

Gujarat Secondary Education Regulations, 1974

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Gujarat Secondary Education Regulations, 1974

Gujarat Secondary Education Board had published The Gujarat Secondary Education Regulations, 1974 previously in a compiled booklet form. After this publication, necessary amendments have been made from time to time. With reference to these amendments, all the amendments up to December 1987 are included in this booklet. This booklet will help in achieving uniformity in the administration of secondary education in the whole of the State, whereby legal and administrative problems can be averted. New Schools were experiencing administrative difficulties due to the non-availability of this booklet. This publication will cause the removal of such difficulties. In order to make the book easily available, the Board has managed to serve as a public outlet for it.

CHAPTER 1

Preliminary

1. Section 1 :-

- 1 These regulations may be called the Gujarat Secondary Education Regulations, Commencement 1974.
- 2 They shall come into force with effect on and from 16 th March, 1974.

2. In These Regulations, Unless The Context Otherwise Requires :-

- 1 "Act" means the Gujarat Secondary Education Act, 1972.
- 2 "Appendix" means an appendix to these regulations.
- 3 "Conductor" means a person appointed to conduct an examination on behalf of the Board.
- 4 "Department" means the Education Department of the Government of Gujarat.
- 5 "Director" means the Director of Education, Gujarat State.
- 6 "Form" means a form appended to these regulations.
- 7 "Officer" means a District Education Officer appointed by the State Government under Section 21 as an officers of the Board and

in the absence of such an officer, any person so appointed as an officer of the Board.

8 "Moderator" means an examiner who has been appointed to moderate papers assessed by other examiners.

9 "New Expenditure" means expenditure involved in adoption of a new policy, provision of new facility or substantial alteration in the nature of existing facility.

10 "Secretary" means the Secretary of the Board.

11 "Section" means a section of the Act.

12 "Supervisor" in relation to a Secondary School means, a full-time teacher of the same School appointed to supervise the work of the teachers in that school.

13 "Supervisor" in relation to examination conducted by the Board means, a person appointed by the Board to invigilate candidates at the examinations.

14 "Chairman" means the Chairman of the Gujarat Secondary Education Board, Gandhinagar.

15 "School Year" means the academic year commencing from June every year.

16 "Board" means the Gujarat Secondary Education Board.

17 "Examination" means the Secondary School Certificate Examination.

18 "Registered" means registered up to Std. X under Section 31 of the Act.

CHAPTER 2

Powers And Duties Of Chairman And Secretary

3. Power And Duties Of Chairman :-

In addition to the powers and duties of the Chairman laid down in the Act, the following shall be the powers and duties of the Chairman, namely

It shall be the duty of the Chairman -

1 to give effect to the decisions of the Executive Committee;

2 to convene all meetings of a committee of which he is the Chairman;

3 to preside over all meetings of a committee of which he is the Chairman.

4. The Chairman Shall Have Power :-

1 subject to the provisions of the budget to sanction the purchase or hire of stores, stationery, furniture or other equipments required for

the office of the Board, if the purchase price or hire charge exceeds Rs.1000/- but does not exceed Rs.20,000/-;

2 to write off irrecoverable sums due in respect of stores, priced publications and unserviceable articles of dead stock provided in each such case, dues or price or dead stock does not exceed Rs.2,500/-;

3 to re appropriate amount from one detailed Budget Head to another in consultation with the Finance Committee, if any, of the Board without exceeding the amount sanctioned by budget;

4 to convene an emergency meeting of the Board at any time if he considers such a meeting to be necessary;

5 to decide doubtful cases of admission of candidates to the examination submitted by the Joint Secretary;(3)

6 to appoint in consultation with the Examination Committee, the Chief conductors at various centres of the examination;(4)

7 to sanction for payment, the bills of travelling allowance of the Members of the Board and its Committees and the officers of the Board;(5)

8 to take such action in an emergency as in his opinion the emergency requires;(6)

9 to grant leave, other than special disability leave, to the Secretary and the other

10 officers of the Board; to censure, fine or reduce in rank any person on the clerical staff of the Board or withhold for a specified period any increment in salary due to him and in case of gross misconduct or inefficiency, to hold or order the holding by a competent officer of an inquiry against any member of the clerical staff or class-IV servant and remove or dismiss him from service, provided that it shall be competent to the State Government to call for and examine the record of the order, made by the Chairman in any disciplinary matter against the staff and, if necessary, to modify, amend, or reverse the orders passed by the

11 to appoint class - III employees of the Board;

12 to sanction his own T.A. Bill and T.A. Bills of the officers;

The Chairman shall have all the powers as are exercised by a Head of the State Government Department.

