

## **Haryana School Education Rules, 2003**

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**FORM 1 :-** FORM I

**FORM 2 :-** FORM II

### **Haryana School Education Rules, 2003**

In exercise of the powers conferred by sub-section (1) read with sub-section (2) of section 24 of the Haryana School Education Act, 1995 (Act 12 of 1999), and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules, to regulate education in all non-Government schools, to promote better organization and development of school education, the manner of admission to recognized schools, fee structure, uniform code of service conditions for employees, adequate infrastructural

facilities to be provided to pupils and to follow approved course of studies, in the State of Haryana, namely:-

## CHAPTER 1

### Chapter I

#### **1. Short Title And Commencement :-**

(1) These rules may be called the Haryana School Education Rules, 2003.

(2) They shall come into force on the date of their publication in the official gazette.

#### **2. Definitions :-**

In these rules, unless the context otherwise requires,-

(a) "Act" means the Haryana School Education Act, 1995 (Act 12 of 1999);

(b) "appellate authority" means an authority to whom an appeal against orders of appropriate authority may be preferred, namely:-

(i) where Director is appropriate authority, to the secretary;

(ii) where District Education Officer is appropriate authority, to Director Secondary Education;

(iii) where District Primary Education Officer is appropriate authority, to Director Primary Education;

(c) "Affiliating Board" means the concerned Board referred to in clause

(a) of section 2 of the Act;

(d) "Administrator"- means a Government officer of suitable rank authorized by the Director to take over the managing committee of an aided school;

(e) "Appendix" means the Appendix appended to these rules;

(f) "Department" means the Director Secondary Education, Haryana and Director Primary Education, Haryana, as the case may be;

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

(h) "inspecting officer" means the officer authorized to inspect the school by Director/ District Education Officer/District Primary Education Officer;

(i) "section" means a section of the Act;

(j) (i) "pre-primary stage" means a stage of school education prior to the primary Stage;

(ii) "primary stage" means a stage of education from class I to V (both inclusive);

(iii) "middle stage" means stage of school education from class VI to VIII (both inclusive );

- (iv) "secondary stage" means a stage of a school education from class IX to class X ( both inclusive)
- (v) "senior secondary stage" means a stage of school education from class XI to XII (both inclusive);
- (k) "Nationalized Bank" means the State Bank of India constituted under section 3 of the State Bank of India Act, 1955(23 of 1955) or a subsidiary bank constituted under section 3 of the State Bank of India (Subsidiary Banks) Act , 1959(38 of 1959), or a corresponding new bank constituted under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or corresponding new bank constituted under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, (40 of 1980);
- (l) "Prescribed" means prescribed by rules made under this Act;
- (m) "public examination" means an examination conducted by Board of School Education, Haryana, the Central Board of School Education, Council for Indian School Certificate Examinations, or any other Board;
- (n) "Schedule bank" means a bank included in the Second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934);
- (o) words and expressions used in these rules but not defined, shall have the same meaning as assigned in the Act.

## CHAPTER 2

Establishment, Recognition, Managing Committee and Grant-in-aid to Schools

### **3. Regulation Of Education In Schools :-**

sections 3 and 24 (2) (a). No school in the State can function, establish or start classes without the prior approval and permission of the Director. The Director shall be empowered to discontinue functioning of all such schools or similar un-authorized schools established contrary to the provisions of these rules.

### **4. Classification Of Schools :-**

sections 3 and 24 (2) (a). The schools shall be classified into any of the following categories, namely:-

- (a) (i) Pre-Primary schools, that is to say, schools imparting education below the primary stage;
- (ii) Primary Schools, that is to say, schools imparting primary stage of education, having classes I -V;
- (iii) Middle schools, that is to say, schools imparting middle stage of education, having classes I-VIII or VI -VIII;
- (iv) Secondary schools, that is to say, schools imparting secondary stage of education, having classes upto X with or without primary

classes;

(v) Senior secondary schools, that is to say, schools imparting senior secondary stage of education , having classes upto XII with or without primary classes.

(b) District Institutes of Educational Training and Government Elementary Teachers Training Institutes, Private Teachers Training Institutes imparting teachers training below degree level.

### **5. Medium Of Instructions :-**

sections 3 and 24 (2) (a). Hindi shall be the preferred medium of instructions in all schools: Provided that in the case of an existing school in which education is imparted through the medium of any language other than Hindi, education may continue to be imparted in that school through the medium of such other language.

