on ground involving moral turpitude or any criminal case.

9.02 The members of teaching staff shall in addition:-

- (a) remain physically fit to play games with the students.
- (b) exhibit lively and intelligent interest in games and sports;
- (c) be willing to take boys out on excursions and hikes;
- (d) take keen interest in co-curricular activities to get to know the boys more intimately and to help them unfold their personalities;
- (e) conscientiously strive to improve the quality of their teaching by constantly updating their own knowledge and by learning and trying the new techniques evolved for efficiently teaching their subject;
- (f) be methodical and enthusiastic about all that they do;
- (g) be sympathetic and patient with slow learners and weak students;
- (h) remain clean of narrow and sectarian approach in the handling of boys, while recognising the individual needs and characteristics of students;
- (j) by precept and personal example, instill in the minds of the pupils a love for their motherland, regard and respect for the law of the land, and the ideals like love for the weak and the down trodden, and universal brotherhood.
- (k) pay special attention to boys from weaker section of society with a view to bringing them at par, in all respects with others, especially in the initial uptake period.

9.03 The members of a Sainik Schools staff shall not:-

- (a) become members of any political party, function as active supporters of any such party or contest elections to any of the local/legislative bodies;
- (b) use their appointments to promote their personal views on religion, caste and political affiliations;
- (c) indulge in any trade or business activity or own manage an insurance agency or accept any job of remunerative character from a source other than the school;
- (d) permit their dependent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the school or compromise their position;
- (e) be under the influence of any alcoholic drink or drug during the course of their duty or allow their performance of duty to be affected by such drinks or drugs;
- (f) apply for any assignment or job outside the Sainik Schools Society or take any public examination except with the prior approval of the Principal.
- (g) represent their grievances except through proper channel or canvass any non-official or political influence or support in furtherance of matters pertaining to their service in the school;
- (h) accept or permit members of their families to accept on their behalf any gift from any pupil; parent, or a person with whom they have come in contact by virtue of their position in the school;

- (j) give any evidence derived from unpublished official records relating to any of the affairs of the school, except with the permission of the Principal who may give or withhold such permission as he thinks fit.
- (k) communicate with the authorities controlling the radio or any other mass media through letters or articles or delivers lectures on controversial issues or having a political;
- (l) sub-let their residential quarters in any form or permit persons of doubtful antecedents to stay with them;
- (m) permit persons other than members of their own families (which would include wife, children, brothers, sisters and parents wholly dependent on the bonafide employee) to stay with them permanently in their quarters;
- (n) lend money to or borrow it from any other school employee or any other person on interest except any bank or established financial institute like co-operative societies etc;
- (o) gamble, or speculate or indulge in a game of chance unless such an activity is organised in the school club itself on no profit basis and that too exclusively for staff members and is in the knowledge of the Principal. Frequent purchase and sale stocks and shares will tantamount to speculation;
- (p) keep pets and Milk cattle within the school campus except with the explicit approval of the school authorities, which may be refused or if granted can be withdrawn at any time without assigning any reason;
- (q) give alms or encouraging beggary in any form within the school campus;
- (r) execute private work in a school workshop, art room, vehicle garage, etc.
- (s) give tuitions for a consideration during or outside school hours;
- (t) undertake proof reading against payment or promote sale of books etc, except that they may accept examinership of Boards/Examining bodies with the prior written approval of the Principal.
- (u) get into heavy debt or declare himself insolvent;
- (v) indulge in any activity which is illegal under the law of the land.

### **MOVABLE AND IMMOVABLE PROPERTY TRANSACTION**

9.04 An employee who enters into transaction of movable property costing Rs.5,000/- or more or of immovable property, of any value whatsoever shall seek prior permission of the Principal in writing, provided that if the transaction is through a regular or reputed dealer the details of the transaction will be reported to the Principal immediately after the transaction is completed.

9.05 All Sainik School employees are expected to observe the highest code of moral conduct and will not indulge in any act unbecoming of a public servant and prejudicial to the interest of the school and the society. They are expected to be exemplary in their conduct and thinking, displaying absolute devotion to duty and integrity which should be emulated by the students of the Sainik Schools in which they are employed.

### **INFRINGEMENT OF CONDUCT RULE**

9.06 Non observance of any one or more of the above conduct rules will be treated as misconduct on the part of the concerned employee and will make him liable to disciplinary action and attract penalties specified under Chapter X of this Manual.

## CHAPTER – X

### DISCIPLINE

#### PENALTIES

10.01 The penalties, given underneath in ascending order of severity may for good and sufficient reasons to be recorded in writing after carrying out such inquiries as deemed fit according to the circumstances of each case be imposed by the Principal on any member of the staff. The Principal may also in his discretion issue a written warning or reprimand to any employee of the school, if he is satisfied that the merits of the case do not justify imposition of any of the prescribed penalties and merely a written warning or a reprimand would be adequate and have the salutary effect.

(a) **Minor Penalties**

- i) Censure
- ii) Withholding of promotion for a specified periods, where applicable;
- iii) Recovery from pay, of the whole or a part of any pecuniary loss caused to the school by negligence or breach of orders;
- iv) Withholding of increments of pay.

(b) **Major Penalties**

- i) Reduction to a lower stage in the time-scale of pay for a specified period with further directions as to whether or not the employee will earn increments of pay during their period of such reduction whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his post;
- ii) Reduction to a lower grade of pay or post or time scale of pay which shall ordinarily be a bar to his/her promotion to the grade, post or time scale of pay from which he was reduced with or without further directions regarding condition of restoration to the grade, post or time scale of pay from which reduced and his seniority on such restoration;
- iii) Compulsory Retirement;
- iv) Removal from service, which will not ordinarily be a disqualification for future employment in Sainik Schools.
- v) Dismissal from service, which will be disqualification for future employment in Sainik Schools.

10.02 The member of staff so punished shall have the right to appeal against any of the penalties imposed on him. Appeals against penalties listed in sub-paragraphs (a) (i) to (a) (iv) and (b) (i) and (b) (ii) above shall be addressed to the Chairman of the Local Board of Administration, whereas those against penalties at (b) (iii) to (v) shall be addressed to the Chairman, Board of Governors. All appeals shall, however, be forwarded through proper channel i.e. the Principal and the Chairman, L.B.A. who will record their own views as on such appeals.

10.03 Before imposing the penalties of removal or dismissal from service, the Principal will obtain prior written approval for the proposed action from the Chairman, L.B.A. and for this purpose submit full facts of the case together with the justification for his recommended action against the errant employee. An employee on probation will not, however, have the right to appeal against the orders terminating his services, because such an action is not in the nature of a recognised penalty and successful completion of probation period to the satisfaction of the Principal is obligatory.

#### **PROCEDURE FOR AWARDING MINOR PENALTIES**

10.04 A statement of misconduct, misbehaviour, or indiscipline for which action is proposed to be taken against him, shall be drawn up as a charge sheet and served on the employee in the form of a show cause notice. The employee will be given reasonable time of not less than 10 clear days from the date on which such a notice is served, within which he may submit his defence, if any. The employee shall also be asked to name one of the school employees as Defence Assistant, if he so chooses.

10.05 Based on the reply of the charge sheet served, and other evidence brought to his notice, the Principal will decide whether the employee is guilty or not, and impose the penalty that he may deem fit. Orders in this regard shall be communicated to the employee in writing and entries to that effect made in his service records.

10.06 For minor offences, no formal inquiry will be normally necessary. However, after considering the employee's reply to the charge sheet, if the Principal is of the opinion that the matter should be investigated further, or feels that the offence actually committed is more serious than that stated in the charge sheet, he will take further appropriate action envisaged for imposing major penalties.

#### **PROCEDURE FOR AWARDING MAJOR PENALTIES**

- 10.07 (a) No penalty specified in sub rules 10.01 (b) (iii) (iv) and (v) shall be made except after an inquiry, held as far as possible, in the manner provided in this rule.
- (b) Where the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may appoint, under this rule, an authority to inquire into the truth thereof.
- (c) Where it proposes to hold an inquiry, the disciplinary authority shall draw up or cause to be drawn up –
- (i) the substance of imputation of misconduct or misbehaviour into definite and distinct articles of charge, and
  - (ii) a statement of imputations of misconduct or misbehaviour in support of each article of charge, which shall contain.
    - (aa) statement of relevant facts including any admission of confession made by the employee, and
    - (bb) a list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.

- (d) the disciplinary authority shall deliver or cause to be delivered to the employee, a copy of articles of charge, the statement of imputations of misconduct and misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit with in such time as may be specified, a written statement of defence and state whether he desires to be heard in person.
- (e) On receipt of the written statement of defence, the disciplinary authority, if considered necessary, may appoint an inquiring authority for this purpose. Where all the articles of charge have been admitted by the government servant in his written statement, the disciplinary authority shall record its findings on each charge taking into consideration such evidence as it may think fit and passes orders as regards the penalty proposed to be imposed.
- (f) If no written statement is received or it is considered necessary to appoint an inquiring authority, the disciplinary authority may appoint such an authority and make available the following documents to the inquiring authority:-
  - (i) a copy of articles of charge and statement of imputations of misconduct and misbehaviour.
  - (ii) a copy of the written statement of defence submitted by the employee, if any.
  - (iii) a copy of statement of witnesses, if any and
  - (iv) evidence of having delivered the above documents to the employee.
- (g) The employee may be permitted to take assistance of another employee, who is not a legal practitioner. At the time of the inquiry, the concerned employees shall be required to be present throughout and will be given an opportunity to cross examine the witnesses and also inspect the documents on which articles of charge or imputations of misconduct or misbehaviour are based. If he declines to do so, this shall be recorded in the proceedings. After conclusion of the inquiry, a report shall be prepared and forwarded by the inquiring authority to the disciplinary authority, alongwith the complete proceedings of the inquiry.

10.08 The employee shall have no right to request for inquiry into his conduct by an officer other than the Presiding Officer of the Inquiry but members of the inquiry so constituted can be changed by the Principal on receipt of a representation from the employee if he feels that such a change is necessary to obtain unbiased findings.

10.09 On receipt of the inquiry report, the Principal shall record his agreement or disagreement with the findings of the inquiry on each articles of the charges referred to the inquiry, giving reasons where ever he disagrees with the findings. The Principal can remit the case again to the inquiry for further inquiry, if in his opinion such further inquiry is necessary in certain aspects not unrevealed during the inquiry already held.

10.10 Based on the opinion of the inquiry as accepted by the Principal, the employee shall be given one more chance to submit a written statement of defence by serving him

with a show cause notice containing the statement of findings of the inquiry. He will be required to submit a reply within a specified time which shall not be less than 10 days.

10.11 After considering the written reply from the employee and taking into account all other relevant evidence the Principal shall determine what penalty, if any, should be imposed on him. He may make the order as he deems fit, and serve it on the employee except the penalty of compulsory retirement, removal from service and dismissal from service and entries in respect of the penalty imposed will be made in the service records of the concerned employee. In case of compulsory retirement, removal from service or dismissal from service, the Principal shall take prior approval of the Chairman, L.B.A.

10.12 An error, or a technical defect in the procedure followed before imposing a penalty, may be disregarded by the appellate authority, if such authority considers that the error was not material and has neither caused injustice not affected the decision in the case. The reasons for the above decision must, however, be recorded in writing.

10.13 The Board of Governors or the Chairman, L.B.A. may call for any papers relating to disciplinary proceedings and final action in such a case will pend till directions from the higher authority are received by the Principal.

### **SUSPENSION**

10.14 An employee of the school may be suspended by the Principal when:

- (a) An inquiry has been instituted against an employee on account of charges of a serious nature or is contemplated and the Principal holds the view that the employee if allowed to remain on duty is likely to tamper with evidence or documents; or
- (b) Criminal proceedings have been instituted against him in a court of law.

10.15 This suspension will remain in force until the entire process of investigation/trial and award of penalty/punishment concludes or is revoked by a written order by the Principal on his own or a receipt of directions from a superior authorities after review.

10.16 Entitlements of an employee under suspension are indicated in paragraph 10.24.

### **REDRESS OF GRIEVANCES**

10.17 The rules governing Sainik Schools do not recognise any association formed by the school employees. However, the Sainik Schools Society will always be ready to redress any genuine grievances received from any member of the staff individually.

10.18 Any member of the staff may put up his grievances in writing to the Board of Governors, Sainik Schools Society, or to the Chairman of the L.B.A. as appropriate with regard to the nature of grievance. All communications must, however, be forwarded only grievance. All communications must, however, be forwarded only through the Principal of the concerned Sainik School who shall not have the right to with hold such an appeal / representation. While forwarding such appeals, the Principal shall give his recommendations/comments. There is, however, no objection to sending advance copies

of such appeals/representations to higher authorities if the matter is of urgent nature. Once such an appeal/representation is received by the Principal, final action against the appellant shall pend till receipt of directions from the authority to whom the appeal has been addressed, although in exceptional circumstances if there is good and sufficient reason to take immediate action against the appellant, failing which the interests of the Sainik School would be compromised, the Principal may at his own discretion and responsibility take such action, as deemed appropriate. If an employee wants to bring any of his grievances to the notice of a visiting officer (the Chairman L.B.A. or the Honorary Secretary, Sainik Schools Society), he will be afforded an opportunity to do so. The employee desirous of seeking an interview with the visiting officer must, however, communicate his intention to the Principal, alongwith the details of his grievances in writing, at least 48 hours in advance and such a permission shall not be refused.

### **COMPLAINSTS/PETITIONS/REPRESENTATIONS/APPEALS**

10.19 Every Sainik School employee has the right to submit complaints, petitions, representations and appeals to the superior authority viz, the Chairman, Local Board of administration, or the Chairman Board of Governors, Sainik Schools Society.

### **PROCEDURE FOR APPEALS/REPRESENTATIONS/COMPLAINTS ETC**

10.20 The following procedure will be followed for submitting, forwarding and disposing off the appeals, representations, complaints and petitions:-

- (a) All appeals and representations addressed appropriately to the superior authority, must be handed over to the Principal, who will give his comments on it and forward it to the authority addressed, as expeditiously as possible. For Sainik Schools employees “Superior Authority” would mean Chairman, L.B.A. of the concerned school or the Chairman, Board of Governors, Sainik Schools Scoeity.
- (b) Appeals will be made through proper channel as under:-
  - i) Principal
  - ii) Chairman, L.B.A. of the concerned school
  - iii) Chairman Board of Governors, Sainik Schools Society, who will be the final appellate authority.

Notes:- In the case of penalties awarded by the Principal the following additional provisions will be applicable:-

- (a) An employee who considers himself aggrieved by an order passed against him, the findings of a Court of Inquiry, or a penalty imposed on him, has the right to submit a petition against such order, findings or penalty. The channel of submission of petition will be the same as already mentioned above. Unless the redress asked for is granted by the Principal or by the Chairman, of the L.B.A, the petition will be forwarded to Chairman, Board of Governors with the comments/remarks of the Principal and the Chairman L.B.A.
- (b) The Appellate authorities shall take the following action on petitions:-

- (i) with or without conditions, which the person punished accepts, pardon or remit the whole or any part of the punishment awarded,
  - (ii) mitigate the punishment awarded.
  - (iii) commute the said punishment to any punishment lower in the scale of punishments.
  - (iv) Enhance the penalty imposed.
- (c) An appeal against the order of the disciplinary authority shall be made within 30 days from the date on which a copy of the order appealed against is delivered to the appellant. The appellate authority may entertain an appeal even after the expiry of the said period, if it is satisfied that the appellant has sufficient valid reason for not preferring the appeal in time.
  - (d) If the Chairman L.B.A or the Chairman Board of Governors, to whom the petition is forwarded, does not consider the petitioner entitled to any of the reliefs mentioned above, he will reject the petition. The order of the Chairman Board of Governors, who is the ultimate appellate authority shall be final.
  - (e) The petition will be addressed by the aggrieved employee personally and not by his representative or a duly constituted attorney.

#### **RETENTION OF ACCOMMODATION AFTER THE AWARD OF PENALTY**

10.21 A Sainik School employee will not be allowed to retain accommodation allotted to him by the school, after the award of the following penalties:-

- (a) Removal from service.
- (b) Dismissal from service.

He may, however, be allowed reasonable time to vacate the premises not exceeding 3 months after the order is served on him or within 15 days in case the order appealed against has been considered by the appellate authority by the Chairmen, Board of Governors and the appeal is rejected.

10.22 To serve the interests of the school, without at the same time being unduly harsh to the employees who are awarded either of the penalties mentioned in paragraph 10.21 above, the following rules shall be followed strictly:-

If the penalty awarded is 'Removal from Service' or 'Dismissal from Service' which generally on charges of misconduct having been proved, the cases will be dealt with in the following manner:-

- (i) The members of staff will be entitled to free or rented accommodation for a period of 3 months or till such time as their appeals to the Chairman, Board of Governors, are disposed off, whichever is earlier.
- (ii) For retention of accommodation beyond the period of 3 months or 15 days, as the case may be, the employee shall be required to pay penal rent at the rates fixed by the Principal which shall be at least twice the amount of assessed market rent besides making him liable to such action as considered appropriate by the Principal for his eviction because his

continuing in the premises will be deemed to be unauthorized occupation beyond the stipulated period.

10.23 Employees in irregular occupation of quarters over and above the period, for which they were granted permission for retention of accommodation, will be charged penal rent amounting to twice the market rent. In addition, they will be liable to forcible eviction from the Premises by invoking the provisions of the Public Premises. (Eviction) Act through legal process and the cost of such action shall be recoverable from such employees.

### **ENTITLEMENTS OF EMPLOYEES UNDER SUSPENSION**

10.24 A school employee under suspension will be entitled to the following:-

- (a) A subsistence allowance equal to the leave salary, which the employees would have drawn if he had been on leave on half average pay. In addition, he will be paid the D.A. admissible on such leave salary. Where the period of suspension exceeds 6 months, the authority, which ordered or is deemed to have ordered this suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows:-
  - (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during one first six months, if, in the opinion of the said authority the period of suspension has been prolonged for reasons (to be recorded in writing) not directly attributable to the school employee.
  - (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the first six months, if in the opinion of the said authority the period of suspension has been prolonged due to reasons (to be recorded in writing) directly attributable to the school employee.
  - (iii) The rate of D.A. payable will be based on the increased or the decreased amount of subsistence allowance admissible under sub-clauses (i) and (ii) above.
- (b) Any other compensatory allowances, admissible from time to time on the basis of pay, which the school employee was in receipt of on the date of his suspension, subject to the conditions laid down for drawal of such an allowance.
- (c) Benefit of free food furnished or un-furnished accommodation if he was entitled to it before suspension.
- (d) Free Food and Electricity An employee who is entitled to free food and certain units of free electricity will not be entitled to these benefits during the period of his suspension.
- (e) Restriction of movement The Principal may, in the interest of the school, restrict the movements of an employee placed under suspension and prohibit him from entering any area or buildings of the school. The suspended employee will not leave the station without prior permission from the Principal in writing.

(f) Vacation No employee will be entitled to any vacation during the period of his or her suspension.

(g) In the event of revocation of suspension, which shall generally be at the stage of finalisation of the disciplinary case or earlier as a result of review of the case, the order imposing the penalty shall be on the nature of a speaking order, indicating as to how the period of suspension is to be treated for payment of full pay and allowances, taking this period as spent on duty or otherwise as the merits of the case warrant.

10.25 All disciplinary cases shall be initiated and processed with urgency and the Principal shall be personally responsible to ensure that where there is need to enquire into the matter in detail, he orders a Court of Inquiry immediately which should complete its findings within a period of 30 days. All cases of defalcation in school money, funds or stores will be reported to the local police who shall be rendered full assistance to carry out their investigation. Simultaneously, a court of inquiry shall be ordered which shall apart from its findings suggest remedial measures, if any. All efforts shall be made to complete disciplinary action against the delinquent employee within a period of 3 months so that suspension of employees involved is not extended beyond 3 months.

## CHAPTER XI

### TERMS AND CONDITIONS – DEFENCE SERVICE OFFICERS

#### TENURE

11.01 All Service Officers selected for duty with Sainik Schools will be treated as if they were on extra Regimental duties and thus will be liable to the provisions of the respective Service Act. The tenure of the Principal will be 03 years extendable to a period of 05 years in exceptional circumstances and that of Headmasters and Registrars 03 to 04 years. Normally the total period of an officer's service with the Sainik School Society will not be allowed to exceed the time limits specified above. It will, however, be open to the Society to ask for an officer's reversion prematurely or to retain an officer beyond the tenure period if his performance has been exceptionally good or shift him from one Sainik School to another on administrative considerations during his tenure period aforesaid.

#### TRANSFERS/REVERSIONS OF SERVICE OFFICERS

11.02 The normal transfers/ reversion moves, including those on reversion to the parent service will be effected on completion of the academic session. The inter school transfers of the Service Officers shall be effected immediately on receipt of orders by giving them the usual joining time. The charge of office will be handed over to the next senior Service Officer available in the school or as decided by the Principal, if he is not himself transferred. In the event of reversion back to the service cadre or initial posting to the Sainik Schools Society, the service Headquarters will ensure that posting orders are issued within 15 days of the receipt of requirement from the Sainik Schools Society. In the event of reversion, the service officer so reverted shall hand over the charge and can be deemed to be on the same vacancy / post, till the relief posted does not report and in case of further delay in notifying further posting, the Service Headquarter concerned shall be responsible for showing him against the vacant post in the Service cadre concerned.

11.03 Each Sainik School will have three Service Officers in the following ranks unless any changes are made by the Board of Governors:-

- |     |            |   |                       |
|-----|------------|---|-----------------------|
| (a) | Principal  | - | Lt Col or equivalent  |
| (b) | Headmaster | - | Major or equivalent   |
| (c) | Registrar  | - | Captain or equivalent |

11.04 Transfer of an officer from one school to another may be ordered by the Society in its own discretion at any time.

11.05 Officers posted to Sainik Schools will not be eligible for attending professional in-service training courses during their tenure with Sainik Schools, which would involve their absence for more than 60 days i.e. the period of permissible annual leave and any such period of absence will be adjusted against their annual leave only, in case they are so permitted by the Sainik Schools Society.