CHAPTER 3

Board And Its Committees

5. Procedure For Election Of The Board :-

1 The election of Class B - Elected Members referred to in sub-

section-2 of Section 3 other than the members falling in clauses (i) and (x) of that class shall be held in accordance with the procedure specified in the Appendix.

2 The Chairman of the Board or his nominee shall be the Returning Officer and shall be responsible for the conduct of the elections.

3 In the event of a casual vacancy of a member of the Board, the Returning Officer shall, as soon as possible, take immediate steps to hold a fresh election in accordance with the provisions contained in the Appendix.

6. Committees Of The Board And Their Term :-

1 Appointment of the members of a committee shall be made at a meeting of the Board.

2 Any casual vacancy in a committee shall be filled in by the Board at its meeting held immediately after the occurrence of the vacancy.

3 The term of office of members of all the committees of the Board except the Committee of Courses, if any, shall be of two years and that of the members of Committee of Courses shall be of three-years, from the date on which the members are appointed.(1)

4 The Secretary shall be the Secretary of all the Committees appointed by the Board and shall attend and participate in the discussions at all such meetings and answer such questions and furnish such information as may be put or called for in such meetings but shall not be entitled to vote.

5 No person shall be a member of more than four Committee of Courses.

6 The meetings of any of the committees appointed by the Board shall be held at the head quarters of the Board. However in special cases, such meetings may be held at any place in the State, with the previous written permission of the Chairman.

CHAPTER 4

Registration Of Secondary Schools

7. Procedure For Registration Of Secondary Schools By The Board :-

1 A trust which desires to impart secondary education by establishing a school from an academic year, shall apply on or before 31st August in the previous academic year, to the Board in form-I as provided in clause (2). The board shall decide on all the applications on or before 28th of February.

2 Every application under clause (1) of this Regulation, shall be sent to the Secretary of the Board by Registered post with A.D., along with the prescribed fees.

3 The application for registration shall be entertained by the Board only if it is duly made in form. I to be obtained from the Board on the payment of fee as decided by the Board from time to time, and if the fees of Rs. 1000/- or as laid down in the Regulation 9 (2) is paid.

4 On receipt of the application, the Secretary shall forthwith forward one copy thereof to the officer for report indicating the date on or before which the report and recommendations of the officer shall reach the Boards Office. The report and the recommendations of the officer along with the application shall be placed before the Executive Committee by the Secretary after due Scrutiny, for approval.

5 While forwarding his report under clause (4), the officer shall state whether and on what conditions the trust is registered.

6 The Executive Committee may call for any information related to consideration of the application from the applicant and the applicant shall promptly supply the necessary information through the officer.

7 No secondary school shall be registered by the Board or continued to be registered unless it fulfills the following requirements, namely :-

(i) The management is, in the opinion of the Board, competent and reliable and is in the hands of a properly constituted authority or managing body and its financial stability is assured;

(ii) the school is open for inspection by officers of the Board, the inspecting officers of the Department, or a person authorized by the Board;

(iii) the School has, in the opinion of the Board, furniture, laboratory, library, equipments, stationary and other articles for conducting the school as per the standard requirements laid down by regulations, has non-teaching and teaching staff having qualifications prescribed under regulations, and has recreation and sanitary facilities for the students;

(iv) the education imparted in the school is, in the opinion of the Board, satisfactory in all respects, and the school employs the members who are qualified to be appointed as such as per the regulations made in that behalf.

(v) the school follows the curricula and the detailed syllabi approved by the Government and uses the textbooks sanctioned or

prescribed by the Government from time to time.