### **6. Three Language Formula :-**

sections 3 and 24 (2) (a). In teaching of languages in classes VI to VIII, the three language formula as adopted by the Government, shall be followed.

### **7. Right Of Linguistic Minorities To Set Up School :-**

sections 3 and 24 (2) (a). Any linguistic minority which intends to set up school with the object of imparting education in the mother tongue of such linguistic minority, shall be permitted to do so.

### **8. Other Facilities :-**

sections 3 and 24 (2) (a). The School may also provide for the cause of literacy the following facilities, namely:-

- (a) Adult Education Centres;
- (b) Bal Kendras; Balwadis;
- (c) Education of children who have discontinued studies;
- (d) Literacy centers.

### **9. Course Of Study :-**

sections 3 and 24 (2) (a).

(1) The courses of study in primary and middle stages shall be such as may be specified or recommended by the Director in consultation with the Curriculum Committee.

(2) The courses of studies for the secondary stage and senior secondary stage shall be such as may be specified or recommended by the Affiliating Board.

### **10. Matter To Be Provided In The Syllabi :-**

sections 3 and 24 (2) (a). The Director or Affiliating Board as the



case may be, shall, while specifying the syllabi (for the primary, middle, secondary and senior secondary stage) shall decide about the contents to be laid down. However, recognized un-aided schools may adopt any text books based upon such contents.

**11. Power Of Director To Specify Co-Curricular And Extra Curricular Activities :-**

sections 3 and 24 (2) (a). The Director may, in consultation with the Curriculum Committee, provide for cocurricular activities in recognized schools.

**12. Power Of Director To Specify Courses Of Study :-**

sections 3 and 24 (2) (a).

(a) There shall be a committee constituted by the Director, to be called the Curriculum Committee, to advise the Government on syllabi and the specification or recommendation of books for the primary and middle stages of education. The Curriculum Committee may advise the Government with regard to co-curricular and extra-curricular activities to be undertaken in a recognized school and also with regard to non formal education to persons who are unable to obtain formal education.

(b) The Curriculum Committee shall consist of the following members:-

(i) Director State Council of Education and Research Training, as the ex-officio Chairman of the Committee;

(ii) One member from Central Board of Secondary Education or National Council of Education and Research Training;

(iii) One representative of the Board of School Education, Haryana to be nominated by the Chairman of the Board;

(iv) One Head of private school and one Head of Government school to be nominated by Director;

(v) Five experts of different subjects from State Council of Education and Research Training.;

(vi) Officer Incharge, Textbook Cell of State Council of Education and Research Training shall be the member Secretary of the Committee.

**13. Term Of Office :-**

sections 3 and 24 (2) (a). Every member of the Curriculum Committee shall hold office for a period of three years from the date of his nomination and shall be eligible for re-nomination for a like period and shall, notwithstanding the expiry of the term of his office, continue to hold such office until his successor is nominated.

However, the Director have the right to remove / replace any member before completion of his tenure, if the work and conduct of the member is not satisfactory.

#### **14. Meeting And Quorum :-**

sections 3 and 24 (2) (a).

(1) The Curriculum Committee shall meet atleast once in six months; Provided that such meeting shall not be held later than the 30th September every year for deciding curriculum for next session: Provided further that the Chairman of the Curriculum Committee may call a special meeting of the Curriculum Committee to consider any matter within the purview of the Curriculum Committee.

(2) Six members of the Curriculum Committee present at a meeting shall forum quorum for the meeting of the Committee: Provided that where the meeting of the Curriculum Committee is adjourned due to the absence of quorum it shall be necessary to hold subsequent meetings where atleast three members shall forum a quorum.

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

#### **15. Procedure Of The Committee :-**

sections 3 and 24 (2) (a).

(1) The Curriculum Committee shall regulate its own procedure;

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

#### **16. Traveling And Daily Allowances :-**

sections 3 and 24 (2) (a). The members of the Curriculum Committee or any panel constituted by it, shall be entitled to such traveling and daily allowances as are admissible to the non-official members of Curriculum Committees and Boards in accordance with the orders issued by the Government from time to time.

#### **17. Physical Education :-**

sections 3 and 24 (2) (a) (b).

(1) In every school, suitable provision shall be made for social services, physical, cultural, environmental, moral and recreational activities.