11.06 (a) Principal The officer should be a Lt. Col. (non-time scale) or equivalent from the Education Branch of the Army/Navy/Air Force and should possess post graduate qualifications with at least 5 years experience of instructional work. He should preferably be below 48 years. Proficiency in games and co-curricular activities would be considered as additional qualifications. Special list officers are not eligible. The officer should be in an appropriate medical category for taking up command of an instructional unit.

Upper age limit is relaxable in exceptional circumstances although in no case will an officer who has less than 4 years to retire, be posted to a Sainik School. Preference will be given to those officers who have successfully served as Headmaster/Registrars in Sainik Schools.

(b) Headmaster Service Officers of the rank of Major or equivalent from the Education Branches of the three Services, are eligible. They should not be more than 45 years and should possess a postgraduate degree with at least 5 years teaching experience. They should be in medical category SHAPE /SIAI / A4GI. Upper age limit is relaxable in exceptional circumstances, but in no case will be an officer posted to a Sainik School if he has less than 5 years to serve before retirement. The officer should have passed Promotion Examinations up to Part 'D' or equivalent.

(c) Registrar Service Officers of the rank of Captain or equivalent from any branch of the three services excluding special list officers, are eligible. They should not be more than 35 years and must have at least 5 years administrative or / and Accounts experience. They should be in medical category SHAPE ONE/SIAI/A4GI, and should have passed Promotion Examination up to Part 'C' or equivalent.

### **SERVICE**

11.07 The entire period of service with Sainik Schools Society will be counted as effective commissioned service for seniority, promotion, increments of pay, pensionary award, leave etc, as in Army/Navy/Air Force.

### **PAY AND ALLOWANCES**

11.08 The officers posted to Sainik Schools will continue to draw pay and allowances admissible to them in the Army/Navy/Air Force. Their salaries will be debited to the Defence Services Estimates throughout their service with the Sainik Schools, and they will continue to be paid by the concerned CDA/Accounts Offices.

### **TRAVELLING AND DAILY ALLOWANCE**

11.09 (a) The officers will be eligible to draw TA / DA under the respective service

rules for the following and the allowances paid to them will be debited to the Defence Services Estimates:-

- (i) Journey undertaken to join duty in a Sainik School.
  - (ii) Journey on reversion to duty with a service unit.
  - (iii) On permanent or temporary duty moves ordered by Service HQs or Sainik Schools Society, as the case may be.
  - (iv) To appear before Medical Boards for medical check up in connection with the Annual Confidential Reports.
- (b) For journeys performed in connection with duties related to Sainik Schools, the officers will be entitled to TA/DA from the school funds but at rates admissible to them under their respective service regulations, provided such duty moves are sanctioned by the Chairman, LBA, or by the Honorary Secretary, as the case may be.
- (c) The service officers shall not be entitled to use school vehicles / transport to meet their personal needs or conveyance of their families except on payment. In the case of their duty moves outside their performance duty station (which will include the place of location of Sainik School as well as the capital town of the State/Union Territory, provided the same falls within a distance of 25 kms) specific prior sanction of Honorary Secretary will be obtained for use of school vehicle/transport and for this purpose suitable proposal with justification for taking the school vehicle will be submitted well in advance.
- (d) For use of school vehicle without the prior approval of Honorary Secretary, the Officers shall be liable to pay the Sainik Schools Society at such rates as are prescribed by the Society from time to time apart from making them liable to disciplinary action for infringement of the Rules.

## **OUTFIT ALLOWANCE**

11.10 The entire period of service with Sainik Schools Society will count for grant of the renewal of outfit allowance.

## **LEAVE AND LEAVE TRAVEL CONCESSIONS**

11.11 The officers will be entitled to leave and leave travel concessions according to their respective service rules. The cost will be continue to be met from the Defence Services Estimates.

## **LOCAL ADMINISTRATION**

11.12 The officers will be attached to the nearest Formation / Sub Area Headquarters for local administration. They will, however, not be detailed for garrison or any other duties.

## **ACCOMMODATION**

11.13 The officers will be entitled to accommodation, furniture, water and electricity in accordance with the normal rules applicable to Defence Services Officers in similar ranks. They may avail themselves of accommodation, furniture, water and electricity offered to them by the Sainik schools Society at concessional rates or free of cost.

## **PENSIONARY AWARDS**

11.14 The officers will continue to be governed by normal service rules laid down for retirement, pensionary awards etc. The expenditure on such awards will be met from the Defence Service Estimates.

## **MEDICAL/DENTAL ALLOWANCE**

11.15 The officers will be entitled to medical and dental attendance according to Service Rules. If no Military Hospital is available in station or nearby, they will get attendance at the School MI Room/Govt Civil Hospital, and the cost, if any, as admissible under the service rules, will be debited to the budget of the respective Sainik School Officers and their families requiring prolonged, specialised and expensive treatment for chronic or recurring ailments, should get admitted to the nearest Military Hospital for free medical care. Officers and their families falling sick at leave stations should, if convenient, report at the Military Hospital available at that station, failing which they should get treated at the Govt Civil Hospital, as per their Service Rules.

## **CONCESSIONS**

11.16 The following concessions are admissible to service officers posted to Sainik Schools:-

- (a) Free residential accommodation, as available on the school campus.
- (b) Free essential furniture, according to the scale laid down by the MES for the category.
- (c) Free electricity to the extent of 30 units per month. The excess consumption will have to be paid by the officer concerned.

11.17 In case no Army Supply Point is located at or near their station of posting, they will be entitled to draw dry/fresh rations from the School Mess on payment, or alternatively they may take their meals in the mess on payment. The use of school transport will, however, not be permissible to collect ration from the Army Supply Point and these will have to be under private/own arrangements.

11.18 Children of Service Officers, subject to their being in the age group suitable for entry to Sainik Schools, will receive education as Day Scholars in the schools where the officers are posted on payment of tuition fee as per rules in force from time to time. They will however be required to bear the expenditure in respect of stationery and school uniforms.

11.19 In the event of an officer being posted out in the middle of an academic session, his male children studying in the Sainik School will be allowed to continue their education in the school as boarders on payment of the fees for the rest of the academic year, or for another year thereafter if a child is in Class IX or XI, at the rates prescribed for children of other civilian employees of the school.

#### **CONVEYANCE OF MOTOR CAR / MOTOR CYCLE / SCOOTER AT GOVT COST**

11.20 The Service Officers employed in Sainik Schools are attached to the nearest formation/Sub Area HQ for the purpose of local administration. The Commander of the Sub Area concerned will be the authority competent to sanction transportation of their cars/scooters on posting in or out of a Sainik School, as per the Rules and Regulations applicable to such Service Officers.

#### **TA CLAIMS PRINCIPAL COUNTERSIGNATURES**

11.21 The Principals will be their own controlling officers for their travelling allowance. It is, however, stipulated that the budget for travelling allowance in a year should not be exceeded, and there should be no re-appropriation to this grant or carry over of Travelling Allowance payments to a succeeding year without the approval of the Board of Governors.

#### **DISCIPLINE – WEARING OF UNIFORMS**

11.22 All Service Officers posted to Sainik Schools are to be in service uniform while on duty.

#### **LEAVING THE SCHOOL PREMISES**

11.23 The Principal will ensure that all three service officers do not leave the school premises at the same time. The service officers will also make frequent surprise visits to different areas of the school campus to provide an element of surprise supervision.

#### **INTER-SERVICE SENIORITY OF SERVICE OFFICERS**

11.24 The appropriate service instructions laying down the criteria for determining the relative seniority of officers of the Army, Navy and Air Force serving in inter service organizations, will be applicable.

11.25 The relative seniority of officers holding equivalent ranks and serving together in an inter service organization will be determined as under:-

- (a) Officers holding equivalent substantive ranks will be according to their seniority in the substantive rank.
- (b) Officers holding acting ranks will, rank after the officer holding a corresponding substantive rank, and will among themselves be graded according to their seniority in the substantive rank held by them.

## **DRIVING OF SCHOOL VEHICLES BY SERVING OFFICERS**

11.26 The service officers posted to Sainik Schools are not to drive vehicles belonging to the school, except when the driver is unavoidably absent.

## **GRANT OF CASUAL / ANNUAL LEAVE TO THE PRINCIPAL**

- 11.27 (a) The Honorary Secretary will be the leave sanctioning authority for all leave requested for by the Principal.
- (b) The Principals may avail themselves of casual leave without awaiting for sanction from the Honorary Secretary. However, as far as possible the leave applications should be forwarded to the Honorary Secretary. However, as far as possible the leave applications should be forwarded to the Honorary Secretary sufficiently in advance.
- (c) The annual leave applications should be forwarded to the Honorary Secretary at least three weeks in advance, in triplicate, who after consideration of the application, return one copy to the school concerned, keep one copy in the relevant file and endorse one copy to the Service Headquarters concerned.

## **LEAVE HEADMASTER/REGISTRAR**

11.28 The Principal is the leave sanctioning authority for the Headmaster and the Registrar. Annual leave the Headmaster and the Registrar should be granted generally during the school vacation, and in the absence of one the other should look after the work of both the officers.

## **ISSUING OF TESTIMONIALS TO FIRMS / PERSONS**

11.29 Service Officers employed in Sainik Schools are forbidden from issuing testimonials to any firm or a person.

## **ISSUE OF CERTIFICATE TO EMPLOYEES ON THEIR LEAVING THE SCHOOL**

### **SERVICE**

11.30 It will not be proper for the Principals to issue testimonials to any of the members of the staff. There is, however, no objection to the Principals giving an employee a certificate of employment with factual details like the duration of employment, the nature of duties performed and the salary paid. If an outside employer makes a reference, there is no objection to the Principal giving his assessment confidentially.

## **GRANT OF LEAVE TO SERVICE OFFICERS**

11.31 Restrictions on grant of leave imposed by Army, Navy and Air Headquarters would not be automatically applicable to officers serving in Sainik Schools unless the Sainik Schools Society also decides to promulgate them.

## **PERMISSION TO TRAVEL BY AIR FOR DUTY JOURNEYS**

11.32 Print sanction of the Honorary Secretary shall be obtained before undertaking air travel, if the cost involved is to be paid from school funds.

## **TRAVEL OUTSIDE THE STATE**

11.33 Principal may travel on official duties within the State limits but such move will be restricted to the capital town of the State. When such duties necessitate their leaving the limits of the State or to a place within the State other than the capital city, the movements shall be got approved by the Honorary Secretary, Sainik Schools Society, in advance and for this purpose the purpose of the visit, duration etc, will be stated. If use of school transport / vehicle is involved, the requirement with justification will be intimated to Honorary Secretary, for consideration and approval well in time and use of school transport will not be resorted to without approval, except in extremely exceptional circumstances for which he will be personally responsible if the Honorary Secretary does not agree to accord ex-post-facto sanction on the circumstances and merits of the move.

11.34 The Principal is competent to authorise move of the Headmaster and the Registrar within the limits of the State without use of school transport. For their duty journeys outside the State, however, prior approval of the Honorary Secretary, Sainik Schools Society, will be obtained. The Principal will ensure that such moves by the Headmaster and the Registrar are kept to the minimum.

11.35 The Principal would not be required to take permission for journeys undertaken:-

- i) to the State Capital
- ii) to meet the Chairman, LBA
- iii) to attend Sainik School Principals Conference
- iv) to attend the Annual Conference of the Indian Public Schools Conference provided public road transport system or rail travel is resorted to and school transport is not used. The school transport can, however, be used up to the nearest rail head/station or where from public road transport is available or if the distance to the State capital both ways does not exceed 30 kms. In such cases, sanction of the Honorary Secretary would not be required.

## **ENTERTAINMENT ALLOWANCE**

11.36 Each Principal will be entitled to an entertainment allowance of rs.300/- per month which will be claimed on rendering a simple receipt. The entertainment could either be in respect of boys and masters or in respect of parents and distinguished visitors. If the number of guests to be entertained at any one time exceeds 5, the entertainment will be arranged from the school mess and the expenditure incurred on it met out of the catering budget. It will not be a charge against the entertainment allowance. The Principal will not claim any entertainment allowance for the period spent by them out of station on annual leave. The officiating Principal will also be eligible for entertainment allowance.

11.37 Entertainment allowance will be claimed on a monthly basis. Claim for entertainment allowance for a particular month will be submitted within the first week of the month following the month for which the claim pertains. This allowance will be drawn on the basis of actual expenditure incurred for giving entertainment subject to the ceiling limit of rs.300/- per month and not as a matter of routine.

**ANNUAL CONFIDENTIAL REPORTS – SERVICE OFFICERS**

- 11.38 (a) ACRs of Principal of the rank of Lt Col and equivalent rank will be initiated by the Inspecting Officers and reviewed by the Honorary Secretary. The Joint Secretary looking after the affairs of the Sainik Schools will be the Superior Reviewing Officer.
- (b) ACRs of the Principals of the rank of Col and equivalent rank will be initiated by the Honorary Secretary and reviewed by the Joint Secretary looking after the affairs of the Sainik Schools.
- (c) ACRs of Headmaster and Registrar of the Schools will be initiated by the Principal of the concerned school and reviewed by the Inspecting Officers. Honorary Secretary will be the Superior Reviewing Officer.
- (d) ACRs will be forwarded to the respective Service HQs after the action as stipulated in (a) (b) & (c) above is completed.

## CHAPTER XII

### DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL, THE HEADMASTER AND THE REGISTRAR

12.01 The Principal will be the Chief Executive and the Academic Head of the School and shall be responsible to the Board of Governors and to the Local board of Administration for the smooth running and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depend on his actions, which are watched by all the school employees as well as the students. He will, therefore, set the highest standards of integrity, honesty and efficiency through personal example and excellence in conduct on and off duty. He will identify himself whole-heartedly with the institution under his care, and the school in turn will be identified with the character of the Principal placed as its head.

12.02 He will be assisted in the performance of his duties by the Headmaster and the Registrar. He shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.

12.03 The Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency. His duties will be:-

- (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students.
- (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.
- (c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa.
- (d) To ensure that the staff are promptly guided and trained in the use of latest techniques, and that they are suitably sponsored for right type of courses aimed at their in-service training on actual need basis, if necessary.
- (e) To hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. He will take at least one period every week with each class and talk to the students on matters of academic and general interest.
- (f) To moderate results in consultation with the staff, to ensure that no student continue to go down in studies or in general behaviour, and that those who are showing unsatisfactory progress despite the best care and advice are weeded out at the earliest possible stage.
- (g) To maintain proper public relations with the local civil administration in the District and State Govt officials and to ensure cordiality and harmony in regard to the parents and the members of staff.
- (h) To brief the outgoing students and to keep track of the progress made by them after leaving the school, for a proper feedback.
- (j) To maintain popularity of the old Boys Association and to ensure that the annual meetings promote healthy contacts and proper relations between the old students and the new.

- (k) To build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
- (l) To make all appointments purely on merit, keeping the needs and the larger interests of the institution in view.
- (m) To maintain effective financial control and to sanction all expenditure strictly in accordance with the rules and the budgetary allocations.
- (n) To ensure proper use and regular maintenance of all buildings & equipments held by the School.
- (o) To ensure proper accounting of all funds, stores and equipment and to devise and introduce effective checks at different stages so as to avoid any misappropriation, embezzlement, loss or misuse of school money.
- (p) To take measures necessary for safe custody / security of all cash and equipment, including weapons and ammunition.
- (q) To ensure proper and optimum utilization of all accommodation and other assets of the school.
- (r) To take measures necessary for proper health and hygiene of the school community.
- (s) To invite and accept tenders and to draw contracts.
- (t) To draw up and issue school standing orders covering all aspects of school administration and to constantly review and update these orders.
- (u) To carry out a check personally the following at least once in a quarter and append his signatures in the relevant records in token of having carried out such a check:-
  - i) Cash held against the cash balance shown in the cashbooks maintained in respect of different accounts.
  - ii) Safe custody of cash, drafts, cheques, postal orders, the keys to the safe, etc.
  - iii) Progress of action taken on observations made by the stock taking boards or the audit authorities.
- (v) To approve leave, initiate disciplinary action against erring employees, sanction TA/DA claims and to approve loans.
- (w) To initiate ACRs of the Headmaster and of the Registrar and to review the ACRs of the Masters and the Administrative Staff will be kept in the personal custody of the Principal.
- (x) To ensure that all action taken by him is in accordance with the Rules and Regulations of the Society, and to seek approval or guidance from the Honorary Secretary, Sainik Schools Society, on matters not specifically covered by the Rules & Regulations or in case of any doubt.
- (y) To report to the LBA and the Honorary Secretary all major events, including cases of indiscipline, theft, loss of school property, death or mishap of any kind to any student or staff of the school.
- (z) To be the Member Secretary of the Local Board of Administration.

12.04 (a) The above duties being merely illustrative, the Principal will also be responsible for all that is expected of him as the head of a residential education institution.

(b) In order to expedite action in court cases/filing of vakalathnamas, it has been decided to authorise all the Principals/Headmasters/Registrars of the Sainik Schools to act as an 'OFFICER INC HARGE' in the court cases and for signing the vakalathnamas etc., on behalf of any member of the BOG whose office is

located in Delhi. The engagement of the Counsel could be done in consultation with the Local District Collector / Dy. Commissioner who is also a member of the LBA. The action taken in such case will be informed immediately to the Sainik Schools Society for ex-post facto approval.

(c) All court cases would have to be perused vigorously. In case, the assistance of the "Sainik Schools Society" is required for some opinion on legal issues / matters keeping in view the complexity of specific "Suits/Application" etc., the same would have to be taken accordingly, expeditiously.

(d) The above instructions at para (b) & (c) will not be applicable in the matter of those "Contempt Cases" where an officer is made a "Party" in his individual capacity.

### **HEADMASTER**

12.05 He will be the head of the academic team and he directly responsible to the Principal for training, education and discipline of the students and will assist him as his principal lieutenant in achieving the objectives of the school. He will advise him on all matters connected with training and discipline. He will be assisted in the performance of his duties by all teachers, Housemasters, PT Instructors, Librarian and Subordinate academic staff. As officer Commanding of the NCC Company of the school, he will be answerable to the Principal who enjoys the status of Group Commander NCC. In this task, he will be assisted by PI Staff from the services and the Civilian staff posted by the State Government.

12.06 His detailed duties will include:-

- (a) Planning, co-ordination and implementation of academic programmes.
- (b) Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any.
- (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day.
- (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character.
- (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys.
- (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc.
- (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject.

- (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule.
- (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.
- (k) Provisioning, distribution, accounting, upkeep storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.
- (l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools.
- (m) Timely publication of results, prompt despatch of progress reports and follow up correspondence with parents on the progress made by the students.
- (n) Proper maintenance of documents including dossiers of students.
- (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline.
- (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during Preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys.
- (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilization of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs.
- (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams.
- (s) Organisation of co-curricular activities to sport and growth talent as also to develop such talent among those who are shy and diffident.
- (t) Selecting training and equipping boys for various courses, NCC campus, competitions and functions.
- (u) Recommending to the Principal, in consultation with the Registrar and the teachers, names of boys for various appointments in the school.
- (v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline.
- (w) Regular and timely publication of School Newsletter and Annual Magazine.
- (x) Guiding and training his sub-ordinates and arranging in-service training for teachers.
- (y) Blank.
- (z) Maintaining the school diary and the school album.
- (aa) Keeping alive the link with the past, through the Old Boys Association.
- (bb) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action.
- (cc) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the N.D.A. and, therefore, need to be withdrawn from the school.

- (dd) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide.
- (ee) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction.
- (ff) Organisation and implementation of the NCC instructional programme and safe custody as Officer Commanding of the NCC Company.
- (gg) Organisation of the school functions mentioned below, in close liaison with the Registrar.
  - i) Ceremonial Parades
  - ii) Annual Athletics
  - iii) Annual Day Celebrations
  - iv) Annual Exhibition
  - v) Variety shows
  - vi) Academic prize distribution
  - vii) Any other functions and celebrations considered useful and, therefore, necessary
- (hh) Organising and carrying out general supervision of school societies and Socially useful Productive Work.
- (ii) Organising educational visits, tours, treks and hikes.
- (jj) Functioning as Officer-in-Charge of the Primary school. He will be responsible to the Principal for its efficient functioning.
- (kk) Working out the additional requirement of staff, if any, and following proper procedure for recruitment, discharge, dismissal of the academic staff.
- (ll) Performing other duties assigned to him by the Principal or expected from him.

12.07 Since Training and Administration of the school are inter-dependent, he will maintain a close liaison with the Registrar to ensure effective implementation of the School routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

### **REGISTRAR**

12.08 The Registrar is responsible to the Principal for all administrative and 'Q' duties. He will advise the Principal on all aspects of school administration and assist him in achieving the aims and objectives of the school. He will be assisted in the performance of his duties by the following staff of the school:-

- (a) School Medical Officer
- (b) Office Superintendent
- (c) Accountant
- (d) Quartermaster
- (e) Mess Manager
- (f) Hostel Supdts/Matrons and

(g) House Masters

12.09 His detailed duties will include:-

- a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance.
- b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees.
- c) Timely initiation of ACRs
- d) Guiding and Training his sub-ordinates and supervising of their work.
- e) Proper maintenance of personal documents.
- f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc
- g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions.
- h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff.
- j) Timely printing of School Prospectus and other publicity material.
- k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination and interview, etc.
- l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships.
- m) Correspondence with State Govt, and parents for recovery of outstanding dues.
- n) Correct maintenance of leave record of both academic and administrative staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him.
- o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings.
- q) Timely submission of messing bills and their realisation.
- r) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Headmaster, and follow up action on the recommendations of these boards.
- s) Detailing local purchase committees and stores opening boards.
- t) Organising purchase of items of clothing, ration, medicines, equipment, etc.
- u) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office.
- v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers.
- w) Supervision of the work of Hostel Supdts/Matrons.

