

Copy of the Memo No. 932-Ed III-IE-68/5360 dated 20.2.68 from the Secretary to Govt. Punjab, Education Department to the DPI Punjab.

Sub: Adoption of Delhi pattern of grant-in-aid rules for privately managed schools in the state payment of grant-in-aid.

Reference your UO Note No. 122C(C)-1/90-66(4) dated the 15th Feb. 1968 on the subject noted above.

2. With a view to improve the status of teachers working in privately managed recognised schools in the state, sanction of the Governor of Punjab is accorded to the payment of adhoc grants to the private schools at 95% of the deficit w.e.f. 1.12.1967 in accordance with the principles laid down in the working paper (copy enclosed) subject to the following conditions:-

- || a) At present grants are paid at 75% of the deficit subject to the ceiling of Rs. 6000/- and thus the managements are also sharing expenditure of the basis of unrevised scales of pay and dearness allowance. This contribution by the managements as it stood on 30.11.67 should be worked out and the amount may be reduced from the adhoc grant payable under the principles laid down in the working paper.

b) If any other grant has already been paid for the current financial year to the private managements for similar purpose, this may be deducted. If no such payment has been made that will now merge in the adhoc grant payable under the revised rules, and no separate payment should be made.

c) An agreement may also be got executed from the grantee laying down specific conditions for the fulfilment by them including the condition of refund and audit of grant, while releasing adhoc grants.

3. In case any District Education officer finds any difficulty in application of rules or interpretation of principles of grant in aid, grants may be released at the minimum of rate on adhoc basis to be adjusted later on so that the teachers could get their salaries according to the revised scales of pay and dearness allowance for the month of February, 1968 at least.

4. Sanction is also accorded to the creation of two posts of Assistants in the grade of Rs. 150-10-200/10-300 and one post of clerk in the grade of Rs. 60-4-80/120/5-175 from the date of entertainment upto the 31st March 1968 for implementing the revised grant in aid rules. A composite proposal for further continuance of the additional staff giving full justification of the

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basis of work load/nor receipt etc. keeping in view the total picture of the headquarter staff may be sent to Govt.

5. The incumbents of the posts will be entitled to draw such allowance as sanctioned by the Govt. from time to time.

6. The expenditure involved will be debitable under the head "28-Education-B-Secondary-G.Direct Grants to Non-Govt.High/Higher Secondary of additional posts will be debitable under the head "28-Education-F-General P-Direction (Plan)" under the scheme "Strengthening of Educational Administration for the year 1967-68.

7. This Memo. issues with the concurrence of the Finance Department conveyed vide their U.O. no. 1537-EdII-68 dated 20.2.1968.

Copy of the Memo No. 135 (G)-Gr.I/40-66 168 dated 22.2.68 from the DPI Punjab to all the DEOs/CEOs in the State.

Sub: Adoption of Delhi pattern of grant-in-aid rules for privately managed schools in the State payment of grant-in-aid.

A copy of the Punjab Govt. Education Department sanction issued vide their Memo No. 932 Ed III-IE-68/5360 dated 20.2.68 is

forwarded herewith for information and necessary action. All the necessary data required for the disbursement of adhoc grant-in-aid to the privately managed recognised schools of your district/circle may be got ready for further necessary action.

PROPOSED RULES FOR THE IMPLEMENTATION OF DELHI
PATTERN OF GRANT-IN-AID TO THE PRIVATELY MANAGED
SCHOOLS IN PUNJAB

I(i) With a view to improve the status of teachers working in privately managed recognised schools, the Punjab state Government has decided in principle to liberalise grant-in-aid admissible to such schools at 95% of the approved deficit on the pattern of grant-in-aid given to schools in the Delhi State. But the Govt. reserves the right to determine the number of institutions which will receive grant-in-aid from time to time. The recognition of school permanent or provisional would not automatically entitle it to be placed on the grant-in-aid list of the department. No school can claim grant-in-aid or its continuance as a matter of right.

ii. All recognised schools permanent or provisional as on 30.11.87 may be brought on the grant in aid list. The provisional recognition granted to schools may be extended beyond 31.3.68 as already decided by Govt. If such provisionally recognised schools do not fulfil the conditions imposed by the Department

these schools will automatically be dropped from the grant-in-aid list of the Department.