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

**18. School Hours :-**

sections 3 and 24 (2) (a) (b).

(1) The Director shall, by order, specify the time at which all schools, (including Private schools) shall commence and conclude the daily school hours and different timings may be specified for different seasons of the year or for schools running in one shift or multiple shifts (irrespective of affiliation to any Education Board): Provided that the total school hours in a year for the middle, secondary and senior secondary stage of education shall not, ordinarily, be less than 1000 hours: Provided further that in addition to 1000 school hours, a teacher may not be required to devote more than 200 hours in a year for remedial or other teaching.

(2) The head of school with prior permission of District Education Officer / District Primary Education Officer concerned can change the time.

**19. Academic Session And School Timings :-**

sections 3 and 24 (2) (a) (b). (1) The starting and closing of academic session and school timings shall be made as per the directions issued by the Director from time to time.

(2) It shall be obligatory for all the schools to arrange appropriate functions in the school to celebrate Independence day and Republic Day as declared by the State.

(3) The terminal examination and the final examination will be held so as to ensure uniformity in all the schools in a particular academic year.

**20. Vacation And Holidays :-**

sections 3 and 24 (2) (a) (b).

(1) Save as otherwise provided in sub rule (1) of rule 18, the total number of working days including examination days, for the Middle, Secondary and Senior Secondary stage of education shall not be less than 220 in a year.

(2) Subject to the provision of sub-rule (1) of rule 18, the following shall be the authorized holidays for recognized schools, namely:-

(a) all holidays notified by the Government for schools;

(b) summer vacation: 6 weeks as per instructions of the Director

from time to time;

(c) festival: 6 days as per instructions of the Director from time to time;

(d) winter vacation: 10 days as per instructions of the Director from time to time;

(e) The local holidays: 4 days should be observed by the school with the approval of the Block Education Officer in case of Primary schools, Sub-Divisional Education Officer in case of Secondary Schools and District Education Officer, in case of Senior Secondary Schools.

(3) In addition to the holidays referred to in sub-rule (2), leave may be granted to students preparing for the examinations of the Affiliating Board for such period as may be specified by that Board. Provided that preparatory leave shall be given only when the head of school is satisfied that the courses of study have been completed at the school.

### **21. School Hours And Number Of Working Days Not To Apply To Non-Formal Education :-**

sections 3 and 24 (2) (a) (b). School hours specified in rule 18 and the number of working days specified in rule 20 shall not apply in the case of in-formal, or drop out, or adult education.

### **22. Discipline And Punishment Etc :-**

sections 3 and 24 (2) (a) (b). The observance of rules of discipline and good behaviour shall be a condition essential to a students continuance in a school. In such cases the decision of Head of school shall be final.

### **23. Forms Of Disciplinary Measures :-**

sections 3 and 24 (2) (a) (b).

(1) The following shall be the disciplinary measures which may be adopted by a school in dealing with:-

(a) all students - fine and/ or detention during the break, for neglect of class work, but no detention shall be made after the school hours;

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

(i) expulsion, (ii) rustication, (2) For the avoidance of doubts, it is hereby declared that the disciplinary measures specified in clause(b) of sub-rule (1) shall not be imposed on any student upto 8th class.

(3) Fine may be imposed on a student in the following cases

namely:

- (a) late attendance;
  - (b) absence from class without proper application from the parent or guardian;
  - (c) truancy;
  - (d) willful damage to school property;
  - (e) delay in payment of school fees and dues,
- (4) Expulsion shall debar a student from being re-admitted to the school from where he is expelled but shall not preclude his admission.
- (5) Where a student is rusticated, he shall not be admitted to any school till the expiry of the period of rustication.
- (6) No student shall be expelled or rusticated from a school except after giving the parent or guardian of the students a reasonable opportunity of showing cause against the proposed action. Note:- Expulsion or rustication shall be resorted to only in cases to grave offences where the retention of the student in the school is likely to endanger its moral tone of discipline.

#### **24. Striking Off The Name From The Rolls :-**

sections 3 and 24 (2) (a) (b).

- (1) The name of a student may be struck off the rolls by the head of the school on account of:-
- (a) non-payment of fees and other dues for 10 days after the last day for payment;
  - (b) continued absence without leave for six consecutive days by a student of class IX to XII and ten consecutive days for a student of class VIII or below.
- (2) In the case of absence of any student from a school without leave for four consecutive days, the head of school shall intimate such absence to the parent or guardian of such student.
- (3) In respect of payment of fees, however the head of school may grant not more than 10 days of grace in deserving cases on application by the parent or guardian.