- x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal.
- y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts.
- z) Reception of new entrants and of other students on their return from vacations.
- aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents.
- bb) Correct issue of concession forms for rail road journeys.
- cc) Proper provisioning, procurement, and accounting of stores.
- dd) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc.
- ee) Smooth functioning of the school infirmary for prompt and effective medical care of the boys.
- ff) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases.
- gg) Control of cattle nuisance in the campus.
- hh) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorized entry into the campus.
- jj) Prompt reporting of thefts defalcation of school funds and stores and cases of absconding boys to police/parents and the Principal.
- kk) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office.
- ll) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day.
- mm) Processing of bills, for POL, road tax, and updating of inventories.
- nn) Recovery of losses, or of damages to fitments/furniture, etc.
- oo) Issue of furniture to scale and recovery of rent.
- pp) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008.
- qq) Framing of Fire Orders and holding of fire Fighting Practices.
- rr) Provision of recreational and other amenities to staff and to students.
- ss) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action.
- tt) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts.
- uu) Jointly operating bank accounts with the Principal as the co-signatory.
- vv) Signing the Cash Book every day, after all transactions of the day have been entered therein.
- ww) Further, he will be responsible for:-
  - i) Taking charge of all moneys received for the school and ensuring safe custody of such money.

- ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs.3,000/-
- iii) Taking expeditious action to clear outstanding audit objections.
- iv) Preparing and reconciling the Bank Statements regularly every month.
- v) Safe custody of classified documents.
- vi) Inspections of the boys kit, the campus the dormitories, etc.
- vii) Attending to matters connected with the school estate.
- viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans.
- ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any.
- x) Maintenance of all school statistics.
- xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.

12.10 The training and administration of the school are inter-dependent. The Registrar will, therefore, maintain a close liaison with the Headmaster to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

## **CHAPTER – XIII**

### **FINANCES**

#### **GENERAL**

13.01 The basic aim of financial administration in a Sainik School is optimum utilization of financial resources for achieving the declared aims and objectives of the school.

13.02 Efficient management of finances, therefore, shall include:-

- (a) Proper anticipation of income and expenditure.
- (b) Judicious mobilization of resources, including long/short term investments of funds surplus to immediate requirement.
- (c) Correct budgeting to cater for all types of capital and recurring expenses.
- (d) Thoroughness in procurement planning to avoid last minute rushing to the market.
- (e) Implementation, in spirit, of policies and procedures governing purchases/sales.
- (f) Proper storage and safe custody of stores and cash to avoid any losses by damage, defalcation or theft.
- (g) Accuracy in accounting of cash and stores.
- (h) Effective periodical checks, including surprise checking of cash, stores, and accounts, and arrangements for concurrent audit.

13.03 Efficient administration of finances in a Sainik School will be the responsibility of the Principal, who may, while functioning within the broad guidelines contained in this Chapter, lay down detailed policies and procedures to cater for local conditions. The Registrar of the school will be responsible to him for proper, accurate and regular maintenance of accounts. In the discharge of his duties, the Registrar will be assisted by the Accountant, the Quartermaster, the clerks placed under their control as also by all other store-holders. The Accountant will function as financial adviser to the Principal and to the Registrar. He will maintain close liaison with the Quartermaster, the Office Superintendent, the Mess Manager and other Store holders to ensure proper implementation of the laid down policies. The Accountant shall also be responsible for maintaining the accounts of the school in the manner prescribed and get them audited.

#### **ANTICIPATION OF INCOME AND EXPENDITURE**

13.04 The main sources of income in a Sainik School, being fees and scholarships, the Principal will carefully regulate the intake of students every year within the frame work stipulated in para 3.02

#### **MOBILIZATION OF RESOURCES**

13.05 The rising prices and the mounting expenditure on establishment, necessitate mobilization of all possible resources. The Principal, will, therefore, ensure that the school's reserves are invested judiciously according to the orders of the Board of Governors. He will ensure that only funds enough for immediate recurring expenditure

are kept in the current account. Besides the current account, he will open a Saving Fund Account to earn interest on funds required within six months. These funds can be transferred from the saving to current account on as required basis. He will also ensure that commercial ventures undertaken by the school are run efficiently for proportionate and fair profits. Subject to local conditions and limited strain on the instructional staff, without at the same time compromising the main objectives of the school, he may create regular sources of additional income by investing reasonable amounts in:-

- (a) Agriculture farm/orchard
- (b) Dairy Farm
- (c) Piggery
- (d) Bakery
- (e) CSD Canteen
- (f) Printing Press and binding shop
- (g) Flour Mill
- (h) Cafeteria/Wet Canteen
- (j) Cinema
- (k) Manufacture and supply of utility items like soap, washing and utensil cleaning powders, chalk sticks, shoe polish, hair oil, etc, during Socially Useful Productive Work Classes.
- (l) Any other venture which is considered profitable but is neither too much of distraction nor in any way unethical.

### **BUDGETING**

13.06 The Principal will prepare a budget in advance for every year. He will ensure that income from various sources is not under or over estimated and that interest on school's reserves is shown as a distinct item on the income side of the budget. He will obtain and get the anticipated annual requirements of all sections of the school, and show details of budgeted, capital and recurring expenditure in two separate sections of the budget. While making budgetary provisions, he will be guided by the actuals vis-à-vis the budgeted amounts under each head in the current and in the last year. To avoid frequent re-appropriations of the budget, he will also take into account the impact of likely price escalations and of increments and DAs/ADAs granted or likely to be granted.

13.07 The expenditure under any head may exceed by 10% of the amount allotted. The total expenditure, however, must never exceed the total budgetary allocation for the year. Re-appropriation sought by the Principal despite this stipulation will be viewed as instances indicative of lack of foresight and planning, unless there are valid reasons necessitating such re-appropriations.

13.08 The budget prepared by the Principal will be discussed in the meeting of the Local Board of Administration. With the recommendations of the Board, it will be forwarded to the Board of Governors for their approval.

### **PROCUREMENT PLANNING**

13.09 The Principal will so plan bulk procurement of stores required as to get a major part of the school's requirements from the manufactures or their sole selling agents/authorised dealers so that the middle man's profit could be reduced if not

altogether eliminated. If an item is being manufactured by two or more equally good companies, he may enter into a rate contract by obtaining limited tenders and deciding in favour of the company offering better quality or higher trade discount on their printed whole sale/retail rate lists. He may contact the DGS & D for bulk supplies at rates contracted by them, provided the department is prepared to grant the Principal the status of Direct Demanding Officer.

For agricultural products and other items required to be bought and stocked in bulk, the Principal shall preferably resort to procurement through government agencies supplying the items on subsidized/fixed rates. Where no such sources can be tapped, he may make bulk purchases from the wholesale market at the most suitable time of the year through a Local Purchase Committee. Such advanced stocking must, however, be so planned as to ensure optimum use of school transport and to obviate purchases at inflated rates during the scarcity/festival seasons. As a broad guideline, no Principal should have to spent more than 25% of the allocation under any head for piece meal procurements.

13.10 As far as possible, the expenditure will be spread evenly over the whole year to avoid purchases during the last three months of the year, when the market becomes buoyant because of rush of Govt purchases, or in anticipation of fresh taxation being levied in the ensuing financial year.

### **POLICIES GOVERNING PURCHASES/SALES**

13.11 All policies laid down in the subsequent paragraphs in this chapter to cover purchases and sales will be followed scrupulously. Whenever a purchase is made in violation of any of the Rules/procedures laid down hereafter, it will be specifically brought to the notice of the L.B.A. The reasons for ignoring the laid down rules will be explained to the satisfaction of the L.B.A. and their approval recorded in the minutes of the meeting.

### **STORAGE AND CUSTODY**

13.12 Proper storage and safe custody of all cash, stores, and equipment will be the responsibility of the Principal. If the storage space available in the school is not enough he will avoid advanced stocking or bulk purchases of stores, and enter into rate contracts instead, for piece meal supplies on as required basis.

### **ACCOUNTING OF CASH AND OF STORES**

13.13 The importance of using utmost care for proper accounting of cash and stores cannot be over emphasised. The Principal, will, therefore, ensure that account books are maintained regularly and that all supporting documents are in order. He will also ensure that all sores are properly accounted for in separate ledgers maintained for expendable and non-expendable items. Vouchers to support each receipt/issue/expense/load transaction will be readily available for verification at any time. Ways and means will be devised to promptly discover losses. The losses so discovered will be regularized through proper vouchers. The individuals responsible for losing stores by neglect will be suitably penalized to make good the loss to the school, if any.

## **PERIODIC CHECKS AND AUDIT**

13.14 Periodic checks by the Principal and by the Registrar/Headmaster are necessary for timely detection of any loss by misappropriation or by fraud. The Principal will, therefore, ensure that such surprise checks are carried out at least once in every month and that certificates to this effect are endorsed in the cash books and store ledgers suitably. He will also carry out such surprise checks of stores to ensure their proper accounting. Expendable stores will be written off periodically and regularly on the basis of proper expense vouchers, duly countersigned by the Registrar or by the Headmaster as the case may be.

13.15 To ensure that accounting mistakes and procedural irregularities, if any, are detected within a quarter and corrected promptly rather than being repeated throughout the year, the Principal will arrange for concurrent audit by the L.A.O. and ensure that full cooperation is extended to the Audit authorities. A copy of the audit objections and action taken thereon will be sent to the Honorary Secretary for information.

## **RULES AND PROCEDURAL FORMALITIES**

13.16 The contents of the above paragraphs being mere broad guide lines, detailed rules covering different aspects of school accounts, and procedural formalities involved in proper implementation of these rules, are given in different paragraphs below, subject-wise.

## **GRANT IN AID AND SPECIFIC CHARGES**

13.17 As a matter of rule, recurring grants provided by the State Govt for maintenance of buildings or for other purposes like equitation, payment of municipal taxes, construction of additional buildings, replacements, advertisement charges for the entrance examination, etc. shall be utilized for the purpose for which they are sanctioned. Although credited to the school fund account on receipt, such amounts will be accounted for separately in the budget. The unspent balances, if any, will be held in the sundry account until refunded to the Govt. Where permission has been obtained in writing for alternative utilization of such unspent balances, the amounts will be treated as fresh grants-in-aid specifically sanctioned for such other purposes.

13.18 Likewise, fines imposed to recover the cost of willful damage to school property and specific charges realized for similar other purposes, will be utilized specifically for these purposes. Unspent balances will be held in the sundry account until utilized. Alternatively, they will be diverted into the welfare account and utilized for providing additional amenities or credited to the catering allocation for providing wholesome and enriched diet. This provision will be applicable to general fines also.

13.19 Income from grants-in-aid and specific levies will be shown separately in Part II of the Annual Budget.

13.20 The surplus of income of all kinds over expenditure will be yearly saving which will be deposited as a School Reserve Fund. The intention of Reserve Fund is to build up reserve to ensure that after a period of time, the school becomes fully self supporting and

then the normal expenditure of the school would be met from the interest of the Reserve Fund. In case exigencies compel withdrawal of money from the Reserve Fund, the proposals will have to be got approved first by the L.B.A. and then the proposal sent to the Honorary Secretary, Sainik Schools Society, for further consideration. The Principals are not empowered to draw any amount from the Reserve Fund.

13.21 Whenever an amount is sanctioned by the Honorary Secretary, Sainik Schools Society, out of the reserve Fund, the amount so drawn should be shown as a distinct item of income in the Income and Expenditure Account of the school for the year in which the amount is drawn.

13.22 A completion report showing the utilisation of the amount drawn from the Reserve Fund with full details regarding the quotations called for, quotations accepted, actual expenditure incurred on individual items etc should be furnished to the Honorary Secretary within one month of utilisation of the amount.

13.23 The interest earned on the Reserve Fund will form part of the Reserve Fund. However, the interest on Reserve Fund may be spent with the approval of the L.B.A. upto an amount and for the purpose as authorised by the Board of Governors in accordance with delegation of powers to the Local Board of Administration from time to time.

#### **INVESTMENT OF FUNDS AND CUSTODY OF F.D.R.**

13.24 The Reserve Fund, together with the amount likely to become available as income over the expenditure for the year, shall be invested in long term deposits with any of the nationalized banks and not more than 50% of the investment may be made with the Public Sector Undertakings in accordance with the policy laid down by the Board of Governors from time to time.

13.25 Each School shall maintain a Saving Fund Account and a Current Account, both jointly operated by the Principal and the Registrar.

13.26 Fluid cash just enough for normal monthly requirements of the school will be retained in the Current Account. The balance will be either retained in the Saving Fund Account. The balance will be either retained in the Saving Fund Account or invested in term deposits for periods exceeding 06 months. The Reserve Fund, together with the amount likely to become available as income over expenditure for the year, shall be suitably invested in long term deposits, government securities and public sector debentures/deposits in accordance with the policies laid down by the Board of Governors from time to time.

13.27 Accumulations in the CPF, GPF and pension fund will be invested separately in accordance with the policy laid down by the society from time to time.

13.28 The Fixed Deposit Receipts shall be kept in the custody of the Registrar in a steel safe embedded into a wall or a floor of his office. A summary of the deposits so made shall be available with the Principal for his information and with the Accountant for timely crediting of interest/reinvestment.

13.29 If the Principal considers it so advisable, these FDRs may be kept in the safe custody of the bank, with specific instructions regarding timely transfer of interest into the school account. In all such cases, however, the receipt/acknowledgement issued by the bank will be kept in safe custody of the Registrar.

13.30 Sainik School shall maintain accounts with the nationalized banks only.

13.31 Separate account will be maintained for each ancillary activity.

13.32 All school accounts will be operated jointly by the Principal and the Registrar.

13.33 Bank Statements in respect of all the accounts shall be obtained every month, and bank reconciliation statements prepared to keep track of cheques received but not credited or issued but not debited to the account. These bank reconciliation statement shall be put up to the Principal for his scrutiny and countersignatures by the 10<sup>th</sup> day of each month.

## **CASH LIMITS AND SAFE CUSTODY OF CASH**

13.34 No school will ordinarily hold cash in excess of Rs.5,000/- at the close of any day. This cash holding will, however, be over and above the cash held by the commercial institutes or by individuals maintaining imprest advances. Where some unforeseen receipts after bank hours or on bank holidays increase this cash holding, the school will take the following steps, to avoid any heavy loss by theft/fire or by a natural calamity:-

- (a) The safe will be insured for Rs.10,000/-
- (b) If the amount in the safe exceeds Rs.10,000/- additional guards will be provided and the night rounds by the security incharge suitably increased for the duration.
- (c) The excess cash amount shall be deposited in the Bank the next working day and for this purpose, the school vehicle will be suitably escorted.

13.35 Where there is no branch or extension of a Bank on the school premises, the Accountant or one of the Accounts Clerks functioning as cashier may be authorised to carry cash from the school to the Bank. An appropriate cash in transit insurance and a fidelity insurance for Rs.10,000/- will, however, be taken for such individuals. The person carrying cash will invariably be accompanied by one or more persons detailed by the Registrar as escorts.

## **PREPARATION OF BUDGET**

13.36 The accounting year for a Sainik School shall be from 01 May to 30 April.

13.37 Budget estimates for every financial year shall be prepared in advance and placed before the L.B.A. for their recommendations by the 10<sup>th</sup> March every year. The Accountant will obtain the anticipated requirements of various sections and departments before preparing the budget for the ensuing year. He will also take into account the actuals for the previous year and the current year while preparing approximate budget estimates for the next year.

13.38 The Registrar will carefully get the requirements of different sections in consultation with the Headmaster and the Heads of various sections. After suitably pruning the demands, he will prepare tentative estimates with the assistance of the Accountant and give them final shape under the directions of the Principal.

13.39 A specimen budget giving the approved budget heads is given at appendix 'L' to this Manual.

## **BUDGETARY CHECKS**

13.40 For periodic scrutiny of the expenditure incurred, the Registrar will get the state of funds at the end of each month worked out by the 10<sup>th</sup> of the month following.

13.41 Where it is considered necessary to limit the expenditure under a particular head, the principal will promptly impose suitable restrictions and checks and closely watch each item of expenditure incurred under the budget head thereafter.

13.42 Re-appropriation of the budget, necessitated by circumstances that could not have been properly anticipated, will be carried out as and when the L.B.A. meets after September/October. More than one reappropriation in a financial year, however, will be indicative of poor anticipation or lack of financial control.

### **ACCOUNTING SYSTEM**

13.43 The school account will be maintained in double entry system, subject to the proviso that separate accounts will also be maintained for each of the ancillary activities to assess their economic viability at the end of the year. Income and expenditure account for the school will be prepared at the end of every financial year, together with profit and loss accounts for each of the ancillary activities.

### **ACCOUNTING DOCUMENTS**

13.44 Lists of registers and accounting documents, auditable or otherwise are given at Appendix 'M' to this Manual.

### **CASH BOOKS**

13.45 In each cash book brought into use, the pages will be serially numbered. A certificate will be given on the opening page of the cash book as per specimen given below:-

“Certified that this cash book was brought into use on \_\_\_\_\_ and that it contains \_\_\_\_\_ pages serially numbered and initialed”.

The cashbooks will be neatly and accurately maintained in ink, with entries numbered and updated daily. Each entry in the cashbook will be initialled daily by the Registrar, and the cash in hand statement will be prepared separately for each of the cashbooks to tally the cash in hand. The cashbook will be periodically checked by the Principal and entries pertaining to these surprise checks made and dated. At the end of every month each cash book will be closed and details of sundry debtors and sundry creditors shown on the page used last.

13.46 Erasing any of the entries with ink remover or with rubber eraser is strictly prohibited. Where an entry has to be corrected, the amount written incorrectly shall be scored out and the correct amount re-written above the wrong entry. The correction will be initialled by the Registrar. This provision will be applicable to all auditable documents.

13.47 To properly delineate the closing entries in the cash book, lines single and double will be drawn in red ink at the same level on both receipt and payment sides. The totals for receipts and payments will be shown in the 1<sup>st</sup> column. The cash in Hand/Bank and the debit balance, if any, will be shown in the column below it. The grand totals for both the sides will be written below the cash in Hand/Bank entry.

## **LEDGERIZATION OF ENTRIES**

13.48 Accounts will be updated regularly and continuously. All entries made in the cashbook and in subsidiary books during a month will be ledgerised under the over all supervision of the Accountant by the 10<sup>th</sup> day of the month following. The accountant will ensure that the accounts under different heads are so tallied as to reconcile them correctly to paise.

13.49 The trial balance will be prepared quarterly to eliminate any possibility of errors being carried forward. The state of funds will be worked out carefully every month and put up to the principal by the 10<sup>th</sup> of the month following to facilitate budgetary checks by him. This state of funds must clearly show the expenditure committed and the unexpended balance available.

## **SALARIES REGISTER**

13.50 Salaries will be disbursed through salary registers maintained separately for the teaching staff, the administrative staff and the general employees.

13.51 To enable the accountant to prepare details of salaries to be disbursed, the following information will be furnished to him by respective heads of Branches/sections by the 25<sup>th</sup> of each month:-

- (a) New appointments, if made during the month, with pay scales and allowance granted.
- (b) Resignations accepted/terminations ordered with specific orders regarding recoveries to be made and the dates from which the resignations/terminations are to be effective.
- (c) Increments sanctioned/stopped during the month.
- (d) Confirmation approved, with specific orders regarding provident fund deductions, if any.
- (e) Penal deduction/fines imposed.
- (f) Leave without pay sanctioned during the month.
- (g) Bills in respect of payment issue items.
- (h) Recoveries to be made in respect of electricity, water , cinema, rent, income tax, provident fund advances drawn, etc.

13.52 The salary details will be made available to the members of staff for scrutiny by the last day of the month. Where pay is to be remitted directly to the bank accounts of the employees, the members of the staff will be required to sign the salary register/pay rolls at least one day prior to the expected date of disbursement. The signature will be appended by them over revenue stamps.

## **PROVIDENT FUND ACCOUNT**

13.53 Provident Fund account will be maintained separately in respect of each confirmed member of the school staff. Rule governing the provident fund are given separately.

## **SCHOLARSHIPS AND FEES**

13.54 Bills in respect of payments to be made by the parents will be issued out by the middle of April. Remittances can be received without fine till the 10<sup>th</sup> of May but fine thereafter till 30<sup>th</sup> of June. In case fees are paid by the parents on term basis remittances shall be payable by the 10<sup>th</sup> of the month/previous to the term concerned.

13.55 Bills in respect of scholarships payable by the Ministry of Defence/Education, State Govts, and by the Union Territories will be forwarded to the concerned scholarship sanctioning authorities by the 15<sup>th</sup> of May. Such bills in respect of students to be admitted in class VI, or to be re-admitted in class XI after their secondary school examination results, will be submitted separately by the 31<sup>st</sup> July at the latest. The Govts concerned will be liable to pay the scholarships in advance. Where the state govts delay such payments, the Principal may require the parents to deposit the amount in advance on monthly basis with the provision that the amount so deposited will be refunded to the parents as and when the scholarship is sanctioned and received.

13.56 In case fees are not paid by the guardians/parents in respect of their children, the Principal shall have the discretion, depending upon the merits of each case, to order withdrawal of the child of the defaulting parent and deduct the school dues from the caution money or to send a notice to the parent/guardian concerned for payment of school dues with late fee by a date stipulated in such notices.