(v-a) The school Management shall not permit, in the school premises, the use of text books containing question papers regarding examination along with model answers, or explanatory notes on fundamentals with questions and answers on new edition, guides, short-notes from books meant for prompt preparation and such other books. [1]

(vi) admissions given in various standards are according to the conditions laid down by the Board under clause 10 of Section 17;

CHAPTER 5

Admissions, Tests, Examinations, Health

8. Conditions For Admissions Of Students :-

1) No student shall be denied admission into registered school, which is maintained either through or without the grants given by the State Government, on grounds only of religion, race, caste, language or any of them. (2) An application for admission of a student shall be made to the Head of the School in writing :- (a) by the student himself, where he is major. (b) by the parent or guardian, where he is minor. (3) The Head of the school shall arrange to furnish copies of rules governing the school, to the student or, as the case may be, to parent or guardian, who shall undertake in writing addressed to the Head to abide by them. (4) Where a student seeks his admission after having left a school, or where a parent or guardian seeks admission of a student, who has left a school, such student or parent or guardian shall furnish to the Head of the school along with an application for admission, a school leaving certificate of the last school. Provided that where a student has not attended any school previously, a declaration to that effect shall be obtained either from the student or as the case may be from his parent or guardian. Provided further that where a student has attended a school, previously and a school leaving certificate is not granted by the Head of the previous school, the Head of the school may in consultation with the Head of the previous school; admit the student provisionally and refer the matter to the officer and act in accordance with the directions of such an officer. (5) No student, suffering from a contagious disease shall be permitted to attend a registered school until a medical certificate stating that the child is cured of the disease is produced either by the student or, as the case may be, by the parent or guardian of the student. (6) Students may ordinarily be admitted in a registered school during a

period of thirty(1) days commencing from its academic year. Provided that the Head of such school may in special circumstances, such as sickness of the student, bereavement in the family, transfer of parent or guardian from one place to another, or change in residence, admit students after the expiry of the aforesaid period and where any student is so admitted, a report therefore shall be made to the officer. [1] (7) (a) A school following an academic year from June to May may admit a student in the month of January or later from a school following an academic year from January to December.

Provided that the student so admitted shall not be eligible to appear for the next annual examination of the school to which he has been admitted unless he has attended the classes in the standard in which he is admitted for at least 75 per cent of the total number of working days of the academic year of the school he left and the school in which he is admitted.

CHAPTER 6

Recruitment Of Staff Of Registered Schools

9. Recruitment Of Head-Masters, Teachers, And Non-Teaching Staff :-

(1) In every registered school, there shall be recruited such number of teachers and would bear to the number of classes in the school, a proportion of not less than one to five and not more than one to three, having regard to the requirement of the types of teachers in relation to the nature of subjects taught in the school.

(2) The strength of clerical staff to be recruited in a registered school shall be as follows, vide GR Edu Dept No - SEB/1394-364 (87)-G dated 22-2-99 namely -

Number of students Number of Clerks in a school

1. School having students One Junior Clerk upto 200
2. Schools having students One Junior Clerk over 201 and upto 400
One Senior Clerk
3. School having students One Junior Clerk over 401 and upto 600
One Senior Clerk One Head Clerk
4. School having students One Junior Clerk over 601 to 800 One Senior Clerk One Head Clerk and One Office Superintendent
5. School having students Two Junior Clerks 801 to 1000 1 Senior Clerk
1 Head Clerk
1 Office Superintendent

6. School having students 2 Junior Clerks 1001 to 1200 2 Senior Clerks

1 Head Clerk

1 Office Superintendent

7. School having students 3 Junior Clerks 1201 to 1400 2 Senior Clerks

1 Head Clerk

1 Office Superintendent

8. School having more than 1 Addl. Senior Clerk 1401 students per 200 students or part thereof

CHAPTER 7

Records and Registers

10. Records And Registers :-

(1) Every registered school shall maintain and produce for inspection the following records and registers :

(A) Pertaining to Students:

(1) General Register

(2) Attendance Register

(3) Leaving certificate received from other schools

(4) Counterfoils of leaving certificates issued to students

(5) Records of students attainments and examination results

(6) Records of health and medical examination of students

(7) Answer-books of the Annual Examination of the preceding year

(8) Record of the students admitted after test prior to the inspection

(B) Pertaining to Staff :

(1) Service books of school employees

(2) Register of attendance and leave to employees

(3) Discharge certificates received from teachers employed in the school

(4) Head-masters log book (observations, supervision notes, suggestion to teachers etc.)

(5) Confidential reports of teachers in form - VIII.

(6) Register of private tuition by teachers.

(C) Pertaining to school:

(1) Daily cash book.

(2) Ledger showing receipts and expenditure including separate account of term fees.

(3) Pay-bill file of the employees.

(4) Fees account book.

- (5) Provident Fund Account Register.
- (6) Vouchers of all financial transactions.
- (7) Register of dead stock articles of various categories.
- (8) Laboratory and library registers.
- (9) Inward and outward registers.