2. The Director of Public Instruction, Punjab is the competent authority for the issue of the grant-in-aid and also for placing a school on grant-in-aid. All claims for grant-in-aid will be addressed to the Director of Public Instructions, Punjab through Distt. Education officers on the prescribed forms by the specified dates.
3. No school shall be approved for grant in aid unless its management gives an undertaking in writing that it shall comply with all the conditions for grant-in-aid and recognition laid down by the Department from time to time amended also from time to time. Breach of these conditions shall render the school liable to be removed from the grant-in-aid list.
4. Managing committee of a school on the grant-in-aid list shall be registered body under the societies Registration Act of 1850.
- 5(i) The school shall have on its management committee some representatives of the Department and the teachers of the said school and the parents of the students studying in that school. The total number of members on the managing committee of a school and

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the number of representatives shall be fixed by the Department from time to time and shall be binding on the management.

ii)

It is proposed to have the same constitution of the Managing committee as has been provided under the rule 54 of the Delhi Education Code. Under these rules the maximum number of members on a Managing Committee should not exceed 16. In case this number exceeds 16, according to the existing provision of the constitution of a school, the representatives of teachers will also increase proportionately on a managing committee.

iii)

In case of a Managing Committee having a number of schools under its management, local representation will be given to the teachers and the parents of a particular school on the central Managing committee for dealing with the affairs of the said school. In case of the representatives of the Deptt. District Education officer concerned of his/her deputy will be represented on the Managing Committee.

iv.

The managing committee of a school should fully satisfy the department that it can pay its share of the

salary of the teachers every month out of its own resources.

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6. The Management of an aided school shall give to the head of the school full freedom and authority for the academic work and internal administration including school discipline. No member of the staff of a school other than the principal shall function as its manager.

7. Reserve Fund

Every aided school shall have Reserve Fund an amount not less than indicated below or enquired from time to time under the provision of the code. This Reserve Fund shall be deposited in an approved scheduled bank or post office and shall be pledged to the Deo concerned. In case of any default by the management for the payment of salary to the staff or the misuse of the grant sanctioned by the department, this Reserve Fund shall be the first charge for making any recovery or payment to be made to the teachers direct by the department

Higher Secondary Schools

Upto 500 pupils	10,000/-
501 to 750 pupils	12,000/-
751 to 1000 pupils	20,000/-
Middle school	3,000/-
Primary School	2,500/-

- a) In case of permanently recognised schools, the above conditions may be relaxed. Their existing deposits to the Reserve Fund may be considered to be good enough for the purpose.
- b) In case of provisionally recognised schools, the condition of reserve fund may be the same as imposed by the Department in order to grant it permanent recognition. However, the calculations of the reserve fund are to be made on the scales of pay granted to the teaching personnel before the revision of grades on the basis of Kothari commission's recommendations.

8.

in case of provisionally recognised Higher Sec. Schools which are permanently recognised high schools before conversion the condition of Reserve Fund should be relaxed to the extent of the amount already deposited when such schools were given permanent recognition as High Schools.

The above conditions of reserve fund will be applicable to the new schools placed on the grant-in-aid list.

9. School Funds.

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Every school shall have fund in which all income from fees, fines, admission fees, late certificate and the grants received from the Govt. will be deposited. This school fund shall be deposited in the post office or a schedule bank approved by the Department. The withdrawal shall be made by the manager of the school only. The school will maintain another account in the name of the manager in which income from other sources like donations, contributions by the public and income from other sources like donations, contributions by the Public and income from properties of the school shall be deposited. This amount shall be used for the improvement of the school and also meet the share of the management towards the salary of the staff. Both these accounts shall be opened to audit by the department.

10. Post Fixation

- a. All aided schools shall employ an adequate number of qualified/trained teaching staff and other qualified staff as may be required by the department. The pay of the qualified untrained teachers and staff shall not be admissible charge for the assessment of grant-in-aid of the school, unless exemption for the same has been given by the department.

- b) The post fixation of every school shall be done by the Department every year in the beginning of the school session on the basis of the average admission of the preceeding year.
- c) The qualifications for the teaching personnel will be the same as fixed by the Department from time to time.
- d) The number of periods taught by each teacher will be according to the instructions issued by the Department. In case a ^{teacher} teacher less number of periods than the prescribed number, his grant-in-aid shall be proportionately reduced.
- e) As the privately managed schools do not have uniform scales of pay the existing staff shall be reduced to the following categories according to the work assigned to teachers (in parity with the scales of pay and D.A. admissible to the teaching personnel in Govt. schools).
- i) Teachers equivalent to the grade of Rs. 125-300 as if Govt. schools.
- ii) masters equivalent to the grade of Rs. 220-500.