## **PROCESSING OF BILLS FOR PASS ACTION**

13.57 Each bill, will be examined carefully for the following before it is passed for payment or for adjustment against advance drawn:-

- (a) The bill is prepared in ink or in copying pencil and is duly signed.
- (b) Purchase of items listed in the bill has been sanctioned already.
- (c) The rate charged is as per the quotations approved or as per the rate contract entered into for the whole year.
- (d) The discount agreed upon, or normally allowed to educational institutions, is deducted from the base value before charging sales tax etc.
- (e) The bill is arithmetically correct and does not contain any over writing or erasures except these made and initialled by the proprietor.
- (f) A certificate is enclosed by the store holder on the reverse of the bill to confirm that the items listed in the bill have been correctly received and taken on ledger charge at pages mentioned against each item in the receipt voucher as also on the bill. The certificate will be signed by the store holder and countersigned by the Headmaster or the Registrar with his seal of Office, depending upon who is responsible for checking and initialing the entries made in the ledgers.
- (g) The head of account to which the expenditure is to be debited is indicated correctly by the Accountant.

13.58 The bill, duly checked by the accountant, will be recommended by the Headmaster or Registrar before they are put up to the Principal for Payment orders.

## **PAYMENTS**

13.59 As far as possible, no advance payments shall be agreed to or authorised by the Principal. All credit bills will normally be paid by "Account Payee" cheques only. However, if the Govt Departments, corporations, sole selling agents, reputed dealers, or wholesalers marketing the items at highly competitive rates, are not prepared to accept cheques because of the delays in clearance, crossed demand drafts may also be issued. Transactions involved cash payments exceeding Rs.2,000/- and all advance payments made in exceptional circumstances will be explained to the L.B.A. for their ex-post-facto approval, who after consideration shall issue such directions, as considered appropriate in each case. All cases of advance payments exceeding Rs.5,000/- in value shall be reported to the Honorary Secretary seeking approval.

13.60 Before making out a cheque, or writing to the bankers for issue of a demand draft, the accountant will ascertain that payment orders have been endorsed by the Principal. He will also prominently deface the bill by putting a rubber stamp "(Paid)" to avoid duplicate payment. The cheques or the requests for issue of demand drafts will be signed by the Registrar and thereafter by the Principal after another scrutiny of bills and other papers attached to them. Both the Registrar and the Principal will, in either case, carefully check the amounts payable and the particulars of the payee.

13.61 All crossed drafts, and out station account payee cheques for amounts exceeding Rs.1,000/- shall normally be sent under registered cover. Where a major business centre is close by, and the school vehicles or the school employees concerned keep visiting the city frequently for transacting official business, these cheques/drafts may be delivered through the cheque delivery register to save on postage. Bills of the local firms and of the school contractors will normally be paid by the Account Payee cheques only.

13.62 Receipts for all cheques/drafts will be watched by the accounts section.

13.63 In case the purchases made on cash payment out of the advances held by the chairman or members of Local Purchase Committees, the bills will be properly receipted. They will also bear the endorsement 'Paid by me' duly signed by the person responsible for accounting of the money advanced to him.

13.64 All payments will be accurately and promptly entered in the cash book. They will be initialled by the Registrar regularly, at the end of each day.

## **RECEIPTS**

13.65 Payments will be received only by the accounts section and in one of the following forms:-

- (a) Cash subject to the provision that large sums will normally be deposited by the parties concerned directly in the bank and the counterfoil (bank receipt) submitted to the school for their records.
- (b) Money orders/cheques/drafts/postal orders, subject to the provision that payment of fees and other charges payable by parents will not be accepted

by cheques and that no outstation cheque will be accepted for amounts less than Rs.100/- and without realisation charges payable to the bank.

13.66 No payments in cash will be received through students normally. All payment will be given proper printed receipts, which will be serially numbered, with a carbon copy retained in the receipt book. These receipts will be signed by the cashier and initialled by the Registrar while he is tallying them with the corresponding entries made in the cashbook.

13.67 Where payments are received by money orders, cheques, drafts or postal orders, these will be first of all noted in the money order/cheque register serially. The money order forms will be put up for the signatures of the Registrar together with this Register. When the Registrar is absent from office the money orders may be signed by the Accountant with initials on the corresponding entries made in the register.

13.68 The Cashier or the Accountant will make a separate entry in the cash book in respect of all cash receipts entries in respect of sale proceeds from prospectus and entrance examination fee may be clubbed together to enter total receipts on a particular day. Such entries will be supported by the totals on the money order/postal order register.

### **PREPARATION OF ACCOUNTS AND AUDIT**

13.69 Soon after the close of a financial year, the following action will be taken by the Accountant to prepare accounts for audit:-

- (a) Statements showing the stock in hand as on 30 April and countersigned by the heads of the concerned sections will be obtained from all stockholders who will also be expected to submit such statements to the Accountant.
- (b) All cash book entries, both on receipt and payment side will be re-checked with the supporting documents.
- (c) Postings in the subsidiary ledgers and registers will be completed, tallied and cross checked to detect and correct any possible errors or omissions.
- (d) Proceedings of stock verification-cum-condemnation boards will be processed for orders and for completion of necessary follow up action.

13.70 After the final trial balance for the year has been struck, the income and expenditure account (profit and loss account in respect of commercial institutes) will be prepared together with the balance sheet. These should be ready by the 15<sup>th</sup> of May, for audit to commence and finish during the summer vacation itself.

13.71 Where arrangements have been made for concurrent audit, similar action in summary form will also be completed before the commencement of each school break.

### **AUDIT AND AUDIT OBJECTIONS**

13.72 The accounts of the school shall be audited by Controller General of Defence Accounts (CGDA). The Accountant General of the State may also carry out audit of certain accounts who will be given full co-operation and assistance by the Sainik School

Administration in the satisfactory discharge of their duties. Audit reports together with the following documents will be forwarded to the Honorary Secretary, Sainik Schools Society, as soon as they are received:-

- (a) Income and expenditure/profit and loss accounts.
- (b) Balance sheet as on 30<sup>th</sup> April.
- (c) The Principal's comments on each of the audit objections, if any.

13.73 A copy of the Audit Report will be forwarded to the Chairman, L.B.A. The report will be considered by the L.B.A. at the first meeting held after the receipt of the audit report.

13.74 While processing the audit objections for detailed comments, the Principal will give suitable explanation and justification, if any, for each instance of departure from the established practice or rule, where reasons for departure have been specifically brought to the notice of the L.B.A. relevant extracts from the minutes of the meeting and the decision will also be quoted. The L.B.A. will, however, have no authority to relax the substantive rules on each subject matter framed by the Board of Governors, unless to cover any local conditions they have been specifically authorised to do.

### **EQUIPMENT AND STORES**

13.75 Initial provision of all equipment required in a Sainik School will be the responsibility of the concerned State Govt. For all initial purchases of equipment, therefore, the school will project its requirement to the concerned State Govt to obtain grant-in-aid specifically for the purpose. In urgent cases, however, the L.B.A. may, as a temporary measure, cater for these requirements in the normal annual budget.

### **PROCUREMENT PROCEDURE**

13.76 Subject to the budgetary allocations, the Principal is empowered to sanction purchases of equipment or stores required for use in school.

13.77 The procedure to be adopted normally for procurement of equipments and stores will be as under:-

- (a)(i) Tenders will be invited annually if the transaction exceeds Rs.25,000/- for regular supply of items like vegetables, fruits, meat, milk etc and will ask for item wise rates both in the school premises and / or the premises of the tenderers. The advertisement will be published in two or three dailies including one with all India circulation. The tender papers, giving detailed specifications, normally daily requirements, and the terms and conditions governing the contract, will be supplied on payment of prescribed fee. The last date(s) fixed for submission of tenders for opening of sealed tenders will also be indicated in the papers. The tender received will be opened, at the date and time fixed for the purpose, by a committee duly constituted by the Principal with the Headmaster or Registrar as the Chairman of such a tender committee as the case may be and in the presence of the tenderers who may wish to be present at that time.

- (ii) The committee will get sealed tenders examined by all interested persons present to ensure that the same have not been opened before the stipulated date and time. Each tender will be opened and the rates quoted there in read out together with the special terms offered, if any. The signatures of the persons present will be obtained on the certificate reading “It is certified that seals of all tenders received were intact and that the tenders were opened in our presence and rates quoted there in were read out to us.”
- (iii) The tender opening committee will then prepare a comparative statement and frame its recommendations for acceptance of the tenders considered most economical to the school.
- (iv) Where the rates quoted are much higher than the prevailing market rates or the existing contract rates, the committee may negotiate with the tenderers or recommend re-tendering of the contract. Negotiations, however, will be carried out by the committee in the presence of the Registrar or the Headmaster, one of whom will be the chairman of the Negotiating Committee. As far as possible, the Principal will not involve himself by becoming a Chairman of any Negotiation/Tender/Purchase Committee. This is necessary because he has to act as the approving authority for actions/recommendations of such committee.
- (v) The committee’s recommendations, together with the comments of the Registrar or of the Headmaster, will be put up to the Principal for his final approval. If the Principal feels that the rates tendered are not economical to the school, he may order further negotiations or a repetition of the advertisement for inviting fresh tenders. Or in consultation with the Chairman, L.B.A, resort to Limited Tender system by addressing Tender inquiry to prominent firms of suppliers / manufacturers in the trade subject to the condition that the value of such items does not exceed the ceiling limit of Rs.25,000/- annually and individually category wise like food items, clothing, toiletries, etc.
- (vi) Soon after the tender have been accepted, a contract agreement will be drawn up and signed by the contractor as one party and the Principal as the other. A specimen contract deed is given at Appendix ‘N’ to this Manual.
- (vii) Where no persons have been employed for services like tailoring, washing, dry-cleaning, hairdressing, etc., contracts may be entered into for rendering these services also, as considered convenient and economical.

### **RATE CONTRACT**

- (b) (i) For purchases to be made on as required basis through out a year, the Principal may enter into rate contracts. He may also purchase stores through the DGS&D. Such rate contracts may be advisable for procurement of sports goods, chemicals, textbooks, library books, clothing and linen, footwear, paints, building material, etc. Before entering into any rate contracts, enquiries will be addressed to reputed firms, and the most beneficial terms will be accepted. A yard stick for the purpose can be the trade discount offered over the recommended retail prices or the dealer’s prices as well as the comparative net price most favourable to the purchaser.

- (ii) No such rate contracts will be necessary for short supply items and for items purchased from a Govt or Semi-Govt departments and from manufacturers of national repute or their sole selling agents/authorised distributors.

### **LIMITED TENDERS**

- (c) (i) Where there are no contractors or rate contracts drawn for certain items, the items may be purchased through quotations.
- (ii) For purchases involving an expenditure of Rs.4,000/- to Rs.25,000/- in a single transaction, the school shall address inquiries in writing to atleast three manufacturers or specialized dealers/wholesalers registered for the purpose. Making allowance for postal delays, at least 15 days shall be allowed for the quotations to be submitted. The sealed quotations will, thereafter be opened by a committee. The prospective users will be present to comment on quality durability of the items offered.
- (iii) The Principal will normally accept the recommendations of the committee, which will be duly, endorsed by the Headmaster or the Registrar for his consideration and orders. He will consider both quality and rate quoted while endorsing his approval. If he is not satisfied with either, he may order issue of fresh enquiry or approve local purchase of the items from a nearby business center.

### **LOCAL PURCHASES AND EMERGENT REQUIREMENTS**

- (d) (i) Local Purchases will be resorted to for emergent requirements only and therefore adopted exceptionally.
- (ii) For local purchases involving an expenditure of Rs.2,000/- in one transaction, or Rs.400/- on one item, no sealed quotations would be necessary. The local purchase committee will, all the same, be obliged to ensure that the items are purchased at the lowest competitive rates and for this purchase carry out a quick market survey to ascertain the market price.

For local purchases exceeding Rs.2,000/- but not exceeding Rs.4,000/- in one transaction, the purchase committee will visit the market and obtain quotations in writing on proforma carried by them or on printed letter heads of at least 3 firms of repute before actually purchasing the items required.

Note:- The term “one transaction” for the purposes of this rule shall imply transaction by a purchase committee on one day. This cannot be of repetitive nature because such a purchase is intended to be of emergent nature to tide over immediate difficulties.

- (iii) As far as possible, local purchases will also be made on credit on the authority of a letter/supply order issued by the school but addressed and handed over to the firm personally by the members of the Local Purchase Committee specifically authorised to do so. The above provisions governing local purchases and procurements

will not apply to the stores brought from the CSD Canteen, the cooperate stores the super bazaar, or the Govt approved fairprice shops.

(e) The senior most member of the purchase committee shall be responsible to render the account to the Accountant and return the balance amount together with the receipted bills in case any cash payment has been made within 24 hours of the time of purchase. All the members of purchase committee will sign such statement of accounts. The stores purchased will also be accounted for and the statement signed by the stockholder. The Accountant will scrutinize and obtain signatures of Registrar before the transaction is treated as having been completed.

### **ACCOUNTING OF STORES**

13.78 All stores accounts are auditable, like supporting documents of cash accounts. The store holders will maintain separate ledgers in respect of expendable and non-expendable stores. Expendable stores will be charged off regularly every month on the basis of jobs undertaken. In the case of laboratories the stores written off would depend on the experiments completed and the number of students in different classes/practical groups.

13.79 Ledgers, and the vouchers prepared in support of the entries made there in will be readily available at all time for any surprise check. The receipt / issue / loan / sale / condemnation vouchers will be signed by the store holders. They will be counter signed by the Registrar or the Headmaster after they have initialled the corresponding entries in the ledgers.

13.80 For stores issued/received on loan from other store holders, separate loan vouchers and loan ledgers will be maintained by each section/department to facilitate verification/cross check. The loan issue vouchers shall be renewed at least once a year, just before stock taking cum condemnation board meets.

13.81 The store holders will ensure that all stores held by them are properly laid out at all times, with updated bin cards showing the stock in hand. Where stores are spread out in dormitories/offices/residential quarters, the loan issue register and the renewed inventories (prepared building/room wise) will be readily available with them for scrutiny.

13.82 Item condemned as unserviceable or declared obsolete will be charged off from the concerned ledgers but after they have been destroyed or brought on charge in the salvage ledgers for sale as scrap under authority of the Principal or Headmaster/Registrar as the case may be.

### **PHYSICAL VERIFICATION CUM CONDEMNATION**

13.83 A hundred percent physical verification of all stores will be carried out every year so as to get a true picture of the store held on the 30<sup>th</sup> April.

13.84 The store holders will complete their ledgers normally by the 25<sup>th</sup> April and prepare them for stock taking. They will get the loan vouchers renewed and update their loan ledgers, ensuring that loan ledgers are also maintained by the sub-stock holders.

They will draw lines in red ink, for stock verification entries by the stock taking boards, they will also prepare detailed, ledger wise lists of stores held by them, as per specimen given at Appendix 'O' to this manual. The stores to be presented for condemnation will be laid out separately for survey by the board.

13.85 After carrying out a physical verification of the stores including those spread out or issued on loan, the stock taking board will enter the stock verified between red lines drawn on the ledger for the purpose. They will meticulously record all deficiencies and surpluses, in the lists prepared as also in the ledger. They will also comment on the condition of stores held, by recording tick marks suitably under the columns serviceable, repairable or unserviceable made in the lists prepared.

13.86 The reports of the stock-taking-cum-condemnation board will be submitted as per the form given at Appx 'P' to this manual, by the 8<sup>th</sup> of May at the latest.

13.87 Depending upon the report of the board, deficiency will be paid for by the store holders/user and charged off. Surpluses, if any, will be regularized by bringing the items on ledger charge through fresh receipt vouchers.

13.88 Where the school is still in session and transactions can not be stopped before 25<sup>th</sup> April to prepare the ledgers for stock taking the stock taking may be carried out from 1<sup>st</sup> to 5<sup>th</sup> May and for this purpose the Principal will issue a written order accordingly.

### **LOSSES AND THEIR REGULARISATION**

13.89 All losses of school property, particularly those caused by neglect, fraud or theft, will be viewed as serious lapses on the part of the store holders, users. A court of enquiry will be ordered to investigate the circumstances leading to each such loss and to fix responsibility. Besides the disciplinary action deemed suitable and adequate, penal deductions may be imposed in each case to recover the appreciated, depreciated value of the item lost together with the expenditure likely to be incurred on procuring its replacement. All cases of fraud or theft will be reported to the police as well as to the Chairman, LBA and Honorary Secretary.

13.90 Individuals losing library books issued to them will be liable to pay appreciated value of each books with 20% of it as penalty.

13.91 All losses, and the action taken to avoid their recurrence, will be brought to the notice of the LBA, who will consider the court of enquiry report if already received and give such directions as deemed fit.

13.92 After losses have been made good by recovering the cost, or processed suitably for regularisation orders, the concerned store holder will prepare a proper voucher to write off the items lost.

13.93 In case of loss by theft, fraud or fire, the court of enquiry will give its recommendations for plugging the loop-holes, if any, to avoid recurrence of such cases in future, together with its finding, which will fix the responsibility individually as well as apportion the blame to different individuals, if more than one person is blame worthy.

13.94 All cases of losses of stores and money have to be reported immediately to the Chairman, L.B.A. as well as the Honorary Secretary, Sainik Schools Society, and while rendering such a report, the estimated loss should be indicated pending receipt of enquiry report.

### **POWERS TO WRITE OFF LOSSES**

13.95 Powers to write off losses to various authorities will be as under:-

<u>Competent Authority</u>	<u>Losses not due to theft, fraud or in each individual case</u>	<u>Losses due to theft, fraud or neglect in each individual case</u>
Principal	Rs.500/- and below	Rs.100/- and below
L.B.A.	Rs.1,000/- and below	Rs.200/- and below
Board of Governors	All cases above Rs.1,000/-	All cases above Rs.200/-

It is obligatory to hold a court of inquiry in all cases of theft and fraud where the amount involved exceeds Rs.200/-. A case should also be registered with the local police immediately. A court of inquiry will be necessary in all cases of normal losses exceeding Rs.2,000/-

### **BREAKAGES AND DISPOSAL OF CONDEMNED STORES**

13.96 Some breakage of crockery in the mess and of glassware in the laboratories is normal. To keep such breakages within permissible limits, however the store holders will maintain breakages register. Every breakage will be promptly entered in this register, together with the name of the student/employee responsible for it. Whenever it is felt that the breakage has been caused willfully or by neglect, the person responsible for it will be suitably penalized. Where breakages caused by negligence are repeated, higher penalties may also be imposed as decided by the Principal.

13.97 The normal breakages will be written off periodically through condemnation action under the orders of the heads of section, which will require to be duly endorsed by the Principal. Similar action will be taken in respect of items broken by neglect and paid for. The broken/condemned stores will be destroyed by burning/or transferred to the salvage stores ledger, on the authority of condemnation vouchers duly supported by the proceedings of the condemnation board.

### **SALE OF STORES**

13.98 As a welfare measure, the school may sell to the members of staff and to the students, items purchased in bulk at rates lower than the prevailing market rates subject to their being surplus to the requirements of the school. All such sales, however, will be subject to rules and procedures laid down for the purpose. The school shall levy handling

charges @ 5% so as to recover all incidental expenses and to avoid any loss because of incorrect and repeated weighing during sale in retail.

13.99 For sale of items produced in the school farm, orchard, dairy farm, piggery, bakery etc, which are considered surplus to the requirements, the school will fix the rates and the quantity permitted to be purchased by staff members and students subject to the condition that such purchases shall be made by the staff members and students for their own or families consumption and not for re-sale at a profit, which will attract the provision of conduct rules because such transaction shall be deemed to be a business transaction with the motive of earning profit. The rates fixed for grains and cereals will, however, in no case be lower than the procurement rates fixed by the government from time to time.

13.100 For major sales to outsiders, the school will invite tenders or obtain quotations in sealed cover. These tenders/quotations will be opened on a particular day, in the presence of a committee duly constituted for the purpose. The advice of local civil administration, where applicable, will also be taken before proceeding in the matter.

13.101 Where it is decided to dispose off stores by open auction the minimum reserve price will be decided and bids given by those who have arrived at a mutual understanding for collective bidding between themselves will be rejected. The Principal may, thereafter, find a suitable alternative method for selling the stores at the maximum competitive rates offered by the parties interested in the purchase. In case of doubt he may seek the help of local civil administration.

### **GENERAL**

13.102 The Principal will avoid financial dealings with his own relatives and with friends and relatives of the members of his staff and if such a situation arises, he shall report the circumstances of the case to Chairman, L.B.A and act according to directions received.

13.103 If for some special reasons this cannot be avoided the transactions will be brought to the notice of the L.B.A. for their information and covering approval.

## **CHAPTER – XIV**

### **SCHOOL MESS**

#### **GENERAL**

14.01 The up-keep of a mess and the quality of the food served in it, generally reflect the efficiency of the school administration. The mess is under the administrative control of the Registrar, who is assisted by the mess manager and the catering assistant. This is an important work area because Sainik Schools are residential public school institutions and an efficient mess providing whole some and nutritious food suitable to the palate of children for diverse walks of life is an essential service.

#### **DUTIES OF MESS MANAGER**

14.02 Duties of the mess manager include the following:-

- (a) He will be in overall charge of the mess and will ensure its smooth and efficient functioning. He will take over the mess complex (together with fittings, fixtures, furniture and other equipment) on proper voucher/inventories and ensure its proper maintenance. For timely action on repairs, replacements and maintenance, he will liaise with the quartermaster.
- (b) He will put up his requirements to the Registrar, normally allowing at least 15 days for their provisioning through the quartermaster's section.
- (c) He will maintain a record of items received in the mess and of items issued out and consumed daily. He will also work out the messing expenditure daily and put it up to the Registrar the next day, showing full details like the quantity demanded, the quantity received, the quantity utilized and the balance held, if any. Messing account books will be submitted to the Principal for his perusal at least twice in every month.
- (d) He will demand, inspect and receive all supplies as per detailed specifications given in the approved contract, reporting discrepancies noticed if any, in writing.
- (e) He will act as a Secretary of the mess committee and assist the Registrar in preparing the weekly bill of fare.
- (f) He will train and guide the staff under his control and supervise cooking/serving of meals.
- (g) He will exercise utmost economy and check the food left over to reduce wastage to the minimum.
- (h) He will take all possible measures to avoid any case of food poisoning.
- (j) He will be responsible for cleanliness and for perfect hygienic conditions in the mess, including kitchen, bakery, dinning room, pantries and the area surrounding the mess.
- (k) He will arrange special diet for sick boys, as per the prescriptions of the school medical officer.
- (l) He will maintain a record of attendance of mess staff and ensure that they are neatly dressed practice clean and hygienic methods and are medically fit to carry out their duties.