#### **25. Forbidden Practice :-**

sections 3 and 24 (2) (a) (b). No student shall indulge in any of the forbidden practices such as smoking, gambling, rowdyism and rude behaviour, use of violence in any form etc.. or such forbidden practices as per directions issued by the Director from time to time.

#### **26. Maintenance Of Hostel, Hostel Fee And Security :-**

sections 3 and 24 (2) (a) (b). Recognized schools may if consider

necessary to establish hostel for students shall provide facility and accommodation, furniture, hostel superintendent, warden, medical and other care of the hostels. The schools shall notify the fees and security to be charged from the pupils and shall submit the detail of minimum facilities being provided and the rate of fee proposed to the Director before the commencement of each academic session.

**27. School Libraries :-**

sections 3 and 24 (2) (a) (b). The Department may issue detailed instructions regarding the maintenance and use of school libraries. The school libraries must be well equipped with sufficient number of library books. The school library shall have minimum of :-  
Primary School - 1000 books Middle School - 2000 books Secondary School - 3000 books Senior Secondary School - 5000 books  
Provided that 25% of books mentioned above shall be made available at the initial stage and remaining books be made available within two years after the date of the recognition. In addition to above, library may have :-

- (a) Text books alongwith syllabus of each class.
- (b) Sufficient number of daily newspapers and magazines/journals.

**28. Records :-**

sections 3 and 24 (2) (a) (b). Every recognised school shall maintain the following records:-

- (i) Stage wise admission and withdrawal
- (ii) Daily attendance of pupils
- (iii) Cash book showing all receipts and expenditure
- (iv) Statistical register
- (v) An acquaintance roll of teachers
- (vi) An acquaintance roll of scholarships
- (vii) Pay bill register
- (viii) Movement register
- (ix) Time table adjustment register
- (x) Log book
- (xi) A visitors book
- (xii) A fee and fund register
- (xiii) An order book
- (xiv) Hostel register only where Hostels are there
- (xv) Catalogue of library books and book issue.
- (xvi) Registers showing results of home examination and other examinations
- (xvii) Property and stock
- (xviii) Diary and dispatch register

(xix) Contributory Provident Fund (CPF)

(xx) Pupils progress

(xxi) Any other record prescribed by the Director from time to time.

## **29. Opening And Establishment Of New School In The State**

:-

sections 3 and 24 (2) (a) (c).

(1) Every individual, association of individuals, society or trust, desirous to establish a new school, shall apply to the appropriate authority in Form 1 along with demand draft of Rs.1000/- for Primary, Rs.2500/- for Middle, Rs.5000/- for High and Rs.10000/- for Senior Secondary school as processing fee in favour of Director expressing their intention to establish such school.

(2) The applicant in addition to the application referred to in sub-rule (1), shall give an undertaking containing the following particulars, namely:-

(a) the area in which the new school is proposed to be established, and the approximate number of students likely to be enrolled in that school;

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

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

(d) the financial resources from which the expenses for the establishment and running of the school shall be met;

(e) the composition of the managing committee of the proposed new school until the new school is recognized and a new managing committee is constituted in accordance with the scheme of managing committee made under these rules;

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

(g) the proposed salary of the staff to be notified ;

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

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

(3) The [appropriate Authority]\* may, after considering the particulars specified in the application sub-rule (1) and after making such inquiries as deemed fit inform the person or persons

by whom the application was given to him whether or not opening of the proposed new school would be, in the public interest, within 90 days from the receipt of this application. If no decision is taken within such period, it will be deemed to have been permitted. However, such permission does not enable school to get recognition automatically for which the applicant shall have to fulfill all the required conditions. RECOGNITION OF SCHOOLS

**30. Conditions For Recognition :-**

sections 3 ,4 and 24 (2) (d) (e). (1) No private school shall be recognized, or continue to be recognized, by the appropriate authority unless the school fulfils the following conditions, namely:-

(a) (i) the school is run by an individual, firm, society or trust and is managed in accordance with a scheme of management made under these rules. The firm, society or trust should be registered under the Societies Registration Act, 1860 (21 of 1860).