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- iii) Lectures equivalent to the scale of Rs. 300-600 of Rs. 250-550 as in Govt. Schools.
 - iv) Heads of High Schools equivalent to the scale of Rs. 300-300.
 - v) heads of Higher Secondary schools equivalent to the scale of Rs. 400-800.
 - vi) Selection grade of Rs. 220-400 may be awarded to a classical and vernacular teacher provided he has put in 20 years or more continuous service in recognised schools upto 30.11.67. Each such case will be considered on merit by the Department/Govt.
 - f. The present position of the staff working in privately managed schools as on 30.11.67 shall stand frozen for the time being for post fixation. This position will be reviewed later on and any teacher employed after that date will not be considered approved for the grant-in-aid purposes.
 - g. An extra staff than the proposed norm will not be the liability of Govt. for the grant-in-aid purposes.

Persons rendering gratuitous services will not be a liability of the department for grant-in-aid purpose.

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i) A person employed after the age of superannuation will not be retained in the service without the prior approval of the department and his extension will be granted for a maximum period of five years on year to year to basis. This will be reemployment on the basis salary in the admissible grade.

j) Qualified staff employed on a part time basis will be receiving the grant-in-aid in proportion to the time spent by him in teaching work.

k) A manager working on a salary basis will not be entitled to grant-in-aid.

l) The non teaching staff working in private schools will also be admissible for grant-in-aid purpose on the same basis as has been provided in Delhi Education Code. The position of non-teaching staff as it stand on 30.11.67 stands frozen for the time being.

11. PAY FIXATION

i) On the revision of the pay scales of the teachers working in privately managed schools all such persons

drawing less than the minimum shall be fixed at the minimum of the scale. Those drawing more than the minimum but less than the maximum shall be fixed according to the stage of the increment admissible. Those drawing more than the maximum of the pay scale shall be entitled to the maximum scale for the grant-in-aid. Any special increment allowance or financial benefit given by the management to the member of the staff will not be admissible for grant-in-aid purpose unless the same has been previously approved by the Department.

(ii) It was decided that the pay fixation formula as applicable to the teachers working in Government schools will also be operative for teachers working in privately managed schools while fixing their pay in the revised grades.

12.

~~MODE OF PAYMENT OF GRANT-IN-AID TO~~

~~PRIVATE SCHOOLS~~

a)

Normally the grants are paid after a year. Govt. may disburse the amount in quarterly basis. Government may also pay an advance grant for a quarter. But the grant for the next quarter will only be released where the grant in aid papers complete in all respects are received by the department and the department is

further satisfied that the advance grant has been utilised for the purpose for which it was paid. At the end of the financial year, the school shall be required to submit a final statement of income and expenditure alongwith grant in aid papers on prescribed forms for making final adjustment. The grant for the first quarter of the financial year shall not be released unless pay fixation sanction of the department is supplied by the schools.

- b) The staff grant may be paid in advance quarterly but the other type of grants like contingent grant building rent grant will not be paid in advance but will be paid at the end of the financial year in one instalment.

c)

The staff grant shall include pay of the staff, dearness allowance and the CP Fund contribution. No other expenses shall be admissible for grant in aid purposes.

- d) The grant in aid for pay dearness allowance and management contribution of the CP Fund will be @ 95%. The remaining 5% shall be paid by the management regularly.

- e) The staff shall be paid regularly by the management by the 7th of the following month for which it issue and the

salary of the staff shall be paid by the crossed cheques in full.

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- f) Every head of institution shall submit by the 10th of every month to the District Education Officer concerned a certificate to the effect that full disbursement of salaries has been made to the staff for the proceeding month.

In case of any serious default by the management in the payment of salary to its staff, the department may pay its share of the salary direct to the staff. In that case the amount so paid shall be deemed to have been given to the institution concerned as grant in aid earned for that period.

- g) Deduction for the contributory provident fund shall be made @ 6-1/4% and the government will reimburse only the management share @ 95%.

- h) All other conditions under article 62 of the Punjab Education Code will also be operative for the purpose of grant-in aid.