- (m) He will be the recommending authority for leave to employees placed under his command.
- (n) He will distribute work judiciously and equitably to the general employee placed under his command.
- (o) He will perform any other duty that may be assigned to him by the Principal or by the Registrar.

### **DUTIES OF CATERING ASSISTANT**

14.03 The Catering Assistant will assist the mess manager in all his duties and will function as in-charge of the school mess during the absence of mess manager. He will be particularly responsible for the following:-

- (a) Maintenance of stock books and messing documents.
- (b) Issue of ration stores to the cooks as per the menu and the number of dining members.
- (c) Supervision of cooking and inspection of preparation before they are served.
- (d) Cleanliness and proper lay out of stores and equipment in the kitchen, pantries, stores and the dining hall.
- (e) Discipline and turn-out of the mess staff.
- (f) Arranging monthly medical check up of the staff and maintaining a record of such medical inspections.
- (g) Not allowing any unauthorized persons to eat in the mess.
- (h) Carrying out any other duties assigned to him by school authorities.

### **DIET**

14.04 A model diet chart has been prepared on the recommendation of the ICMB, keeping in view the physical requirements of boys in the age group 10 –18, which is given under rule 14.05 of this chapter. It may not be possible at certain stations and during certain parts of the year to adhere strictly to this scale because of non-availability of certain items, or higher prices, etc. However, the Principals will ensure that the diet provided to the boys is balanced nutritive and adequate for their proper physical growth. The food served in the mess should be periodically examined by the S.M.O for assessing its calorific value and its adequacy for children of different age groups.

### **RECOMMENDED SCALE**

14.05 The diet scale suggested per boy per day is as under:-

Ingredients	Quantity
Rice	150 gms
Wheat Flour	200 gms
Pulses	40 gms
Milk (cows)	200 gms
Roots & Tubers	50 gms
Other vegetables	50 gms
Green leafy vegetables	100 gms
Citrous Fruit	One

Meat or fish or chicken	100 gms
Sugar	50 gms
Veg oil/Hydrogenated oil	40 gms
Butter	20 gms

14.06 It has also been suggested by the I.C.M.R that the quantity of cereals given may be slightly less for younger boys and little more for older boys. Moreover, vegetarians may be given cheese/or other vegetable proteins instead of mutton and eggs. Roughly calculated, 50 gms of cheese will be equal to 100 gms meat or chicken and 20 gms roasted groundnut seeds may be given instead of an egg. Quantity of cereals required for breakfast or for pudding should be found from within the wheat quota. In addition to the above, the students should be given requisite quantities of tea/coffee, salt, condiments spaces pickles, jams, marmalade, etc. Depending upon the local conditions and eating habits, each school shall have the discretion to adopt vegetarian or non-vegetarian or mixed diet, as considered convenient and suitable to the children. Expenses on firewood/kerosene/cooking gas/coal and matchsticks will also be taken into account while working out the cost of messing.

### **MENU**

14.07 Taking into account the diet chart and the monetary limits, weekly menus will be prepared by the Mess Manager in consultation with the Mess Committee and put up to the Registrar. The Registrar will approve them after careful scrutiny, ensuring that both the vegetarians and the non-vegetarians have been catered for adequately. The menu signed by the Registrar and countersigned by the Principal will be prominently displayed on a notice board in the mess, preferably near the entrance to the dining hall.

### **MESS COMMITTEE**

14.08 Every school will form a Mess Committee with representatives of students and of staff on it. The committee will meet on as required basis but at least once a month. The duties of the mess committee will be as under:-

- (a) To ensure that the food served in the Mess is wholesome, balanced and meets the requirements of the boys in different age groups.
- (b) To study the menu and to suggest changes, if any, considered necessary.
- (c) To discuss procurement problems, and to suggest alternatives that may be provided within the monetary limits without sacrificing quality, quantity or variety.
- (d) To investigate complaints in the preparation or distribution of food, if any.

### **PER CAPITA ALLOWANCE**

14.09 The per capita allowance for messing is fixed by the Board of Governors from time to time. The amount to be spent on diet cannot be reduced without the sanction of the Board of Governors.

## **PURCHAS OF RATION ITEMS**

14.10 Guiding principles for procurement of dry and fresh ration and other commodities required for the mess are given below:-

- (a) The following sources, in the order in which they figure, will be tapped as far as possible for bulk procurement:-
  - (i) School farm, garden, piggery, dairy, poultry etc.
  - (ii) CSD Canteen.
  - (iii) Govt agencies, co-operative stores/wholesale depots.

Note:- At times the prices in the Govt sponsored stores may be higher than those prevailing in the local market. In such cases, **the mess should buy its requirements from the sources that happen to be more economical, keeping in view the quality.**

14.11 Sainik Schools have also been permitted to buy dry ration at payment rates from the nearest services supply depots vide Govt of India, Ministry of Defence letter No.1030/Q/ST-6/7457/DO (S) dated 19 December 1977.

14.12 The products of the school farm, vegetable garden, dairy, piggery, poultry, etc should be sold to the Mess at contract rates or the lowest wholesale rates prevailing in the local market at that time. The sale procedures should be debited/credited by book adjustments under appropriate sub heads of accounts.

14.13 Wheat, rice, sugar, maida, tea, steam coke, pulses and other partly controlled items, shall, as far as possible be purchased from the services supply depots or from State Govts and District supplies officers.

14.14 All stores and commodities purchased should be taken on ledger charge and properly accounted for by the Quartermaster and thereafter by the Mess Manager.

14.15 It is necessary to keep adequate 'reserve stocks' of dry ration. However, over provisioning, particularly of perishable items, should be carefully avoided to eliminate loss by damage or deterioration in its nutritive value.

## **RESPONSIBILITY OF THE REGISTRAR TOWARDS THE MESS**

14.16 Although the mess manager is directly responsible for efficiently running the Mess, the overall responsibility is that of the Registrar. His duties, therefore, would include:-

- (a) To ensure that messing expenditure remains within the budget allotted.
- (b) To approve fresh and dry ration demands put up by the Mess Manager.
- (c) To ensure that the fresh and dry rations supplied by the contractors are at least of specified quality. He will carry out a surprise check of the ration supplied at least twice a week.
- (d) To inspect the mess at least twice a week to ensure a very high standard of cleanliness, to check on the arrangements for cooking, to ensure that the quality of preparations is good and to see that service during the meals is prompt.

- (e) To inspect the mess stores at least once a fortnight.
- (f) To ensure that the S.M.O. carries out the sanitary rounds of the mess at least once a week and that his recommendations are submitted to the Principal for his information and orders.
- (g) To ensure that the mess staff are properly turned out and that all those handling food at various stages of preparation or service are medically fit.
- (h) To ensure that the mess staff are aware of their duties and responsibilities.
- (j) To preside over the Mess Committee Meetings and to sign the weekly menus.
- (k) To ensure that in the beginning of summer and winter vacations, a 100% physical check of mess stores is carried out for writing off the breakages and for regularization of minor losses.

## CHAPTER – XV

### LAND AND BUILDINGS ANCILLARY AND WELFARE ACTIVITIES

#### LAND AND BUILDINGS

15.01 Every Sainik School ideally needs about 250 acres of land to cater for adequate play grounds, farms etc, as its optimum requirement but in certain States/areas where land is scarce a reduction could be accepted.

15.02 The Government of the sponsoring states has to provide land and buildings, and meet the initial cost of all the equipments, for setting up the school. The infrastructure provided should include the following:-

- (a) An administrative block.
- (b) Academic blocks including laboratories, classrooms, workshops, library, examination hall, lavatory blocks and storage space for different types of QM/NCC/Academic stores.
- (c) Dormitories, mess halls and kitchen.
- (d) Indoor games hall cum gymnasium.
- (e) Residential accommodation for all members of staff.
- (f) Auditorium, infirmary, shopping, complex, bakery, guesthouse, swimming pool and accommodation for the primary school.
- (g) Land and buildings for farm, piggery, poultry, fishery, dairy farm, dhobi ghat, post office, bank etc.
- (h) Extensive playground.

15.03 In addition to the land, buildings and equipments, the State Government will provide the motor vehicles as indicated in rule 17.01 of Chapter XVII here after. They will also provide grant-in-aid required subsequently for making up the initial deficiencies or for major replacements and additional equipment required for further expansion of the school.

#### MAINTENANCE OF SCHOOL BUILDINGS/ROADS

15.04 It will be the responsibility of the State Govt to arrange maintenance of buildings, roads, and other installations either through release of funds direct to school or through inclusion of such works in the maintenance list of the respective public works departments (PWD) under advice to Sainik School concerned. The Principals will take up this question with the State Governments concerned and evolve workable arrangements.

15.05 Where a State Govt agrees to release grant-in-aid for maintenance directly to the school, the requirements will be projected to the State Govt on PWD norms, fixed on the basis of a percentage of the cost of buildings. Cases for special maintenance grants, if any, will be taken up with the State Govts as and when required.

15.06 To ensure that the school buildings and the campus are properly maintained, the Principals may carryout urgent functional repairs out of miscellaneous income with the approval of the Local Board of Administration.

## **RENT RECOVERY – DISPOSAL**

15.07 Rent recovered from bank, post office, contractors etc (after payment of local taxes likely the House Tax etc) will be utilised for the upkeep of the campus in case depositing of it in the Govt account is not insisted upon by the State Govt. A separate account will, however, be maintained for receipts and expenditure of this nature for scrutiny by the audit party.

## **AGREEMENT BETWEEN STATE GOVT AND THE SAINIK SCHOOLS**

15.08 The land, buildings and equipments provided by the State Govt for the establishment of a Sainik School will be taken over by the Sainik Schools Society but only after all the phases of the project have been completed. An agreement, vesting in the Sainik School's Society the right to immovable property provided for the Sainik School, will be executed by the State Govt and the Sainik Schools Society. The Principal will obtain the approval of the Board of Governors before signing such an agreement on behalf of the Sainik School's Society.

## **CHAPTER XVI**

### **ANCILLARY ACTIVITIES AND WELFARE**

#### **FARM AGRICULTURE POULTRY, PIGGERY, FISHERY ETC**

16.01 Where some land suitable for cultivation is surplus to the school's requirements, the Principal may utilise it for creating sources of additional income. He may set up an orchard, and agricultural farm, a dairy farm, a poultry farm, a piggery and /or a fishery. The produce from these farms as well as kitchen gardens grown by employing school labour and funds would be supplied to the school mess on payment, and separate accounts maintained for each enterprise to keep a watch on its profitability. Net profits from all these enterprises will be treated as miscellaneous income.

#### **CSD AND CO-OPERATIVE CANTEENS CUM RATION SHOPS**

16.02 The two enterprises can be run in Sainik Schools as profitable ventures. All these ventures however will be started with the concurrence of the L.B.A. and in no case will any of them continue to be run at loss or on no profit no loss basis.

16.03 Only NCC officers, personnel of para military forces functioning under the operational control of the Army, personnel of GREF, embodied Territorial Army personnel ex-servicemen and widows in receipt of pension from Defence service estimates are entitled to buy items from C.S.D. canteen opened in Sainik Schools. All boys studying in Sainik Schools, and all employees of the school are permitted to purchase their requirements, except liquor, beer, and imported/specially allocated items.

16.04 Ration shops may be run on the same lines as cooperative stores, with the members of staff/students holding shares in the pooled capital.

16.05 The Sainik Schools running the above enterprises will take fidelity guarantee policies in respect of each of the stockholders or those handling stores. The values of the policies would be decided by the L.B.A. and the premium paid out of the profits of the respective enterprises.

#### **ESTATE MANAGER/CARE TAKER**

16.06 Where farms are big enough to assure a substantial income, the school may appoint a full time Estate Manager whose pay and allowances will be debited to the farm account and not to the school funds. The Estate Manager so appointed will, however, be required to look after the entire school estate, including maintenance of school buildings, agriculture, dairy farm, poultry, piggery etc. In addition he may be required to impart instruction to boys in socially useful productive works (SUPW) like agriculture, horticulture and epiculture. Where income from the estate and allied enterprises is not enough to justify appointment of an Estate Manager, the school will manage with a regular employee of the school who will be appointed as care-taker and may be given remuneration commensurate with his additional responsibility, subject to the maximum not exceeding 20% of his basic pay. It will, however, be ensured that the job assigned to such an employee does not infringe upon his regular duties.

## **NURSERY AND PRIMARY SCHOOLS**

16.07 The need to establish and run a Nursery or Primary school in the campus of a Sainik School has been accepted by the Board of Governors. The school shall be meant primarily for the children of the staff. Children of other residents of the town may be admitted where it is possible and/or necessary for economic viability of such an enterprise since these schools are meant primarily for the children of the staff, they will be organised as day scholars only. The fees payable shall be so fixed as to meet the running expenses of the school. The Nursery / Primary Schools would be provided with free accommodation, furniture, water and electricity. No other facility shall be made available to these schools at the expense of the Sainik School. The Principal may initially cater for a grant-in-aid of Rs.5,000/- per year, debit to the welfare fund. He should also approach the State Govt for obtaining grants for purchase of educational equipment. A separate account shall be maintained of all receipts and expenditure of these schools. The appointments of teachers and their remuneration etc will invariably be intimated to the L.B.A. for their covering approval. The appointments made in these schools will not confer on the appointees any of the rights or privileges available to the employees of the Sainik Schools.

## **WELFARE FUND**

16.08 Sainik Schools are prohibited from setting up any type of fund other than welfare fund. The welfare fund is controlled by a committee. The committee consists of the Principal, the Headmaster, the Registrar and 4 members of staff nominated to the committee in rotation every year. For sources of income, 10% of the net profits accruing from the primary school, the canteen, the farm and the cinema will be transferred to the Welfare Fund.

16.09 Subject to availability of money and specific decisions of the welfare committee, the welfare fund may be utilized for:-

- (a) Celebration of festivals.
- (b) Sanction of grants on compassionate grounds to the family in case of the death of a member of staff.
- (c) Giving aid/subsidy to the staff recreation clubs, which might have been set up on contributory membership basis.
- (d) Paying fee subsidy in respect of the general employee's children studying in the primary school.
- (e) Other purposes that may be accepted by the Welfare Committee as activities in the general interest of the school community.
- (f) Granting temporary loans to the genuinely needy members of the staff on interest @ 10% per annum which will be credited to the Fund.

16.10 The affairs of this welfare measure will be managed by the welfare committee itself without any remunerations.

## **L.B.A.'S APPROVAL**

16.11 The L.B.A will be apprised of the functioning of all ancillary activities as well as utilisation of the welfare fund. Problems concerning utilisation of the welfare fund, if there are any, shall be referred to the L.B.A for consideration and directions, which shall be followed.

## CHAPTER – XVII

### MISCELLANEOUS

#### SCHOOL VEHICLES

17.01 The vehicles complement of a Sainik School shall normally consist of:-

- |     |                                   |   |    |
|-----|-----------------------------------|---|----|
| (a) | Bus (40 seater or bigger)         | - | 01 |
| (b) | Mini Bus or Matador/Van/Staff Car | - | 01 |
| (c) | Motor Cycle                       | - | 01 |

These vehicles should be diesel run preferably.

17.02 The Registrar will be responsible for proper use, care and maintenance of school vehicles. In the performance of this duty, he will be assisted by the quartermaster.

17.03 The quartermaster will ensure regular maintenance of the following records:-

- (a) Log book, showing particulars of the journeys performed (both on duty and otherwise) and of petrol, oil and lubricants consumed. Entries made in the logbook shall be attested by the Registrar except where they are initialled by the Principal. The senior most person using a vehicle will sign the entry in respect of the journey performed by him, specifying the purpose clearly as per the written sanction of the competent authority for the move.
- (b) A record of repairs and replacements carried out to the vehicle from the date of its purchase. This record will be maintained separately for each vehicle.
- (c) An inventory of tools, fitments, equipment and spare parts, which shall be checked by the Registrar quarterly. Losses caused by negligence will be made good from the persons responsible for them.

17.04 The vehicles should be serviced regularly after every run of 2500 kms or four months, whichever is earlier. The Registrar shall submit a half-yearly report to the Principal on expenditure incurred on maintenance of each of the vehicles.

17.05 The school vehicles are meant for transportation of stores and equipment and for movement of the Principal, the staff and the students in connection with the work of the school or with educational trips. All moves shall be subject to prior approval of the Principal. Use of petrol-run vehicles will be permitted normally for short journeys only. For journeys mentioned below, permission from the authority indicated against each is to be obtained:-

- (a) From the school to the nearest rail head or the nearest major market. - Principal
- (b) From the school to the HQs of the Chairman, LBA, if located in a station beyond a radius of 25 kms. - Chairman LBA
- (c) From the school to the State capital, except in case of Sainik School, Kazhakottam, Nagrota, Imphal and Bhubaneswar. - Up to 3 trips in a year – Principal. Moves in excess of 3 trips in a year – Honorary Secretary.
- (d) From the school to the State Capital in respect of Sainik Schools Kazhakottam, Nagrota, Imphal and Bhubaneswar. - Principal. However, in the case of Sainik School Nagrota, if the trips are to be made to Srinagar. The condition laid down in (c) above will apply.

17.06 Vehicles may be permitted to be used for non-duty journeys, however duty journey will take precedence over non-duty journeys.

17.07 The changes for use of school vehicles on amenity are fixed by the Board of Governors. The present rates are given in Appendix 'Q' to this Manual.

17.08 Sainik Schools not running Nursery/Primary schools of their own may allow school transport to carry staff children to the nearest elementary school on amenity rates

17.09 All vehicles shall be comprehensively insured.

### **PROCEDURE FOR RELEASE OF ARMY SURPLUS VEHICLES**

17.10 Sainik Schools may obtain army surplus vehicles from any of the following depots:-

- (a) Central Vehicles Depot, Delhi Cantt.
- (b) Central Vehicles Depot, Panagarh.
- (c) Central Vehicles Depot, Avadi.
- (d) Central Ordnance Depot, Chheoki.
- (e) Central Transit Depot, Pathankot.

17.11 Application for allotment of vehicles are required to be submitted, after obtaining the approval of the LBA, to the Ministry of Defence D(0-11), DHQ PO, New Delhi, through the Honorary Secretary, Sainik Schools Society. The following certificates are to be submitted with the application form:-

- (a) Certificates from the Head of the Institution that the vehicle is required for bonafide use of the school and NOT for personal use of any of its officers/staff.

- (b) That no vehicle has been obtained by the institution within a period of 3 years prior to the date of the request.
- (c) That the released vehicle(s) will not be resold within a period of 3 years from the date of its/their release from the Depot.

Note:- Only vehicles in class IV & V condition will be released. The vehicles so released will have to be collected from the Depot by a representative of the school. The price of the vehicle will be fixed only after the vehicle has been selected and earmarked.

17.12 Vehicles other than Jeeps will be released at the latest average auction sale rate for the same type, make, model category. In the case of Jeeps, only one vehicle will be released at 50% of the latest average auction sale rate for the same type, make, model and category. For additional Jeeps, if any, the school will pay the full average auction sale rate, plus departmental charges.

### **SCHOOL INFIRMARY**

17.13 The School Medical Officer (S.M.O) will function as the officer in charge of the infirmary and will be responsible to the Principal through the Registrar for its smooth and efficient functioning. He will be assisted by a trained compounder/nursing sister and nursing orderly/warder.

17.14 Medical consultation and medicines available normally in the infirmary will be provided free of cost to the boarders in the school. Additional expenditure incurred on special medicines/special medical examination or specialised treatment may be recovered from the parents concerned. The cost of special investigation arranged, like X-Ray, cardiogram etc. will also be borne by the parents.

17.15 In cases requiring prolonged treatment, the Principal may advise the parents to temporarily withdraw the boy from the school till his recovery.

17.16 Each school infirmary will have an isolation ward for boys suffering from infections/contagious diseases.

### **PARENTS ASSOCIATION**

17.17 Each Sainik School will form a Parents Association – Parents of scholarship holders and of full fee paying students studying in the school will be members of the Association. The purpose of the association is to promote healthy exchange of views on the progress of students in the school. The association will meet once a year, preferably on a parents day or on the Founder's day and elect one representative to be a member of the school's Local Board of Administration. The suggestions of the parents will ordinarily be referred to the Principal through this elected member. The purpose behind the formation of the Parents Association is not to promote lengthy correspondence between the Association and the Principal. The elected parent is expected to take into consideration the implications of each suggestion before bringing it to the notice of the Principal or of the L.B.A.

17.18 The Parent Member of the L.B.A. will be elected every year.

**No other parents association will be given recognition by the School.**

**DONATION**

17.19 Collection of money by any Sainik School staff from any member of the public is prohibited. Where an offer of donation to the school is received, such offer should be placed before the L.B.A. for consideration, and if the Board decides to accept the offer, the donation should be kept as a separate fund and utilised for the specific purpose for which it has been offered and accepted.

17.20 Where the person or the body offering the donation does not mention any specific purpose, the donation should be credited to the Reserve Fund of the school.

17.21 If the amount of donation cannot be immediately utilized for the purpose for which it is given, the funds may be suitably invested and the earnings thereon credited to the same account in which the donation is being kept till its utilisation.