(ii) the prior approval from the [appropriate Authority]\* for opening of new school has been obtained and copy of such approval is attached with the form of application as referred to rule 29;

(iii) no admission beyond Class-III shall be made by any school before the sanction of its recognition or in its anticipation;

(iv) that all the teachers are suitably trained with minimum qualifications as per Appendix A and are academically and otherwise suitable to teach in these schools and the rate of salary being paid to the staff as notified; \*Sub. vide E.D. Hr. Noti No. SO 22/HA. 12/1999/ S.24/2004 dt. 20.2.2004.

(v) that the terms on which the teachers are engaged are reflected in the written agreement between the managing committee and each teacher as per Appendix B and the same are attached;

(vi) that the school follows approved courses of instructions as provided in these rules;

(vii) that the admission to the school is open to all without any discrimination based on religion, caste, race, place of birth or any other whimsical or for extraneous reasons, except in the case of minority schools, however, which shall maintain transparency in admissions;

(viii) that the managing committee observes the provisions of these rules;

(ix) that minimum norms for land and building in which school is carried on are in accordance with sub-rule 30 (b).

(x) that the managing committee has submitted the owners deed of the land - school building as well as play ground in the name of



individual / society / trust from the revenue department;

(xi) that the school building is properly planned, ventilated and spacious as per architectural norms approved by district town planner / municipality / registered architect;

(xii) that a building safety certificate has been obtained from Public Works Department/ municipality/registered engineer;

(xiii) that if there is any business premises in any part of the building in which school is run, the portion in which the school is run is separate from such business premises. A certificate to this effect should be attached with the application form.

(xiv) that furniture and equipment are adequate and suitable for an educational institution;

(xv) that the salaries of teachers and non-teaching staff are paid regularly;

(xvi) that the pledge money as per sub rule 30(2) has been deposited in the name of District Education Officer/ District Primary Education Officer concerned (by designation);

(xvii) that the school buildings or other structures or the grounds are not used during the day or night for commercial or residential purposes (except separate residence of any employee of the school away from academic wing) or for communal, political or non-educational activity of any kind whatsoever;

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

(xix) that the sanitary arrangements at the school are adequate and are kept in good order;

(xx) that drinking water arrangements are adequate;

(xxi) that there is a provision of electricity fitting and electric fans in each classroom;

(xxii) that no teacher or student of the school is compelled to attend a class in which religious instruction is given or take part in any religious activity. No teacher or student absents himself from religious instruction or religious activity or is made to suffer any disability on that account and student is refused admission to the school because exemption from attendance at religious exercises or religious instruction has been claimed by him or his parent or guardians: Provided this provision shall not be applicable to minority school.

(xxiii) that there should be no complaint / inquiry pending against school building / managing committee seeking recognition. An undertaking to this effect that land / building is free from litigation shall be submitted; (xxiv) that facilities are provided for teaching of

languages in accordance with the three language formula, adopted by the Government;

(xxv) that the school is open to inspection by any officer authorized by appropriate authority/ Director;

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

(xxvii) that the school shall maintain all records as per rule 28. All records of the school are open to inspection by any officer authorized by the Director or the appropriate authority at any time, and the school furnishes such information as may be necessary to enable the Government or the Director to discharge its or his obligations to the affiliated board, as the case may be.

(b) Minimum norms for land and buildings

(i) Land Rural Urban/Controlled areas Primary School 0.5 acre 0.5 acre Middle School 1.5 acre 1 acre Secondary School 2.5 acre 2 acre Senior Secondary School 2.5 acre 2 acre [Note-I A private school can be run in a rented building on lease hold basis with minimum of twenty years irrevocable lease deed provided such building fulfills the forms of land and building as prescribed under these rules.]\*

(i) Building-

(a) Classroom: Minimum size - 24 x 18 with verandah of 10 width. Height of classroom should be atleast 10.:

(b) Number of classrooms will be equal to the number of sections in the school.

(c) Maximum number of students in a section - 50.

(d) the school shall provide the following :- \_ Toilet and urinals (staff, boys and separate for girls at far off distance) \_ Drinking water facility. \_ Open space for morning assembly. \_ Boundary wall.

(e) in case of Middle, High and Senior Secondary School, the following rooms in addition to Class-rooms shall be provided. \_ Room for head of the school/office \_ Library room. \_ Laboratory for practical subject. Note:- the school building having more than one storey should provide one ramp and one staircase of atleast 6 width. \*Added vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004.