- i) Grants may be suspended or withdrawn at any time by department if the tone of discipline, organisation or

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instruction is unsatisfactory or if the management staff or pupil take part in any agitation/activity which has or is likely to have an adverse effect on the tone and discipline of the school or if any of the conditions of recognition and grant in aid drawn in this code are not fulfilled.

j) In case of any additional of section or the introduction of any new subject, grant in aid shall only be admissible with the prior approval of the department.

k) All other grants like contingent grant building rent grant, boarding house grant, will be paid according to the rules in operation at present.

l) If the number of students in a subject or section or higher secondary group falls below 10, grant in aid will be admissible for teaching this section/group/subject.

13.

APPROVED INCOME

This will include fees, admission fees, fines and late certificates fees. Some time back government allowed a surcharge in fees. This was done to meet dearness allowance at Govt. rates to the staff. Now that according to the proposed rules, grant on dearness allowance @ 9% will also be paid by the department, it

is suggested that a surcharge in fees should not form a normal part of the fees and all the schools should charge fees according to the enhanced rates including surcharge. Most of the schools are already doing so. There is also a reimbursement of this account should constitute income of the school in fees.

- ii) The fees concession to students will be allowed according to the rules in operation.

14. SERVICE CONDITIONS

The service condition of the privately managed recognised schools will be determined by the provision of the Punjab Education code as amended from time to time. They will be further subject to the legislation that the Punjab Government proposed to bring forth. The salient feature of the present amendments of the education code is that the service of the staff working in privately managed schools cannot be terminated without the prior approval of the department.

15. CONCESSION TO UNTRAINED STAFF in privately managed schools

Some concession have already been given to untrained teachers working in privately managed schools in the meeting of this adhoc committees held on 23.12.1967. These concessions are as under:

- a) Untrained teachers who had put in more than five years continuance service in recognised schools upto 30.11.67 should be granted a special certificate for teaching in primary classes provided they are at least matriculates.
- b) Untrained language teachers having qualifications of Giani/Prabhakar or Shastri/Vishrad who had passed at least the Middle standard Examination relaxation in case of hard and reserving cases should be eligible for OI Special certificates if they had not less than five years continuance service to their credit as language teacher in secondary classes of recognised schools upto 30.11.67.

In addition to the above some hard cases of teachers who had put in a number of years service in privately managed recognised schools also cropped up for discussion. It was decided as under:

Middle pass untrained teachers having proficiency high proficiency qualifications in languages with atleast 15 years of the continuous service upto 30.11.67 to their credit in recognised schools may also be given special certificates for teaching in primary classes only.

16. MACHINERY FOR THE IMPLEMENTATION OF THE
DELHI PATTERN OF GRANT IN AID RULES

The existing machinery at the District and the Directorate level will have to be strengthen and replenished. The District Auditor who is in the rank of an Assistant in Rs. 106/200 will not be able to cope with the increase in work at the district level. An additional accounts knowing person will be required at each district. Two divisional Auditors may work at the Divisional or at the Directorate level for the purpose of internal audit, and scrutiny of grant in aid papers. At the Directorate level one full branch will be required for issue of grants audit and follow up action.

All the District/Circle Education officers

In the State

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Memo No.1/14-68 Grants(4)

Dated Chandigarh the 1.3.68

Subject: Adoption of Delhi Pattern of Grant-in-aid rules for privately managed schools in the State payment of grant in aid.

Continuation this office memo No. 135 (G) Gr.1/40-66 (4)68 dated 22.2.1966 on the subject cited above.

- 2 Government is very keen that in order to enable the managements of all the privately managed recognised schools in the state to introduce scales of pay and allowances for their staff with effect from 1.12.67 as admissible to the teachers in Government schools the adhoc grants for the quarter 1.1.68 to 31.3.1968 as approved by Government in their memo No. 932 Ed. III-IE.68/5360 dated 20.2.1968, may be released to them immediately. Since it is the lag end of the Financial year and time left with the department is very short, it has been decided that the District auditors should forthwith start collecting all the necessary data require for the assessment of adhoc grants during the

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current financial year. This task should be accomplished by each district auditor in three or four days and there after all the district auditors should assemble at the circle office and make actual calculations strictly under the supervision of the circle education officer concerned. This district wise statements showing the amount of adhoc grant payable to such schools duly countersigned by the circle education officer and complete in all respects should then be supplied to this office by the circle education officers per messenger. In any case, the first instalment of such recommendations must reach this office by 6.3.1968 at the latest. It is particularly emphasised that this is an urgent work and should be done on top priority level and in case, some additional assistance is required to be provided in the Distt/Circle auditors the same may be arranged immediately from within your office. As far the creation of additional posts of district accountants/assistants is being recommended to the government separately.