**IMPLEMENTATION OF HINDI AS OFFICIAL LANGUAGE**

17.22 Name boards/sign boards displayed in the school will be written in English, Hindi and the regional languages.

**OLD RECORDS**

17.23 Old records of the school may be destroyed after the expiry of periods noted against each:-

Sl No	Name of document / Register	Period of preservation
1.	Register of Funds received and their utilisation	Permanent
2.	Register of strength of students	10 years
3	Register of Daily Attendance	5 years
4	Receipt for miscellaneous income	5 years of until LAO's audit is over
5	Comparative statement of quotations	10 years
6	(a) Pay bills (containing acquaintances)	35 years
	(b) Pay bills (not containing acquaintances)	06 years
7	Bill for drawing funds sanctioned for construction work	Until construction is completed and accounts are settled.
8.	Travelling allowances Bills	3 years or until LAO's audit, which ever is later
9.	Acquaintance Roll	35 years
10.	Register of correspondence received	3 years
11.	Telephone Register	3 years or until LAO's audit, which ever is later.

12	Cash book	20 years
13	Monthly consolidated statements of account	03 years
14	Stock Account	20 years
15	Property Register	Permanent
16	Library Accession Register	- do -
17	Library Issue Register	5 years or until all outstanding items are received and got acknowledged.
18	Ledger Account	6 years
19.	Stock Register for stationery articles / text books	- do -
20	Postage stamps account	- do -
21	Leave Account	10 years after death or 5 years after retirement.
22	Register of provident fund	Permanent
23	Standard Form for making claims and vouchers for payment	10 years
24	Statement of Remittances of provident fund collection	06 years
25	Applications for final withdrawal from CPF/GPF Account	3 years after final payment of provident fund
26	Application for CPF/GPF/Advance	3 years after final recovery.
27	Register of Breakages of articles	6 years
28	Register of Assets acquired out of grants	20 years
29	Correspondence files, statements etc	03 years
30	Standing orders/instructions issued by the Sainik Schools Society	Permanent
31	Handing/Taking over certificates	3 years
32	Petrol and oil books/car diaries	3 years(after audit of accounts)
33	Mess Accounts	- do -
34	Internal Examination papers and answer books	1 year
35	Students Railway Concession vouchers (counter-foils)	3 years
36	Stock Taking Board Proceedings	- do -

### **POWER TO AMEND**

17.24 These rules may be amended or altered by the Board of Governors, Sainik Schools Society, as and when it is considered necessary to do so.

**BOARD OF GOVERNORS, SAINIK SCHOOLS**

1. The governing body of the Society to which by the rules of the Society the management of its affairs is entrusted shall be called “The Board of Governors, Sainik Schools,” here after referred to as the Board of Governors.
2. The original Memorandum of association and rules and regulations of Sainik Schools Society registered on 10-10-1961 is as follows:-

**CERTIFICATE OF REGISTRATION UNDER SOCIETIES**

**REGISTRATION ACT XXI OF 1860 (PUNJAB AMENDMENT) ACT 1957, AS  
EXTENDED TO THE UNION TERRITORY OF DELHI NO.S.1863 OF 1961-62**

I hereby certify that “SAINIK SCHOOLS SOCIETY” has this day been registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

Given under my hand at Delhi this tenth day of October one thousand nine hundred and sixty one. Fee Rs.50/- paid.

SEAL  
REGISTRAR OF SOCIETY  
DELHI

Sd/ M.L. DHAWAN  
REGISTRAR OF SOCIETIES,  
DELHI

**SAINIK SCHOOLS SOCIETY**  
**MEMORANDUM OF ASSOCIATION OF THE SAINIK SCHOOLS SOCIETY**

1. The name of the Society is Sainik Schools Society (as here in after referred to as the Society).
2. The registered office of the Society is situated in Central Secretariat Building (Room No.137 South Block) in the Union Territory of Delhi.
3. The objects for which the Society is established
  - (a) to establish Sainik Schools in various parts of India providing special school education of a high standard with the aim of preparing boys academically and physically for entry in to the National Defence Academy and other walks of life.
  - (b) To take steps which may be necessary or expedient for the management and administration of the Schools.
  - (c) To prescribe general educational and administrative policy pertaining to the schools.
  - (d) To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the society.
  - (e) to construct or alter any building which may be necessary for the society.
  - (f) to sell, lease, exchange and otherwise transfer all or any portion of the properties of the Society.

- (g) to obtain grants from States or Central Government or raise funds from other sources for promotion of Sainik Schools.
- (h) to make, adopt and vary from time to time, rules for the business of the Society and administration of the schools.
- (i) for the purposes of the Society to draw and accept and make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instrument.
- (j) to invest the funds of, or money entrusted to the Society upon such securities or in such manner as may from time to time / be determined by BOG and from time to time sell or trans pose such investment.
- (k) to do all other such things as the Society may consider necessary, incidental or conducive to the attainment of the above objects.

4. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the affairs of the Society are entrusted as required under section 2 of the Societies Registration Act XXI of 1860, (Punjab amendment) Act 1957 as extended to the Union Territory of Delhi, are as follows:-

<u>Sl. No.</u>	<u>Name</u>	<u>Occupation and Address</u>	<u>Designation</u>
1.	Sh VK Krishna Menon	Union Minister of Defence, New Delhi	Chairman
2.	Sh Pratap Singh Kairon	Chief Minister of Punjab, Chandigarh	Vice-Chairman
3.	Sh Mohan Lal Sukhadia	Chief Minister of Rajasthan, Jaipur	Vice-Chairman
4.	Sh D.S. Desai	Education Minister of Maharashtra, Bombay	Vice-Chairman
5.	Sh Hitendra Desai	Education Minister of Gujrat, Ahmedabad	Vice-Chairman
6.	Dr DS Sidhanta	Chairman, University Grants Commission, New Delhi	Member
7.	Dr NK Sidhanta	Vice Chancellor, University of Delhi	Member
8.	Sh O. Pulla Reddi	Secretary to the Govt of India, Ministry of Defence, New Delhi	Member
9.	Sh PN Kirpal	Secretary to the Govt of India, Ministry of Education, New Delhi	Member
10.	Sh S. Jayashankar	Financial Adviser, Ministry of Finance(Defence), New Delhi	Member
11.	Sh E.N. mangat Rai	Chief Secretary to Govt of Punjab, Chandigarh	Member
12.	Sh H.C. Sarin	Joint Secretary, Govt of India, Ministry of Defence, New Delhi	Member
13.	Sh P.J. Chinmulgund	Secretary to the Govt of Maharashtra, Education Department, Bombay	Member
14.	Sh V.D. Sharma	Secretary to the Govt of Gujrat, Education and Labour Department, Ahmedabad	Member
15.	Maj Gen D.C. Misra, M.C	Chairman, Joint Training Committee, Armed Forces, Headquarters, New Delhi	Member

5. We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in this memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands here upto and form ourselves into a society under Act No.21 of 1860. This day of 1961 at New Delhi.

Sl No.	Names, addresses and occupation of Signatories	Signatures of Members	Names addresses and occupations	Signature of witnesses
1	2	3	4	5
1.	Sh VK Krishna Menon	Sd/- VK Krishna Menon		
2.	Dr DS Kothari Chairman, University Grants Commission, New Delhi	Sd/- DS Kothari		S.Soudararajan, Deputy Secretary to the Govt of India, Ministry of Defence
3.	Dr NK Sidhanta Vice-Chancellor, University of Delhi, Delhi	Sd/- NK Sidhanta		
4.	Sh O. Pulla Reddi Secretary to the Govt of India, Ministry of Defence, New Delhi	Sd/- O. Pulla		
5.	Sh PN Kirpal, Secretary to the Govt of India, Ministry of Education, New Delhi	Sd/-PN Kirpal		
6.	Sh HC Sarin, Joint Secretary to the Govt of Inida, Ministry of Defene	Sd/- HC Sarin		
7.	Maj Gen DC Misra, M.C, Chairman, Joint Training Committee, Armed Forces Headquarters, New Delhi	Sd/- DC Misra Maj Gen		

**SAINIK SCHOOLS SOCIETY RULES AND REGULATIONS**

Name

1. The name of the Society is the Sainik Schools Society, hereinafter referred to as “The Society”.
2. The registered office of the Society shall be situated in New Delhi.
- 3.(i) The members of the Society shall be as follows:-
  - (1) Union Minister of Defence – Chairman.
  - (2) To (16) Chief Ministers or Education Ministers of the States where the schools are established as may be decided by the State Government.
  - (17) Secretary to the Government of India, Ministry of Defence.
  - (18) Secretary to the Government of India, Ministry of Education.
  - (19) Financial Adviser, Ministry of Defence (Defence), Government of India.
  - (20) Chairman, University Grants Commission.
  - (21) Joint Secretary in the Union Ministry of Defence dealing with education.
  - (22) To 36) one official representative to be nominated by each Government of the States where the Schools are established.
  - (37) Chairman, Joint Training Committee, Armed Forces Headquarters.
  - (38) To (41) Eminent Educationists not exceeding four to be nominated by the Chairman.
  - (42) to (43) Eminent persons not exceeding two to be nominated by the Chairman.
- (ii) In the absence of the Chairman, a person nominated by him will act as the Chairman, and in him will vest all the powers of the Chairman.
- (iii) The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his rank or occupation and address. No person shall be deemed to be a member or be entitled to exercise the rights, privileges of a member unless he has signed the roll as aforesaid.

It shall be incumbent upon a member of the Society to notify to the Secretary his address or any change thereof and unless so notified the address so recorded in the roll shall be deemed his address for all purposes under these rules.

(iv) When a person becomes or is nominated as a member of the society by virtue of an office or appointment held by him, his membership of the Society shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.

(v) Members of the Society who are nominated shall relinquish their membership on the expiry of two years from the date on which they were so nominated, unless their membership is previously terminated by reason of the provision of rule 3(vi) but they shall be eligible for renomination.

(vi) A member of the Society who is nominated shall cease to be a member if he dies, resigns, becomes of unsound mind, is adjudicated insolvent or is convicted of criminal offence involving moral turpitude or if he is removed by the Chairman from the membership of the Society.

(vii) Whenever a member other than ex-officio member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Chairman and his resignation shall only take effect on its acceptance by the Chairman.

(viii) Any vacancy in the membership of the Society caused by any of the reasons mentioned above shall be filled up by nomination by the authorities entitled to make such nomination and the person nominated in the vacancy shall hold office only for the unexpired period of the terms of the membership.

(ix) The Society shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members and no act or proceedings of the members of Society shall be invalid merely by reason of existence of a vacancy or vacancies in the body or of any defect in the nomination of any of the members.

### **BOARD OF GOVERNORS**

4 (a) The Governing body of the Society to which by the rules of the Society

and management of its affairs is entrusted shall be called "The Board of Governors, Sainik Schools" hereinafter referred to as "Board of Governors".

(b) The Governing Body of the Society for the purpose of Act 21 of 1860 shall at the date of registration of the Society consist of the members whose names are set out in clause 5 of the Memorandum of Association and thereafter as soon as the necessary appointments and nominations have taken place shall consist of the members of the Society as specified in rule 3 above.

(c) Any of the ex-officio member named at clauses (2) to (37) of Rule 3, may if he is unable to attend personally any meeting of the Board of Governors, depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers which the member himself is competent to exercise.

(d) A suitable officer will be appointed by the Board of Governors to work as Honorary Secretary of Board of Governors.

(e) The members of the Board of Governors nominated under Rule 3, above shall hold office of a period of 2 years provided that a member on expiry of his term of office shall be eligible for renomination.

(f) A member of the Board of Governors shall cease to be a member if he shall die, resign, become of unsound mind become insolvent or be convicted of a criminal offence involving moral; turpitude.

(g) A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon it has been delivered to the latter.

(h) Any vacancy in the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in (38) to (43) of Rule 3 and by the respective States in respect of members mentioned in (22) to (36) *ibid*.

(i) The Board of Governors shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of its member, and no act or proceedings of the Board of Governors shall be invalid merely by reason of the

existence of a vacancy or vacancies in the body or of any defect in the nomination of any of the members.

## **FUNCTIONS OF THE BOARD OF GOVERNORS**

5. The Board of Governors will meet twice a year or as many times as may be necessary. Provided that if any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such may be transacted or such actions may be taken by the Chairman. A report of such action shall be placed before the Board at its next meeting and the Board may ratify such action subject to modifications and exceptions, if any.

6. Five members of the Board of Governors including substitute nominated under Rule 4(c) present in person shall be a quorum at a meeting of Board of Governors.

7. (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of the Association and for the management and administration of the Schools.

(ii) Without prejudice to the generality of the powers conferred on the Board of Governors by Para (i) above, the Board of the Governor shall have the following powers:-

- (a) Prescription of general educational and administrative policy pertaining to the Schools;
- (b) Make, adopt and vary, from time to time rules for conducting the business of the Board of Governors and the administration of Schools;
- (c) Sanction of annual Budgets of the schools.
- (d) Appointment, discharge of Principals for the Schools;
- (e) Confirmation or appointments, discharges or dismissals of teaching staff or staff of equivalent status.
- (f) Disposal of appeals / petitions from staff mentioned in sub-para (e) above;
- (g) Obtain grants from State or Central Governments or raise funds from other sources;

Provided that any action taken or expenditure incurred with the approval of Shri V.K. Krishna Menon, Union Defence Minister, prior to its first meeting shall be accepted by the Board of Governors when formed as having been validly done and incurred.

8. The Secretary of the Board of Governors will:-

- (a) Carry out the executive duties relating to the functions of the Board of Governors;
- (b) Be responsible for ensuring that the directives of the Board of Governors are fully and properly implemented.
- (c) Liaise with the State Government and the various departments of the Central Ministries on behalf of the Board of Governors.

9. A committee or committees of the Board of Governors may be setup with the approval of the Board of Governors to carry out the functions of the Board of Governors as necessary, or for any ad-hoc purpose and may function within the scope of its prescribed authority.

### **Local Board of Administration**

10. The following will constitute the Local Board of Administration for Sainik Schools in each State:-

- (1) GOC-n-C of the command where the school is located or a Senior Defence Service officer nominated by him.
- (2-3) Two officers to be nominated by the Government of the State concerned.
- (4) The Collector of the District.
- (5-6) Two educationists from the State or area where the school is located.
- (7) The Principal of the Sainik School - Member Secretary.

11. The Local Board of Administration will normally meet once every four months unless an extra-ordinary meeting is called by the Chairman of the Local Board. The Secretary of the Local Board will fix the date and time of the meeting in consultation with Chairman as required. The functions of the Local Board of Administration will be as follows:-

- (a) Approve annual budget prepared by the Principal for submission for sanction of the Board of Governors.
- (b) Exercise financial powers as laid down by the Board of Governors from time to time.
- (c) Appoint such teaching staff or other staff, excepting the Principal as may be laid down by the Board of Governors.
- (d) Appoint civilian auditors for auditing school accounts.
- (e) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (f) Exercise general administrative control over the school.
- (g) Implement any other task entrusted to by the Board of Governors.

12. The income and property of the Society, however, derived shall be applied towards the promotion of the objects there of as set forth in the Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

13. All contracts and other instruments relating to the Society shall be expressed to be made in the name of the Society and shall be executed on behalf of the Society by the Chairman, Honorary Secretary and one member of the Board of Governors.

14. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of account including the balance sheet in such form as may be

prescribed by the Board of Governors. The accounts of the Society shall be audited annually by the auditor to be appointed by the Board of Governors.

15. The Board of Governors shall have the power to amend, add or alter the above rules and regulations.

Certified to be correct copy of the Regulations of the Sainik Schools Society.

- |    |                          |            |
|----|--------------------------|------------|
| 1. | Sd/- D.S. Kothari        | 29-07-1961 |
| 2. | Sd/- H.C. Sarin          | 29-07-1961 |
| 3. | Sd/- D.C. Misra, Maj Gen | 29-07-1961 |

Members of the Board of Governors

Dated this 29<sup>th</sup> day of July 1961

The above provisions have been modified, enlarged or replaced to the following extent, based on requirements of the Society in accordance with Rule 15 of the Original Memorandum of Association and Rules and Regulations:-

- (a) The Board of Governors will meet once or more in a year to discuss the policies and tasks of the Sainik Schools Society. It will also approve the annual budgets of the schools and make a critical evaluation of the working of the schools. It will also examine proposals put up by members of the Society and the public as well. Adequate notice of the meeting along with the agenda will be sent to the members of the Board of Governors.
- (b) Members of the Board of Governors may send suggestions or items for discussion at the meeting of the Board of Governors to the Honorary Secretary of the Society.
- (c) The Chairman will have the right to allow or disallow the inclusion of the subjects in the agenda.
- (d) A subject not included in the agenda can be discussed at the meeting of the Board of Governors with the approval of the Chairman.
- (e) In the event of the Chairman being not present for unavoidable reasons, his nominee shall preside over the meeting.
- (f) The Presiding Officer will have a casting vote.
- (g) The minutes of the meeting will be recorded, preserved and copies circulated to all members of the Board of Governors, Chairman of Local Board of Administration and relevant extracts will be sent to the State Governments and Ministries concerned.
- (h) It has been decided to include D.G., N.C.C. as one of the ex-officio member of the Board of Governors (VII Meeting) and also nominate Vice-Chief of the Army Staff , Vice Chief of the Air Staff and Deputy Chief of the Naval Staff as members of the Board of Governors (IX Meeting).
- (i) It has been decided to include on the Local board of Administration a Member of Parliament of the constituency in which the school is located and a parent duly elected from amongst the parents of the boys in the School (XII Meeting).

## **HONORARY SECRETARY**

16. An officer in Ministry of Defence not below the rank of Deputy Secretary shall be appointed as the Honorary Secretary, Sainik Schools Society by the Chairman of the Society. The appointment will be ratified at the meeting of the Board of Governors. The Honorary Secretary's Office will be in the Ministry of Defence. The staff of the office of the Honorary Secretary will be from the establishment of the Ministry of Defence and the pay & allowances of the Honorary Secretary and his staff will be met by the Ministry of Defence. The Honorary Secretary is directly responsible to the Chairman, Board of Governors in all matters connected with administration of the Sainik Schools. He will inspect the Schools annually and bring to the notice of the Chairman of the Society or the Local Board of Administration all matters of importance, concerning the running of the Schools and the welfare of the staff and students. The Honorary Secretary will initiate action at appropriate time for the appointment of Service officers in Sainik Schools. He will obtain an adequate panel of names along with their Dossiers from all the three Services Headquarters. The qualification for Principal in Sainik Schools is a post graduate degree and he should have at least 5 to 8 years of service still to be completed before retirement. The Principals will preferably be from the education Branch of the Defence Services. Teaching experience, extra-curricular activities likely to be of use to children in a Public School, Proficiency in games and sports, etc, will be added qualifications for the post of Principal. It is desirable that the Headmaster and the Registrar also have the above qualifications but in the case of Registrars, the officers need not be from the Educational Branch of the Defence Services and educational qualification of a College Degree is adequate. All the officers concerned should invariably be in good health and in a position to take adequate interest in Sports and Outdoor activities. The panel of names for the post of Principal will be put up by the Honorary Secretary to Committee consisting of the Defence Secretary and the Joint Secretary (G) (who are both permanent members of the Board of Governors) assisted by a prominent Educationist.

The officers will be interviewed by the Committee and selected. The selection will have to be finally approved by the Chairman of the Society. The Panel of names for the posts of Headmaster and Registrar will be put up by Honorary Secretary to the Joint Secretary (G) or Defence Secretary who will make the selection based on their record. No interview is prescribed. The Principals will be in the rank of Lt Colonels and the Headmaster and the Registrar will be in the ranks of Majors/Captains with only one of the two posts being in the rank of a Major. The name of the selected officers and their station of posting will be intimated by the Honorary Secretary to the Services Headquarters who will issue instructions to all concerned.

17. Other important duties of the Honorary Secretary are:-

- (a) Prepare the agenda for the meeting of the Board of Governors and take all steps necessary for the said meeting.
- (b) Take appropriate action on all orders of the Board of Governors and / or the Chairman of the society.
- (c) Will on behalf of the Board of Governors instruct and / or direct all Principals of Sainik Schools in all matters, academic, financial and administrative.

- (d) The Honorary Secretary will enquire into and give directions to the Principals on behalf of the Board of Governors on any unprecedented situation or any usual situation.
- (e) Wherever necessary or possible, he will obtain the orders of the Board of Governors or the Chairman.
- (f) The Honorary Secretary may call for and / or examine any records and documents maintained in the Sainik Schools.
- (g) The Honorary Secretary will be responsible for the conduct of the Entrance Examination each year in consultation with the Directorate of Psychological Research. The date time and venue of the examination and detailed instructions for the conduct of the examination, setting up of the question paper and the evaluation of Answer Books, will be communicated by the Honorary Secretary to the Principals and the State Governments and the Union Territories. He will also be responsible for the tabulation of the marks and the announcement of the results and allotment of surplus candidates from one school to another. The Answer Books will be preserved by the Principals in their personal custody for a period of two years from the date of admission of the boys in the school).
- (h) The Honorary Secretary shall draw up rules and regulations for the Society, make amendment to the rules as and when necessary and get it ratified by the Board of Governors at the next meeting.
- (i) Expenditure from the School Reserve Fund will be permissible only after the Local Board of Administration recommends the Principal's proposal. Such expenditure should be examined by the Honorary Secretary to make sure that it is not avoidable or can not be met from the School Budget, before he concurs in it.
- (j) The Honorary Secretary will review all decisions of the Local Board of Administration and Audit Report of the Schools with a view to see that proposals made or action taken is in order and in the interest of Schools and the Society.

**LOCAL BOARD OF ADMINISTRATION**

18. The rules relating to the Local Board of Administration drawn up in the original Memorandum of Association and Rules & Regulations have been reproduced in Rule 2 of this Chapter. The above mentioned provisions have been modified, enlarged or replaced to the following extent based on requirements of the Society.