School and hostels open to Inspection

(1) A registered school shall be open to inspection by the officers of the Department and the Board while the school is functioning. It shall be inspected periodically with or without notice to the management of the school. The inspecting officer shall satisfy himself that the condition of the School is satisfactory and that it fulfils the requirements as laid down from time to time as per these regulations.

APPENDIX 1

Appendix I

1) These rules may be called the Gujarat Secondary Education Board Members Election Procedure Rules.

(2) In the rules, unless the context requires otherwise:

(1) The Act means the Gujarat Secondary Education Act. - 1972.

(2) Election means an election to elect a member from Class - B - Elected members referred to in subsection (2) of Section - 3 other than the member falling under clauses (1) and (X) of that class.

(3) Form means a form appended to these rules.

(4) Presiding Officer means a district Education officer and/or Education Inspector appointed as presiding officer in the concerned districts by the Returning officer.

(5) Returning Officer means the Chairman of the Board or his nominee.

(6) Section means a section of the Act.

(7) Voter means a person entitled to vote at an election.

(3) Preparation, maintenance and custody of list of voters.

(1) The Returning officer shall get prepare separate lists of voters in respect & election of each members from class B-elected members other than the member falling under clause (i) and in respect of the members falling in clause (ii) and (iv) Such lists shall be divided into five parts representing the five groups arranged by the state Government under the first proviso to sub-section (2) of Section-3.

(2) The Chairman of the Board shall, from time to time carry out in the authentic each list of voters prepared under sub-rule (1) and shall sign every page thereof and seal it.

(3) The Chairman of the Board shall, from time to time carry out in the authentic copy of each list of voters all corrections which may become necessary and shall initial below each correction so made.

(4) The list of voters maintained as aforesaid shall be kept under lock & key, by the Chairman and he shall be responsible for the safe custody thereof.

(4) Publication of list of voters:

The Chairman shall, at least one month before the date fixed for the nomination of candidates, give a public notice of the places where copies of the relevant lists of voters are kept open for inspection.

(5) Appointment of Election Staff :

The Presiding Officer shall appoint such number of polling officers to assist him in

the performance of his functions as he may think fit as also other staff required for the election work, after obtaining previous approval of the Returning Officer.

(6) Supply of Materials for election:

The Returning Officer shall supply to each Presiding officer all the election materials along with necessary forms and stationery required for the election.

(7) The Returning Officer to appoint dates, etc. for various stages of election:

(1) The Returning Officer shall by Notification published in the official gazette and at least two newspapers having wide circulation in the concerned area, notify the date of election.

(2) As soon as the Notification under sub-rule (1) is published, the Returning Officer shall also by a notification appoint the date, the time, and place or places for the following stages:-

- (A) The nomination of candidates,
- (B) The scrutiny of nominations,
- (C) The withdrawals of candidature,
- (D) The record of votes,
- (E) Counting of votes,

FORM 1

Form 1

Form of application for registration of a new secondary school under the Gujarat Secondary Education Act, 1972.

Instructions:-

(1) information in columns 8(b) 9 may be given in statements prepared separately and marked A,B respectively and attached to the main application form

(2) The first copy of the application, with this accompaniment should be sent to the Secretary, Gujarat Secondary Education Board, Gandhi agar directly along with a fee of Rs.25000 by a demand draft on the state Bank of India, Gandhinagar, in person, so as to reach him on or before 1st December of the previous academic year; and the second copy of the same(without fees) to the District Education officer requesting him to send the same to the secretary of the Board with the inquiry report and opinion. amended vide GR. Sdu.Dept. No. SEB/1092/2256/g dated 22/2/99.

(3) Application not properly filled in with self, explanatory details and not accompanied by adequate fees will not be considered.

From :- _____

To,
The Secretary,
Gujarat Secondary Education Board,
Sector 10-B,Nr. Sachivalaya.
Gandhinagar.

Sir,

I _____ on behalf of _____

(Full name) (Name of the body)

heraby _____ apply _____ for _____ the _____ registration _____ of _____

(name of the proposed)

_____proposed to the started

(new secondary school)

by _____ us _____ at _____ the _____ Village _____ in _____ Taluka

in District _____ from June _____ 20

2. The required particulars are as under:

PARTICULARS

1. Name of the proposed secondary school and its full postal address:-

2 (a) Location of the school, the name of the locality if in a town or a city and name of the village, Taluka and District, if in a rural area:

(b) Its population as per the latest census figures:

3 Type of the school (whether ordinary secondary school or a vocational secondary school, post basic school or any other, to be specified)

4 Name of the-

(1) Managing Body

(2) President

(3) Secretary

(4) Correspondent

(5) Head of the school with qualifications.