3. To facilitate understanding the implications of the various stipulation mentioned in government sanction and the revised principles of grant in aid, the salient points to be borne in mind by the district/circle auditors

at the time of calculation of the adhoc grants are indicated below:

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1. All the recognised primary, middle high and higher secondary schools on 30.11.67, are eligible to earn the grant in aid on their revised basis.
2. The managements should pass resolutions for raising the pay and allowance of their staff with effect from 1.12.67 to bring them at par with those of their counterparts in government institutions. The categories of the pay scales have been indicated in para 10(e) of the proposed rules.
3. The management should be supplied with the copies of the proposed rules and other proformas (A to E) spare copies where of are enclosed) and they may be asked to give written undertaking/guarantee in the enclosed proforma A and B that they shall abide by those rules and all amendments and departmental instructions issued from time to time for the regulation of these grants will be binding on them.
- 4(i) Before calculating the grants of the schools for the current year the salaries of the staff members of each schools will be first fixed by the DEOs in the prescribed

proforma in accordance with the instructions contained in this office memo No. 15/94-65-CI dated 16.8.1967.

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- 4(2) While fixing the salaries any past dated increase after 30.11.1967 in the salaries of their staff, ordered by the management from retrospective effect may not be taken into account.
- 4(3) The provision contained in the rule II of the proposed rule may please be strictly adhered to while fixing the salaries of their staff.
5. The number of posts in a school as it stood on 30.11.1967 stand frozen. If a teacher works in two departments, one recognised and the other unrecognised/JBT unit attached to a secondary school, the periods spent in the unrecognised/JBT units will not count for the purpose of grant-in-aid.
6. While working out the liability of the management as it stood on 30.11.1967, as referred to in para (a) of the Govt. sanction No. 932 ED II IE 68/5360 dated 20.2.1968 the following points should be kept in view:
- i) The Distt. Education officers are already having the grant in aid papers for the period 1.10.65 to 30.9.1966 for working out the grant in aid payable for the year

1967-68 (current financial year). The liability of the management may be worked out as under:

- a) approved expenditure minus approved income will give the deficit from this may subtracted the maintenance grants sanctioned for the year 1967-68. To this may be added the managements share of approved provident fund. This would give us actual annual liability of the management as on 30.9.66. The proportionate share (i.e. $1/4^{\text{th}}$) of this liability for 3 months for the time being be taken into account on adhoc basis for the purpose of making deduction from the total adhoc grant payable to school for the quarter 1.1.68 to 31.3.68. The actual annual liability of the each school as on 30.11.67 may be worked out thereafter and intimated to this office for adjustment in the next financial year.

7. The adhoc grant may be calculated on the basis of the excess of approved and admissible expenditure over income from fees etc. for the months of 1.12.67 to 29.2.68.

8. Article 54-2(a) of the Delhi Education code as referred to in 5(ii) in proposed rules stands modified as under:

The managing committee of the school shall ordinarily consist of members not exceeding 16 in number which shall include the following:

- i) head of the school
- ii) Three members to be nominated by the Director, one of whom shall be an educationist, the other an officer of the Department not below the ranks of Dist. Education Officer or his/her deputy and the third out of the panel recommended by the Managing Committee.
- iii) One representative of the teachers of the school in case the number of teachers is more than 10, there shall be two representatives. These representatives shall be appointed from amongst the five senior most teachers seniority to be determined on the basis of the length of continuous service in the school) by rotation of a yearly basis.
- iv) The president or Chairman of the parent-teachers Association of the school or his nominee.

This amendment is to be read alongwith the items 5(i) 5(ii) and 5(iii) of the proposed rules.

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9. In the case of schools which have already been sanctioned maintenance grant for the year 1967-68, 1/4th share of such grant may be deducted from the amount calculated according to revised basis. The amount of over payment, if any made to them during the previous years had, also, likewise to be deducted.

10. It is once again emphasised that with a view to enable this office to release adhoc grants to the schools concerned in time, 'your recommendations in proforma 'C' must reach this office through a special messenger by 6.3.1968 positively

Sd/- Deputy Director (Sec. & Pry. Education)
For Director of Public Instruction, Punjab