**Composition**

The following will be composition of the Local Board of Administration for Sainik Schools in each State:-

- (a) GOC-in-C of the Command (of any of three Services) where the School is located or a Senior Defence Service Officer nominated by him - Chairman.
- (b) Two officers to be nominated by the Government of the State concerned. } M
- (c) The Collector of the District } E
- (d) Two educationists from the State or area where } M

the school is located.	B
(e) Member of Parliament of the Constituency in which the school is located.	E
(f) A Parent duly elected from amongst the parents of of the boys in the school.	R S
(g) The Principal of the Sainik School -	Member Secretary

**Explanatory Notes:-**

(a) Where the Member of Parliament happens to be a Cabinet Minister or holds an appointment, which prevents him from attending the meeting, it will be necessary that the Minutes of Local Board of Administration meeting be sent to him for information and comments, if any. The election of the parent who will be a member of the Local Board of Administration should be arranged preferably on Parents Day or Founder's Day when most parents are likely to be in the school. The tenure of the parent of the Local Board of Administration will be as decided by the body which elects him.

(b) An employee of the school whose son/ward is studying in the Sainik School, as boarder is eligible for the membership of the LBA. No minimum educational qualification for the parent for eligibility as member of LBA have been laid down.

(c) The rate of TA/DA of the parent member for attending the LBA meeting will be the same as in respect of other non-official members of the LBA.

**Quorum and nomination of persons by members of the Board**

19. (a) The quorum should be three including at least one representative of the State Government.

(b) There will be no objection to an ex-office member deputing a representative to attend the Board Meeting on his behalf, while the representative may take full part in the discussions he cannot vote in case any matter is to be decided on a vote.

**Functions**

20. The functions of the Local Board of Administration are as under:-

- (a) Approve annual budget prepared by the Principal for submission to the Board of Governors.
- (b) Exercise financial powers as laid down by Board of Governors from time to time.
- (c) To approve appointment of teaching staff recruited by a Board consisting of the Principal and a representative of the State Education Department.
- (d) Appoint civilian auditor for auditing School Accounts.

- (e) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (f) To approve action proposed by the Principal to terminate the Services of Class II staff.
- (g) To grant extension of service to employee beyond 58 years of age for periods not exceeding one year at a time till the age of 60.
- (h) To recommend to the Board of Governors utilisation of reserve funds in case of exigency.
- (i) Exercise general administrative control over the School.
- (j) Implement any other task entrusted to it by the Board of Governors.

## **POWERS**

### 21. Financial Powers

(a) Recurring expenditures. In regard to recurring expenditure, the Principal shall have powers to incur expenditure within the amount sanctioned in the budget. A quarterly return of the expenditure shall be placed before the Local Board of Administration at its meeting for approval.

(b) Non-recurring expenditure. In regard to non-recurring expenditure, all major proposals exceeding rs.5,000/- have to be approved by the Local Board of Administration where the Principal considers that such expenditure has to be incurred urgently, the expenditure may be incurred with the prior approval of the Chairman of the Local Board of Administration and the matter reported to the full Board at its next meeting.

(c) Establishment Sanction. In regard to the sanction of establishment, scales have been laid down in respect of teaching staff and administrative staff. There are practical difficulties in laying down the scale in respect of the Class IV staff as the requirements of class IV staff vary from school depending upon the local conditions. Power to create all posts other than those for which scales have already been laid down will be exercised by the Local Boards of Administration. In addition in regard to the fixation of salaries at the time of initial appointment and in regard to sanction of advance increments, the following powers are vested in the Local Boards of Administration:-

- (i) In regard to Masters, a higher start up to 5 increments can be given on a recommendation of the Principal by the Local Board of Administration on initial appointment.
- (ii) Any start higher than that or a revision of salaries during service can be done on with the concurrence of the Honorary Secretary on the recommendation of the Local Board.
- (iii) In regard to administrative staff higher start upto 5 increments at the time of initial recruitment may be given with the concurrence of the Local Board. Any start higher than that should be referred to the Honorary Secretary.
- (iv) In regard of catering staff, Class III, the provisions of para 21(c)(iii) above will apply.
- (v) In regard to Class IV staff, the Principal will have full powers of fixing higher start limited to five advance increments at the time of recruitment. Any upward revision by additional increments other than normal should be done only with the concurrence of the Honorary Secretary.

## **General administrative supervision**

22. (a) In order to enable the Local Board of Administration to exercise general administrative supervision on the School, the Principal should render a report to the Local Board of Administration on the following matters in addition to other reports prescribed earlier:-

- (i) The entrance examination, the number appeared, the number qualified and the number admitted.
- (ii) Withdrawal of boys.
- (iii) Term wise progress of boys by classes statistically both in respect of academic and co-curricular fields.

## **Enquiry into complaints about the School**

(b) The member of the Local Board of Administration can seek clarification regarding any complaint received on any aspect of the School Administration at a Local Board meeting. If there are complaints, which the members consider ought to be looked into or clarified, they should be referred to the Chairman of the Local Board to be brought up before Local Board meetings. In view of the Principal's status and functions as the head of a residential school, it is not desirable for any member of the Board to conduct any investigation into a complaint against the Principal.

The members of the Board should restrict themselves to seeking information and clarification from the Principal in a Board meeting. If the Local Board or the Chairman considers that the matter has to be looked in detail, it should be referred to the Chairman of the Board of Governors who will arrange for such investigation and inform the Local Board of the result.

23. The Principal will inform the Honorary Secretary of likely changes in the incumbency of the GOC-in-C well in advance. The Principals will also report the changes in the Government Servants nominated to the Local Board of Administration. The Educationists on the Local Board of Administration will be nominated by the Society after taking into consideration the views of the State Governments. All changes in the membership of the Local Board of Administration will have to be notified by the Principal.

**APPENDIX – ‘C’**

Agreement form to be executed by parents/guardians of full fee paying students at Sainik Schools.

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the ‘Guarantor’ which expression shall unless excluded by the context or the meaning there of be deemed to include his heirs by the executors, administrators and Legal representatives) of the one part and the Board of Governors Sainik Schools (here in after) called the Governor’s which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of Sainik School.....) of other part.

WHERE AS ..... S/O .....(hereafter called the student) is son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School..... inter alia, on the terms and conditions hereinafter appearing for the purpose of receiving education in a Sainik School.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the guarantor, he, the guarantor, convenents with the Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period and that he, the guarantor, shall pay to Governors regularly and promptly and whenever called upon to do so all the fees prescribed for education in the Sainik School.

That the Governors will not be liable for any damages/charge on account of injuries which may be sustained by the student any time during his stay in the school while taking part in sports or other extra curricular activities of the school or on account of any other reason directly or indirectly related to his stay as a student in the school. All expenses that may be incurred in the treatment of such injuries will be borne by the parent / guardian as provided in the rules of the said school.

And that if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these of presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools, whose decision shall be final.

IN WITNESS WHERE OF \_\_\_\_\_ has set his hand and \_\_\_\_\_ by order and direction of the Board of Governors has set his hand the day and the year first above written.

Signed by  
in the presence of  
(see note (b) below)

Signed by  
for and on behalf of the  
Board of Governors,  
Sainik Schools in the  
presence of

- Note: (a) The agreement form is to be duly stamped. The necessary stamped paper for Rs.3/- or of such values as prescribed for this purpose is to be purchased by the guarantor from the Local Revenue Officer.
- (b) Government servant of gazetted status who should sign together with his seal of office in token of having witnessed the signature of the guarantor.
- (c) The space provided for the date in the 1st para of the Agreement form should not be filled in by the guarantor. This will be filled in on the date on which the Agreement will be signed by the Principal, Sainik School.

**APPENDIX 'D'**

Agreement form to be executed by the Parents/Guardians of students, other than full fee paying, at Sainik Schools.

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the Guarantor, which expression shall unless excluded by the context of the meaning thereof be deemed to include his heirs, executors, administrator, and legal representatives) of the one part and the Board of Governors, Sainik Schools Society (hereinafter) called the 'Governors' which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of the Sainik School..... of the other part.

WHEREAS .....son of .....(hereinafter called the student) is the son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School \_\_\_\_\_ inter alia, on the terms and conditions hereinafter appearing for the purpose of receiving education with a view to making the Regular Armed Forces, his profession in life, if considered by the appropriate authority to be suitable and if there is any vacancy and if he be selected.

NOW IT IS HEREBY AGREED BY AND between the parties hereto as follows:-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the guarantor, covenants with Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period or until he is declared fit for admission to any institution as may from time to time prescribed by the Governors, for training for entry to the Regular Armed Forces and that he, the guarantor shall pay to the Governors regularly and promptly and whenever called upon to do so all the fees as prescribed, if he is not in receipt of any scholarship.

That if for any reasons not beyond the control of either the student or the guarantor the student fails to pursue his studies at the said school before appearing for selection for entry to any institution as may from time to time be prescribed by the Governors for training for entry to the Regular Armed Forces or fails to appear for the said selection or in the event of his not succeeding in the said selection, fails to reappear for selection, till such time as his age permits him to do so, according to the rules and regulations.

For the time being in force or having been declared successful at the said selection does not proceed to one of the said institutions to which he may be directed to proceed for being trained for entry into the Regular Armed Forces or having joined the said institutions fails to complete the training there at for the entry into the Regular Armed Forces or fails to join the Regular Armed Forces after completing the training at the said institution, then and if any such case the guarantor shall forthwith pay to the Governors in cash the sum the student has received from the School and / or the State Government / Central Government the value of the scholarships he has received for the period the student was at the said school.

That if after admission any of the following viz, proof of domicile, certificate of age and statement of income supplied by the guarantor, is found to be false in any way or not in order the guarantor shall forthwith pay to the Governors in cash the sum the student has received from the school and / or the State Government / Central Government (the value of the scholarships he has received) for the period the student was at the said school.

That if after admission, the student is found to be medically unfit in any way at the time which might, according to the opinion of the appropriate medical authority, render him unfit for his future entry to the Regular Armed Forces, the student will be withdrawn at once, but it would be open to the guarantor to retain him at the school on payment of the full fee prescribed by the Governors from the date student is found medically unfit.

That the Governors will not be liable for any damages/charges on account of injuries which any be sustained by the student at any time during his stay in the school while taking part in sports or other extra-curricular activities of the school. All expenses that may be incurred in treatment of such injuries will be borne by the parent/guardian as provided in rules of the said school.

And that if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools, whose decision shall be final.

IN WITNESS WHERE OF \_\_\_\_\_ has set his hand and \_\_\_\_\_ by order and direction of the Board of Governors has set his hand the day and the year first above written.

Signed by  
in presence of  
(see note (b) below)

Signed by  
for and on behalf of the  
Board of Governors, Sainik  
Schools in the presence of.

- Note: (a) The agreement form is to be fully stamped. The necessary stamped paper for Rs.3/- is to be purchased by the guarantor from the Local Revenue Officer.
- (b) The signature of the guarantor is to be witnessed by any Government servant of gazetted status.
- (c) The space provided for the date in the 1st para of the agreement form should not be filled in by the guarantor. This will be filled in on the date on which the agreement will be signed by the Principal, Sainik School.

**SAINIK SCHOOLS**

Income Certificate in respect of boys in receipt of Ministry of Defence  
Scholarship.

Name of the boy \_\_\_\_\_ son of \_\_\_\_\_  
studying in Sainik School \_\_\_\_\_ Class \_\_\_\_\_

**STATEMENT OF INCOME FOR THE YEAR \_\_\_\_\_**

	Income from pay pension including allowances or business etc per month	Income from immovable property etc	Income from land shares etc	Any other source of income	Total (per annum)
Self's / guardian					
Wife's					
Child's Name					

AGREEGATE INCOME PER ANNUM Rs. \_\_\_\_\_/-

I hereby solemnly declare that the above information is true to the best of  
knowledge and belief and that nothing is kept concealed.

Parent's / Guardian's Signature \_\_\_\_\_

Parent's / Guardian's Occupation \_\_\_\_\_

Date: \_\_\_\_\_

Station \_\_\_\_\_

(To be countersigned by I Class Magistrate OR Class I Gazetted Officer OR Revenue  
Officer not below the rank of Tehsildar)

Date: \_\_\_\_\_  
(OFFICE SEAL)

\_\_\_\_\_  
SIGNATURE WITH STAMP

**GUIDE LINES FOR AUTHORISATION OF GENERAL EMPLOYEES**

- (i) The number of security guards (including forest guards) in a school should not exceed 10. Their strength should be pegged to the present level or 5 whichever is more.
- (ii) The number of ground men and gardeners in any school should not exceed 5.
- (iii) The number of cooks in a school should not exceed 6, but in schools where more than 50% of the cereals is served in the shape of chapaties, up to 4 extra persons may be engaged for making chapaties. The staff for making chapaties would, however, be reviewed on installation of chapatti making machines in schools where there is large consumption of this item.
- (iv) One baker may be authorised in every school, which has its own Bakery. (Schools not having their own Bakery may be advised to have one).
- (v) The number of bearers and Masalchies (plate boys) in the schools should not exceed 10 for 400 members taking food in the mess plus 2 for every extra 100 persons, or part thereof.
- (vi) Each school may be authorised 4 messengers and 6 sweepers and one sweeper authorised for every extra 100 boys, or part thereof.
- (vii) Lab attendants may be provided at the rate of one for every laboratory – a maximum of 3 in any school.
- (viii) Where the state government have not positioned any maintenance staff in the school, one mason, one plumber, one electrician and one carpenter may be engaged and classed as skilled, semi-skilled or unskilled according to their qualification.
- (ix) Where the water pumps are required to be operated and maintained by the School, attendants may be provided for them on as required basis.
- (x) Normally the work of Barber, washing of clothes and tailoring should be given out on contract. Where however, the schools are not able to find suitable contractors for carrying out these jobs, such person may be engaged in the category of general employees a strength determined according to the local needs, with the approval of Local Board of Administration.
- (xi) Staff for ancillary activities like agricultural farm, poultry farm, piggery, printing press, K.G. School may be authorised over and above this staff, provided always that the ancillary activity is self-sustaining and the expenditure on this establishment is borne directly out of the revenues of that activity.

**Note:-**

1. In addition to the establishment is worked out above, 10% of the establishment thus worked out may be provided as leave reserve.
2. Schools may carry out minor adjustment within these guidelines as long as ceiling as worked out above are maintained. In case, it is found necessary to exceed the ceiling in various categories, the proposal should be placed before the Local Board of Administration for their recommendations and case put up to Honorary Secretary for his approval before any excess staff is authorised.
3. No permanent general employee can be kept against the leave reserve.
4. One/Two daily wages may be kept against leave vacancy.

**APPENDIX G****EXISTING AND REVISED PAY SCALES OF NON-ACADEMIC STAFF OF  
SAINIK SCHOOL**

<b><u>SR NO</u></b>	<b><u>DESIGNATION</u></b>	<b><u>EXISTING SCALES</u></b>	<b><u>REVISED SCALES</u></b>
<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>
1.	Master(Selection Grade)	Rs.2000-60-2300-EB-75-3200-100-3500	Rs.8,000-275-13500/-
2.	Master(Senior Scale) and Asstt Master, Art Master, Librarian Selection Scale		Rs.7,500-250-12000/-
3.	Master/Art Master with PG qualification(Ordinary Gd) and Assistant Master (Senior Scale)	Rs.1640-60-2600-EB-75-2900	Rs.6,500-200-10500/-
4.	Assistant Master (Ordinary Gd)	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,500-175-9000/-
5.	Art Master(Ordinary)	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,500-175-9000/-
6.	Physical Education Master	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,500-175-9000/-
7.	Librarian	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,500-175-9000/-
8.	Craft & Workshop Instructor	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
9.	Physical Training Instructor	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
10.	Musical Teacher/Band Master	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
11.	Laboratory Assistant	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-

**APPENDIX H**

**EXISTING AND REVISED PAY SCALES OF NON-ACADEMIC STAFF OF**  
**SAINIK SCHOOL**

<b><u>SR NO</u></b>	<b><u>DESIGNATION</u></b>	<b><u>EXISTING SCALES</u></b>	<b><u>REVISED SCALES</u></b>
<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>
1.	Medical Officer	Rs.2000-60-2300-EB-75-3200-100-3500	Rs.8,000-275-13500/-
2.	Office Superintendent	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,000-150-8000/-
3.	Accountant	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.5,000-150-8000/-
4.	Mess Manager	Rs.1400-40-1800-50-2300-eb-60-2600	Rs.4,500-125-7000/-
5.	Quarter Master	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.4,500-125-7000/-
6.	Matron/Hostel Supdt	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.4,500-125-7000/-
7.	Estate Manager	Rs.1400-40-1600-50-2300-EB-60-2600	Rs.4,500-125-7000/-
8.	Building Supervisor	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
9.	Catering Assistant	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
10.	Nursing Assistant/Sister/Compounder	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
11.	Upper Division Clerk	Rs.1200-30-1560-EB-40-2040	Rs.4,000-100-6000/-
12.	Lower Division Clerk	Rs.950-20-1150-EB-25-1500	Rs.3050-75-3950-80-4590/-
13.	Drivers	Rs.950-20-1150-EB-25-1500	Rs.3050-75-3950-80-4590/-
14.	Craft/Workshop/Medical/Lab attendants	Rs.800-15-1010-EB-14-25-1500	Rs.2,650-65-3300—70-4000/-
15.	General Employees	Rs.750-12-870-EB-14-940	Rs.2,550-55-2660-60-3200/-
16.	General Employees (skilled)	Rs.800-15-1010-EB-20-1150 Rs.950-20-1150-EB-25-1500	Rs.3050-75-3950-80-4590/-

\* The scale at (ii) is meant for those skilled workers in whose case a diploma/certificate from a recognised institution, ITI, Polytechnic may be considered necessary qualification.

Name of the Sainik School \_\_\_\_\_

**TEACHING STAFF**

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING 30  
JUNE**

1. Name of the Teacher in full :  
(in block letters)
2. Educational qualification (including :  
Training Degree/Diploma)
3. Date of Birth :
4. Post held during the period under report :
  - (a) Date from which holding the present post :
  - (b) If permanent or temporary in this post :
  - (c) If permanent, date of confirmation :
  - (d) If permanent in lower post, date of :  
confirmation in that post
5. Basic pay on 1<sup>st</sup> Jan of period under report with :  
pay scale.
6. Period of absence from duty on leave other than :  
casual leave, training etc during the period under  
report
7. Class(es) and subject(s) taught during period under :  
review along with pass percentage

**PART II : ASSESSMENT OF THE REPORTING OFFICER**

Note: Assessment under column 8 to 25 below should be indicated by tick marking or with grade like good, outstanding etc but should be clearly expressed in suitable words.

8. Academic competence and class-room organisation :  
and control
  - (a) Knowledge of the subject taught :
  - (b) Teaching ability :
  - (c) Instructional work (give a descriptive account) :

- (i) Preparation & submission of lesson notes :
  - (ii) Use of appropriate teaching aids for effective and meaningful teaching :
  - (iii) Checking & evaluation of written work/home assignment :
9. Alternates to new ideas, innovations and professional growth :
- (a) Any project or experimental work undertaken or paper written. If so, a brief resume may be given :
  - (b) Indicate in-service courses attended during the year and extent to which knowledge/skills gained therein have been implemented. :
10. Attitude towards work :
11. Co-operation and willingness to undertake the assigned work :
12. Intelligence and understanding :
13. Zeal, diligence and sense of responsibility :
14. (a) Has any work of admission or accounting been entrusted to him ? If so, give details :
- (b) How has he fared in this work :
15. Initiative and resourcefulness :
16. Organising ability :
17. Qualities of leadership :
18. Amenability to discipline :
19. (a) Relationship with colleagues :
- (b) Relationship with superiors :
- (c) Popularity among students :

- (d) Ability to work as a member of team :
20. Punctuality and attendance :
21. Capacity to assume higher responsibility :
22. State of health :-  
Please indicate whether
- (a) the teacher is physically energetic :
- (b) Mentally alert.
23. Honesty and integrity :
24. Whether the teacher was reprimanded for indifferent work or other cause during the period under report ? :
25. Other observations : (This space may be utilised for remarks with complete corroborate or supplement what has been reported above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the pro forma given above which the Reporting Officer considers worth mentioning may also be indicated here).

Dated:  
Officer

Signature of Reporting

Name in block letters  
Designation

Note:- Adverse remarks, if any, should be substantiated by documentary evidence/proof.

### **PART III**

#### **REMARKS OF THE REVIEWING OFFICER**

26. Length of service under the Reviewing Officer :

27. Do you agree or disagree with the assessment of the :  
Reporting Officer in regard to his remarks on the work  
done by the teacher as contained in Part II of the report ?  
Is there anything you wish to modify or add ?
28. Overall assessment of performance and qualities :
29. (a) Fitness for promotion to higher grade (s) :
- (i) Fit
- (ii) Not yet fit
- (iii) Unfit
- (b) Has the Officer any special characteristics and/or :  
any outstanding merits or abilities which would  
justify his advancement and special selection for  
higher appointment out of turn? If so, mention  
these characteristic briefly and indicate why you  
consider him fit out of turn promotion
- (c) Recommendation regarding suitability for other :  
spheres of work

Officer

Signature of Reviewing

Name in block letters

Designation

Date

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING 30<sup>th</sup> JUNE**

**(NON-TEACHING STAFF)**

Name of the Sainik School : Sainik School Nalanda (Bihar)

1. Name Anil Sharma
2. Date of Birth 28 August 1972
3. Designation of post held Accountant
4. Date from which continuous appointment is held  
(a) in the present school }  
(b) in the present grade: } 01 January 2007
5. Basic pay on the 30 Jun of the year of report and pay scale Rs .5,000/-
6. Educational and other qualifications B.Comm.in HP University in 1995
7. Brief description of duties allowed: To Handle the Accounts of sainik school Nalanda (Bihar)
8. Observation on –
  - (i) Intelligence
  - (ii) Initiative
  - (iii) Devotion to duty
  - (iv) Skill in the work on which employed
  - (v) Whether maintains all registers and accounts tidily and upto date.
  - (vi) Amenability to discipline
  - (vii) Relation with other staff
  - (viii) Punctuality in attendance.