FORM 2

Form 2

Register of Secondary schools.

(See section 31(3), read with regulation 9(9)) Sr. Name of the Name of the Name of the No. School and its Managing Body Corresponding address. Person or secretary of the Managing Body,

Name of the Head Master/Head Mistress. Whether the Management is registered under the Bombay Public Trusts Act, 1950 or Societies Registration Act, 1860 : Date of opening of the school. : Subjects of instruction.

Medium or Media of Instruction. Standards and Divisions. No. of trained teachers with qualifications. Accommodation available in the school.

Provision for Health and Recreation and Discipline of the school Date of Registration Signature of the Secretary. Remarks.

FORM 3

Form 3

(See Section 31(8) read with regulation 9(11))

Gujarat Secondary Education Board.

Certificate of Registration.

Certified that _____

(Name of the school and place)

registered in the register of secondary school at serial no. _____ by the Gujarat Secondary Education Board under the provision of the Gujarat Secondary Education Act, 1972 and the regulations made there under for imparting secondary education in the following subjects through the medium of instruction for the Standards shown against them:

Sr.No Name of the Subject Medium of Instruction Standards and Divisions.

Place:

Date: Secretary,

Gujarat Secondary Education Board.

FORM 4

Form 4

(See regulation 16(4))

Public Health Medical Examination Form

Pupils Name _____ Married/Unmarried

A d d r e s s : _____M/F. Date of

Birth _____

Year of Examination 19 19 19 19

Standard and Division

Age in years and months.

1. History of diseases operations or accidents
2. P.V. + R.V. + BCG when
3. Diet +Veg Hostel Non-N.Q. M.T.
4. P.T. +School + Home
5. Height Exp. + Pnsp Weight Abdominal.
6. Heart + Pulse. P.M. Physic + Anaemia.
7. Respiratory System
8. Digestion-Appetites-Bowels.
9. Nervous system
10. Renal system
11. G.B. Phymosist : under Testis G G M C Y IV D.D.
12. Eyes Diseases Vision R + L.
13. Ears D + Nose D
14. Throat + Tonsils
15. Teeth caries + Dirty
16. Lymph glands. C.G.
17. Skin diseases.
18. Bones + M + Joints
19. Health class - A+B+C
20. Anything remarkable
21. Special Examination, When and if taken
22. Teachers observations.
23. Parents observations.
24. Doctors observations.
25. Suggestions for follow up
26. Signature of Medical Practitioner and Date of Examination.

FORM 5

Form 5

(See regulation (23))

Service Book

1. Name in Full :-
2. Permanent Address :
3. Local Address :
4. Date of Birth (Both in words and figures) :
5. Details of the evidence on which the date of birth has been recorded in the Service Book (viz. RSC/SSC Matriculation Certificate etd.)
6. (A) Mother-tongue :
- (B) Language through the medium of which the teacher is qualified to teach.
- (C) Any other medium through which a teacher can teach.
7. Personal Identification marks.
8. Academic qualifications in full :
Sr.No Examination Subjects offered Uni. Year of passing Class obtained Distinction
ect.
1 2 3 4 5 6 7
9. Professional (Teaching qualifications in full).
Sr.No Examination Subjects in which the teacher is trained to teach. University

Year of passing Class obtained Distinction etc.

1 2 3 4 5 6 7

10. Special qualifications, if any.

Sr.No Examination University Year of passing Class obtained Distinction ect.

1 2 3 4 5 6

11. Signature of the teacher. _____

12. Signature of the Head Master / Head Mistress : _____

A Summary of Service.

School Designation Service

from to years 1. 2. 3. 4. 5.

FORM 6

Form 6

[See regulation 31(4)]

Form of Leave Account

Name of employee :

Date of birth :

Date of commencement of continuous service:

Date of compulsory requirement

Note 1 :- Period of extraordinary leave taken should be noted in red ink in column 24 for remarks.

Note 2 :- The entries in columns (10) and (11) should indicate only the beginning and end of completed years of service at the time half pay leave commences. In cases where an employee completes another year of service while on half pay leave the extra credit should be shown in columns (10) and (14) by making suitable additional entries and this should be taken into account when completing column (23)

Note 3 :- Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier date should be rounded off to the nearest day i.e. fraction below half should be ignored and that of half or more should be reckoned at a day.