9. He has been responsible for:  
any outstanding work during the period under review  
meriting special commendation? If so, mention in  
brief this outstanding work.
10. Has he been reprimanded for in-different work or for  
other causes during the period under re-view? If so,  
mention the same in brief.
11. General assessment of good and bad qualities.
12. Any other remarks:

Signature of Reporting Officer

Date:-

**REMARKS OF THE REVIEWING OFFICER:**

Signature of Reviewing Officer

Date

Name of the Sainik School \_\_\_\_\_

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING 30 JUNE**

**GENERAL EMPLOYEES**

1. Name
2. Post held
3. Date of Birth
4. Present pay and scale of pay
5. Educational Qualifications
6. Brief description of duties allotted
  
7. Date from which continuously working in the school
8. Can he read and write (specify the language)
  
9. Observations on
  - (i) Intelligence
  - (ii) Amenability to discipline
  - (iii) Honesty and Integrity
  - (iv) Punctuality
  - (v) Devotion to Duty
  
10. General Assessment of good and bad qualities
  
11. Any other remarks

**Signature of Reporting Officer**

**Date** \_\_\_\_\_

**Remarks of the Reviewing Officer**

**Signature of Reviewing Officer**

**Date** \_\_\_\_\_

**SAINIK SCHOOL**

**INCOME ESTIMATES FOR THE YEAR MAY \_\_\_\_\_ TO APRIL \_\_\_\_\_**

<u>Sl. No.</u>	<u>Source of Income</u>	<u>Actuals for the Previous year to</u>	<u>Actuals for the Current year to</u>	<u>Anticipate for the Current year to</u>	<u>Estimate for the New Financial year</u>	<u>Remarks</u>
1	Fees					Worked out with the anticipated strength of ..... students on rolls.
2	Income over Expenditure from (a) Entrance Examination (b) Other Sources  (c) Sale of Condemned Stores  (d) Miscellaneous					Income would include i) Sale of Prospectus ii) Registration Fee Expenditure would include i) Postage ii) Printing oif Q Papers iii) Advertisement charges paid, if any. iv) Examination fee v) TA/DA vi) Other expenses Less sale of Condemned clothing, which would be credited to the clothing Fund would include:- i) Forfeiture of Caution Money of Students ii) Forfeiture of Security Deposits of Contractors. iii) Issue of Duplicate Certificates iv) Fines to Children & Contractors v) Others.
3.	Income over Expenditure for Ancillary Activities:- (a) Farm (b) Piggery (c) Dairy (d) Cinema Club (e) Printing Press(including binding)					
4.	Transferred from Reserve Fund					
	----- TOTAL (A) -----	-----	-----	-----	-----	
5.	Income over Expenditure, Expenditure over income, income by way of interest on school reserves					Only after special sanction has been obtained from the BOG, Sainik Schools Society, for some capital expenditure.
	----- TOTAL (B) -----	-----	-----	-----	-----	
	----- GRAND TOTAL (A & B above) -----	-----	-----	-----	-----	

BUDGET SAINIK SCHOOL ..... FOR THE YEAR ..... TO

.....

<u>Sl. No.</u>	<u>Head of Account</u>	<u>Actuals for the Previous year to</u>	<u>Actuals for the Current year to</u>	<u>Committed for the for the Current year to</u>	<u>Proposed for the New Financial Year</u>	<u>Per Capita</u>	<u>% R e m a r k s</u>
6	Maint. and Replacement of Furniture and Equipment						
7.	Medical Expenses (a) Staff (b) Students						
8.	Main of vehicles (including POL)						
9.	Office Stationery and Contingencies						
10.	Postage and Telegrams						
11.	Telephones & Intercom (including Maint)						
12.	Duty Journeys (TA/DA)						
13.	Gardening						
	<b>TRAINING</b>						
14.	Text-books and Stationery for Boys						
15.	Library						
16.	Newspapers and periodicals						
17.	Games and Sports						
18.	Science Laboratories						
19.	Art, Craft, SUPW (including Music)						
20.	Audio-Visual Aids (including Repairs/Maint of Trg equipment and Band)						
21.	Educational Tours and Debates						
	<b>GENERAL</b>						
22.	Improvement in School						
23.	Incentives for Staff						
24.	Welfare Staff						
25.	Grant-in-aid for K.G. School						
26.	Uniforms for staff						
	<b>MISCELLANEOUS</b>						
27.	Legal Expenses						Net expenses on advertisements given for vacant posts and for tenders. Not covered in the above Heads.
28.	Advertisement						
29.	Any other items (to be specified)						
-----							
Total							
	Income over Expenditure						
	Expenditure over Income						

NOTE: Allocations under each Head of Account will be subject to variation, not exceeding 10% under any particular budget head, but within the over all ceiling imposed by the total budgeted expenditure.

BUDGET SAINIK SCHOOL ..... FOR THE YEAR ..... TO

.....

<u>Sl. No</u>	<u>Head of Account</u>	<u>Actuals for the Previous year to</u>	<u>Actuals for the Current year to</u>	<u>Committe d for the for the Current year to</u>	<u>Proposed for the New Financial Year</u>	<u>Per Capita</u>	<u>%</u>	<u>Remarks</u>
<b><u>ESTABLISHMENT</u></b>								
1.	Establishment (a) Pay (b) Allowances							Including provision for annual increments provision kept for ..... Additional installments beyond..... If no other sources of income are indicated for the Gratuity Fund
2.	School's Contribution  (a) To Provident Fund (b) To Gratuity Fund							
<b><u>Q and Adm</u></b>								
3.	Catering (including Fuel)							
4.	Electricity and water (including maintenance of electrical & water supply fitments)							
5.	Hygiene and Sanitation (including Sewerage Charges payable to be Municipal Committee)							To be adjusted against grants-in-aids received, if any.

LIST OF AUDITABLE DOCUMENTS SAINIK SCHOOLS

CASH/ACCOUNTS SECTION

1. Cash Book General
2. Petty Cash Book
3. Journal and Ledger for Cash Accounts
4. Bank Reconciliation Statement
5. Students Running Ledger Account
6. Money Order Register
7. Provident Fund Ledgers
  - (a) Provident Fund General Ledger.
  - (b) Provident Fund Journal
  - (c) Provident Fund Journal Ledger
  - (d) Provident Fund Cash Book
  - (e) Provident Fund Reconciliation Register
8. School Accounts Fixed Deposit Register
9. Security Deposit Register
10. C.D.S. Ledger
11. Caution Money Register
12. Salary Disbursement Register / Pay Bill Register
13. Scholarship Demand Register/School Fees Demand Register
14. Unpaid Salaries Register
15. Receipt Books / Cheque Books
16. Final Accounts
  - (a) Monthly Trial Balance (12)
  - (b) Income and Expenditure account
  - (c) Balance Sheets
  - (d)
    - (i) School A/cs
    - (ii) Welfare Fund A/cs
    - (iii) Canteen Accounts
    - (iv) Provident Fund Accounts
17. Canteen Accounts
  - (a) Liquor Stock
    - (i) Ledger
    - (ii) Liquor Fortnightly Statement
    - (iii) Cash Memos.
  - (b) Canteen Ledger
  - (c)
    - (i) Canteen Ledger
    - (ii) Statement of Sale (LP & Canteen item)
    - (iii) Cash Memos (LP & Canteen item)
  - (d) Canteen Cash Book
  - (e) Canteen Main Cash Book

## MAIN OFFICE

1. Service Books.
2. Pay Bill / Estt. Pay Bill Register
3. Advance and other demand registers  
(for purchases, loans etc)
4. Telephone Register
5. Postage Register
6. Stationery Register
7. Prospectus Register
8. Tender Register.
9. Welfare Fund Account
  - (a) Welfare Fund Ledger
  - (b) Welfare Fund Cash Book
10. Attendance Register (for casual staff)
11. Railway Warrant Register
12. School Property Register
13. Contracts
  - (a) Land Contract
  - (b) Wet Canteen Contract
  - (c) Fresh Contracts (vegs, fruits, meat, chicken, eggs, milk etc)

## QUARTER MASTER / STORE ACCOUTNS

1. Clothing Ledger
2. Ration Accounts
  - (a) Dry Rations
  - (b) Fresh Rations
3. Register of Buildings
4. Register of Land
5. Register of Trees
6. Register of Infrastructure
7. Furniture / Furnishing Ledger(s)
8. Vehicle Tools Ledger
9. Vehicle Register
10. VDRA \ Car diary \ Log Book
11. POL Ledger
12. Musical Instrument Ledger
13. Equipment Ledger (Vols I, II etc)
14. Sports Equipment Ledger
15. Kitchen equipment
  - (a) Crockery/Cutlery ledger
  - (b) Misc Ledger
16. Scientific Instruments / Laboratories
  - (a) Physics Stock Ledger
  - (b) Chemistry
  - (c) Biology

17. Hospital Store Ledger
18. Medicine Ledger
19. Electric Good Ledger
20. Trophies Ledger
21. Laundry Register
22. Register of Books / Maps
  - (a) General Books
  - (b) Text Books
  - (c) Stationery Ledger
  - (d) Maps Register
23. Liveries Register
24. Register of Losses
25. Fire Fighting Eqpt. Ledger
26. Misc Ledgers
  - (a) Agriculture (Garden & Farm Eqpt) Ledger
  - (b) PWS Clothing Ledger
  - (c) Workshop Ledger
  - (d) Barber Tools Ledger
  - (e) Packing materials Ledger
27. Register of Journals and News Papers.
28. Art and Craft items Register
29. Cinema Ledger
30. Photography Register
31. Expendable Stores Ledger
32. Salvage ledger
33. Condemnation Board Register
34. Gift Store Ledger
35. Red Cross Store Ledger
36. Welfare Store Ledger
37. Drama Store Ledger
38. Visual Eqpt Ledger
39. Clubs Ledgers
  - (a) Dramatic
  - (b) Music
  - (c) Geography etc
40. (a) Payment Vouchers
  - (b) Receipt Vouchers

## **OTHER SECTIONS**

1. Farm/Diary/Poultry Sections (when functioning)
  - (a) Farm/Diary Account Ledger
  - (b) Live stock ledger
  - (c) Poultry Account Ledger
2. Piggeries (when functioning)
  - (a) Piggery Accounts
  - (b) Live Stock Ledger

3. Bakery (when functioning)
  - (a) Bakery Receipt and Issue Ledger
  - (b) Bakery Product and Issue Ledger
  - (c) Bakery Product
  - (d) Credit Sales Register
  - (e) Cash Sales Register
  
4. K.G. School (when located)
  - (a) Fee Register
  - (b) Cash Book
  - (c) Pay Register / Receipt Book
  - (d) Register of Books
  - (e) School diary 'Prospectus Register'

## APPENDIX N

### AGREEMENT FOR THE SUPPLIES AS MENTIONED IN THE ATTACHED SCHEDULE FOR THE SAINIK SCHOOL

Agreement made this \_\_\_\_\_ day \_\_\_\_\_ (one thousand nine hundred \_\_\_\_\_) between Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_ r/o Distt \_\_\_\_\_ (hereinafter called the contractor) which expression shall where the context so admits include their heirs, executors, administrators representatives and assignees of the one part and the Registrar, Sainik School, \_\_\_\_\_ being the representative of the Principal, Sainik School, \_\_\_\_\_ (hereinafter called the Registrar, Sainik School which expression shall where the context so admits include his successors in office and assignees, of the other part.

1. Whereas the contractor has tendered for the supply of \_\_\_\_\_ and as such tender had been accepted by the Registrar, Sainik School \_\_\_\_\_ for and on behalf of the Principal, Sainik School \_\_\_\_\_.
2. And whereas the contractor has also agreed to lodge a deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) hereinafter called the deposit) and security for the due and faithful performance of this contract by him. The deposit will be liable to the forfeited at the time of the breach or non-performance of the contract by the contractor of any clauses thereof on the part of the contractor.
3. Now those present witness that for carrying the said agreement into execution the contractor on the one part and the Registrar Sainik School \_\_\_\_\_ on the other part do here by mutually contract and agree as follows:-
  - (a) The contractor shall deliver the supplies / services at their expense in such time and place in such representatives and at the Ration Stand as per the specifications at the rates given in the schedule attached to this contract.
  - (b) The Registrar, Sainik School, \_\_\_\_\_ may authorise such officer/officers as he may wish to operate the contract on his behalf and the contractor and his agents will accept and carryout instructions given by the officer (or his representatives) in connection with the contract as if those were issued by the Registrar, Sainik School, \_\_\_\_\_.
  - (c) The Registrar, Sainik School or his authorised representative to whom the supplies/services are to be delivered in the contract may reject the supplies services in whole or in the part, or in the

supplies are not in respect or in accordance with the contract in their opinion.

- (d) The contractor shall not charge or be paid for such supplies / services rejected as above and such supplies / services shall be replaced by him at once at his expense.
- (e) The contractor shall neither claim nor be entitled to payment for any damage that rejected supplies may suffer from cutting tearing or any other harm incidental to a full examinations and test of such supplies / services.
- (f) The Registrar, Sainik School \_\_\_\_\_ shall in the event of rejection of supplies be entitled to demand replacement at the contractor's own cost of such supplies of the quantity required or in the event of the latter's failing, declining, neglecting or delaying to comply with any demand or rejection or otherwise not executing the same in accordance with the terms of the contract. The Registrar, Sainik School, or the officer operating the contract shall be at liberty (without prejudice or compensation against loss and inconvenience caused by such breach or non compliance of the contract) to purchase the tinned items in lieu or purchase the items locally if available to procure or to arrange from Government stores, or otherwise at the contractors own risk and expense supplies/services as may have been rejected or that the contractor may have failed, neglected, declined or delayed to supply such authorised substitutes thereof as are specified in the scheduled thereof and excess cost so incurred in purchasing, procuring (together with all incidental charges) in excess of the contract price shall be recovered from him on demand.
- (g) All money or compensation payable by the contractor to the Sainik School \_\_\_\_\_ under the terms of the contract may be deducted from his security deposit or from any sums which may be due or may become due to him by the school under the contract.

4. In the event of the security deposit being reduced by reasons of any non compliance of the contract, the contractor shall within ten days from the date of being called upon to do so make good the amount required to complete the security deposit.

5. The Registrar, Sainik School, \_\_\_\_\_ may rescind the contract for the following reasons:-

- (a) If the contractor assigns or sublets this contract without the Registrar's written approval or if the contractor attempted to do so.
- (b) If the contractor or any of his agents or his servants are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan, reward or advantage, pecuniary or otherwise to any officer or persons in employment of the school.
- (c) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to performs or serve any condition of the contract.
- (d) In case of recession, the Registrar, Sainik School shall be entitled to recover from the contractor, on demand, any extra expense he may put to

in obtaining supplies / services hereby agreed to be supplied from elsewhere in any manner mentioned in clause 3(f) hereof for the remainder of the period for which this contract was entered into without prejudice to any other remedy he may have.

6. Notwithstanding any thing herein before contained, the Registrar, Sainik School \_\_\_\_\_ may recover from the contractor as compensation, such sums as he considers reasonable, if he fails to observe or perform any condition of the contract.
7. The contractor agrees to the Sainik School \_\_\_\_\_ authorised representative exploring markets in the area in which contractor may obtain or procure supplies to meet demand under this contract either for the purpose of obtaining records or resources or of purchasing any commodity for the purpose of building up reserves as may be considered necessary and any control which the Registrar, Sainik School \_\_\_\_\_ may wish to introduce during the currency of the contract.
8. The contractor shall be liable to payment of rent for any building / house, if and when occupied by him in the course of contract at the rate to be fixed by the Registrar, Sainik School \_\_\_\_\_.
9. No payment will be made in advance for any supplies / services under this contract.
10. If during the currency of the contract, specification of any article or articles be changed the contractor shall continue to supply the said article / articles in accordance with the new specifications at rate to be mutually agreed to in writing at the time of such changed by the Registrar, Sainik School \_\_\_\_\_.
11. The contractor shall submit by the 5<sup>th</sup> of each month to the Registrar, Sainik School, \_\_\_\_\_ one bill in duplicate in English for all services / supplies accepted during the previous month. Charges for these bills always be entered at the same rates as are shown in the schedule of the contract as pertains to it.
12. The contractor shall oblige his servants and agents to conform to any reasonable instructions to ensure their punctuality in attendance or service, cleanliness and respectful behaviour that may be given to the Registrar, Sainik School, \_\_\_\_\_ or his representatives.
13. The contractor security or any balance thereof remaining at the end of the contract shall not be returned to him until his accounts have been finally audited and settled and until he has executed the usual "No Demand Certificate".
14. During the term of the contract the Registrar, Sainik School at his discretion cancel, substitute or change of the menu, any one or more of the items covered by the schedule of the supplies and make alternative arrangements for its / their supply or procurement without assigning any reason, after giving the contract or seven days notice thereof.
15. In the event of any decrease/increase in the school strength and consequently in demand of supplies the contractor shall not be entitled to any compensation.

16. All payments due to the contractor under this contract will be made to Shri \_\_\_\_\_ Distt \_\_\_\_\_ on monthly basis.
17. Notwithstanding any thing to the contrary herein contained the contract may be terminated by the Registrar, Sainik School \_\_\_\_\_ by giving the contractor a fortnight (14 days) notice in advance without assigning any reason and without the contractor being entitled for any compensation on this amount.
18. By virtue of the contractors position as a contractor he fully understands that he and his employees and representatives are not to divulge any information in respect of this school that may come to their knowledge regarding strength, composition, location or rates of supply etc to any unauthorised person/persons.
19. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the services required under this contract will have to be made or furnished and with all the terms, clauses, conditions, specifications and other detail of the contract and he shall not plead ignorance of any of these as an excuse in case of complaints against or rejection of service, tendered by him or with a view whether to asking for enhancement of any rates agreed to in the contract or to evading any of the obligation under the contract.
20. All questions relating to the execution of the terms of this agreement and all disputes and differences which shall arise during the progress of work under this agreement or any other matter arising out of or relating to this agreement on the work to be done, or payment or with regard to construction, meaning and affect of this agreement or any part thereof shall be referred to the sole arbitration of the Principal, Sainik School \_\_\_\_\_ whose decision shall be final conclusive and binding upon the parties at this agreement.
21. The contractor will pay a sum of Rs. \_\_\_\_\_ per month if a room is allotted to him for keeping his bulk supplies, he will vacate the accommodation allotted to him in case the contractor's contract is terminated or whenever he is asked to do so. The Registrar, or his representatives will have the sole right to take possession of the accommodation in case of failure on the part of the contractor to vacate the premises so allotted within the stipulated date mentioned by the Registrar.
22. The period of this contract shall be from \_\_\_\_\_ to \_\_\_\_\_ extendable to 3 months at the discretion of the Registrar, Sainik School \_\_\_\_\_ in which case the contractor will be served one months notice for extension of the same or to the date of last payment which ever is earlier unless it is terminated earlier. In the event of the state of emergency declared during the currency of the contract this contract may if so required in writing by the Registrar, Sainik School \_\_\_\_\_ within 10 days before expiry of the contract period, continue to be in force up to a date of 61 days after the date originally, fixed for the termination of the contract.
23. All \_\_\_\_\_ must be laid out properly in front of ration stand for inspection before acceptance.

24. Prior approval of the Principal must be obtained for supply of the items not tendered.

25. In witness where of the said Shri \_\_\_\_\_ S/o Sh \_\_\_\_\_ r/o V&PO \_\_\_\_\_ Distt \_\_\_\_\_ on the one part and the Registrar, Sainik School \_\_\_\_\_ on the other part have hereinto set their respective hands and seals the \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Registrar, Sainik School

(Contractor)

Witness No.1 \_\_\_\_\_ Witness No.2 \_\_\_\_\_

SCHEDULE FOR TENDERS FOR \_\_\_\_\_ SUPPLIERS (\_\_\_\_\_) WITH EFFECT FROM \_\_\_\_\_ TO \_\_\_\_\_.

Sr No.

Item

Approved rates

Sd/-

Registrar  
Sainik School \_\_\_\_\_

Sig \_\_\_\_\_  
(Contractor)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix 'O'**

Article \_\_\_\_\_

Month & Date	Particulars	Receipt			Issue	Balance of Stock	Remarks
		Qty	Rate	Amount	Qty		

**Appendix P**

**ANNUAL STOCK VERIFICATION CUM CONDEMNATION \_\_\_\_\_ STORES**

SAINIK SCHOOL \_\_\_\_\_

Date \_\_\_\_\_

Sr No	Ledger Page No.	Item	Rate	Clothing balance	<b>Value</b> of clothing balance	Ground balance	Surplus	Deficient	Beyond economical repairs	Repair - able	Value of items beyond economical repairs	Value of service-able stock	Value of items found deficient	Remarks
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Recommendation by the Board:-      Remarks by the Registrar      Remarks by the Principal

Presiding Officer: \_\_\_\_\_      Action taken vide \_\_\_\_\_

Members

Registrar

Principal

- 1.
- 2.
- 3.

**FIXATION OF AMENITY CHARGES FOR SCHOOL VEHICLES**

- |  |                 |
|--|-----------------|
| a) Car / Jeep / Jonga / Omni Van.  | Rs.8.35 per km  |
| b) Metador / Mahindra Van / LCV Swaraj<br>Mazda / DCM Toyota Comdr. Jeep / Sumo. | Rs.8.35 per km  |
| c) Bus Tata/Leyland/Mini Truck Bus – 35<br>seater / 3 ton.                       | Rs.14.75 per km |

The private use of School Vehicles will be limited and made only when these are not required for official purposes, except in an emergency involving risk to life and would invariably require sanction of the Principal, or in his absence, of the Registrar. The above hire charges will be payable for the distance covered from garrage to garrage. Any revision of these rates that may be necessitated due to major charges in the prices of POL in future will be made with the approval of the Board of Governors.

Reference: Sainik Schools Society, Ministry of Defence, letter No.34(38)/91-D(SSC) dated 08 Jun 1999.