Earned Leave

Earned Leave

Duty from / to Period (in days) Leave earned (in days) Leave at credit (in days) (Column 9-14) subject to appropriate limitation Leave taken from to No.of days.

Balance on return from leave (Col.15-18)

1 2 3 4 5 6 7 8 9

Half pay Leave On private affairs and / of Medical Certificate

Length of service Leave at credit

from To No. of Completed years Leave earned (in days) Leave at credit (col. 9 plus 13)

10 11 12 13 14

Leave taken Commuted leave on Medical Certificate on fully pay limited to 240 days in entire service.

Against the earning on half-pay

From To Number of Days From To No. of Days

15 16 17 18 19 20

Commuted leave converted into half-pay leave (twice of col.20) Total half pay leave taken (col.17 plus 21) Balance on return from leave (col.14-22) Remarks

21 22 23 24

FORM 7

Form 7

(see Regulation 35)

Form of Discharge Certificate

This is to certify that services of Shri/Smt/Kum.
_____ who was a teacher in
_____ school, teaching _____ subject in _____ Class
have been terminated with effect on _____ and from
_____.

1. Name and address of the school issuing the certificate:

2. Full name of the teacher :

3. Qualifications:

Degree / Diploma

Class

Years

University

4. Whether temporary / permanent :

5. Service rendered (inclusive

from _____ to _____

6. Pay drawn _____

(a) Rs. _____ in the scale of Rs. _____

(b) Allowances, if any

(c) Date of next increment :

7. Whether due notice by either party was given or not.*

8. (a) Whether subscribing to the government provident Fund.

(b) Postal Savings Bank Account No. _____.

9. Whether he / she has returned all school money and books etc.

10. Remarks.

Place:

Date: Signature of the Head of the School

· In the case of removal or dismissal it should be stated whether a regular enquiry was held into the charges framed against him.

FORM 8

Form 8

[See Regulation 38 (1) (b) (6)]

Form of Confidential Report for teachers in Registered Secondary School

for the period from _____ to _____

Name of the Teacher in Full :

Qualifications :

Tenure (Permanent or temporary) :

Length of service in the institution on 1st April:

Scale of pay pay 1st April _____

Next increment on _____

Special pay or allowances:

Subjects taught :

I have formed the following opinion about the teacher For the period from _____ to _____

1. Class work :

(a) Knowledge and preparation of subject:

(b) Knowledge of-

(I) Medium of Instruction

(II) Hindi

(III) English

(c) Power of exposition:

illustration, questioning etc.

(d) Ability and desire to create interest among students:

(e) Class - control and discipline.

(f) Influence on students, parents and colleagues.

(g) General remarks on the class-work.

2. Extra-Class activities :-

(a) Interest taken in sports, education scouting etc.

(b) Sincerity and loyalty

(c) Inclination to co-operate with the colleagues.

(d) Fidelity in carrying out the instructions issued by the Head of the School.

(e) General remarks :

3. Special remarks, if any :-

I give him the general remarks

(Excellent, Very good, good, very fair, fair, poor)

Place:-

Date:-

Signature of the Head Master

FORM 9

Form 9

(See Regulation - 13)

School Leaving Certificate

No one shall effect any alteration in any entry of this certificate except the authorized person issuing the certificate and the person infringing this condition, shall be liable for the punishment of dismissal from the school.

(This Certificate shall be filled - in by ink only)

Name of the School

(A) General register number of the student.

(B) Certificate

(1) Full name of the student:

(Begin with surname)

(2) Religion and caste.

(I) Scheduled caste.

(II) Scheduled tribe.

(III) Socially and educationally backward by Baxi Panch)

(2) Place of Birth (With taluka, district)

(3) Date of Birth, month according to Christian year (Both in words and figures) :

(4) School where last studied :

(5) Date of admission (With standard) :

(6) Date of leaving the school :

(7) In which standard and since when he has been studying :

(8) Reasons for leaving the School :

(9) Progress :

(10) Behavior :

(11) Remarks :

This is to certify that the above information is according to the school register :

Date:

Place:

Head of the school.

Note :- If the student belongs to scheduled caste, schedule tribe or socially and educationally back-ward classes.

(Castes - classes - groups recommended by baxi panch), mention in column - 2.