(2) Pledge money [or Bank Guarantee]\* atleast equal to six months

basic pay of the staff but in no case less than the amount as mentioned below, shall be deposited in the name of District Education Officer/District Primary Education Officer concerned (by designation), as the case may be.:-

(a) Primary stage I-V classes - Rs.50,000/-

(b) Middle stage VI-VIII classes - Rs.1,00,000/-

(c) Secondary stage IX to X classes - Rs.1,50,000/-

(d) Senior Secondary stage XI to XII classes - Rs.2,00,000/-

(3) Every private school should provide the following facilities:-

(i) Physical education: Suitable playground for the purposes of games, sports, and materials for such games and sports;

(ii) Laboratory work: Each school shall have a well equipped laboratory for each practical subject with at least five sets of equipments for each practical as per syllabus.

(iii) Workshop practice: Well equipped workshops shall be provided by school as per requirement.

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

(a) debates;

(b) recitation or elocution;

(c) dramatics;

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

(e) hobbies of different types; \*Inserted vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004.

(f) mock / youth parliament;

(g) house system;

(h) prefectorial system;

(i) class competition;

(j) National Cadet Corps / National Social Service;

(k) scouts and guides / cubs and bulbul;

(l) Science clubs;

(m) Eco labs / clubs;

(n) activities providing for social services; and

(o) any other co-curricular activity.

### **31. Procedure For Application :-**

sections 3, 4 and 24 (2) (d).

(1) Every private school seeking recognition shall make an application, in Form II, to the appropriate authority along with Rs.1000/- for Primary school, Rs.2500/- for Middle school, Rs.5000/- for High school and Rs.10000/- for Senior Secondary

school as processing fee in the form of Demand Draft in favour of Director. Such application shall either be delivered to the appropriate authority through any individual or sent to that authority by a registered post acknowledgment due [Six months]\* before starting of academic session i.e before [.....]\* 30 September of preceding year. The appropriate authority granting recognition shall inform the managing committee by 30th December of preceding year.

(2) The concerned District Education Officer/ District Primary Education Officer shall forward the file relating to the recognition along with all documents to the appropriate authority.

(3) If recognition is refused, managing committee may file an appeal against it to appellate authority within 30 days from the date of communication to it of such refusal. The appellate authority shall decide the case and inform the managing committee within two months. The decision of the appellate authority shall be final.

(4) The detailed procedure regarding dealing of the application for recognition shall be issued by the Government separately.

\*Substituted/omitted vide E.D. Hr. Noti No. SO 22/HA.12/1999/S.24/2004 dt. 20.2.2004.

### **32. Scheme Of Management :-**

sections 3 and 24 (2) (i).

(1) The scheme of management in relation to a recognized school shall provide that.

(a) the managing committee running the school duly approved by the appropriate authority shall consist of not less than seven members;

(b) subject to the total number of members specified in clause

(a), every managing committee shall include the following members, namely:

(i) the head of the school as an ex-officio member with the right to vote;

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

(iii) one teacher for every twenty teachers of that school, to be elected by the teachers of the school from amongst themselves;

(iv) two other persons of whom one shall be a woman;

(v) in the case of Aided school member nominated by Director.

(vi) the remaining members to be nominated or elected, as the case may be, in accordance with the rules and regulations of the

society or trust by which the school is run.

(2) The scheme of managing committee shall also provide for the following matters, namely:-

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

(b) in the case of society/ firm, the dates of holding elections shall be notified at least 30days before the date of election. It will be made through public notices in at least two News papers one of which must be in vernacular of wide circulation.

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

(d) in the case of aided schools the election shall be held under the observation of nominee of the Director;

(e) the composition of the managing committee during the tenure of the members referred to in sub-clauses (ii) and (iii) of clause (b) of sub-rule (1) shall be communicated to the Director/ District Education Officer/ District Primary Education Officer, as the case may be, within seven days from the date when such change takes place;

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

(g) the expiry of term of managing committee or any change in the managing committee should be notified to the appropriate authority. In case of aided schools the approval of the appropriate authority is required as and when a new managing committee is constituted or there is any change in the managing committee;

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

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

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

(ii) be the drawing and disbursing officer for the employees of the school;

(iii) be responsible for the proper maintenance of accounts of the school, school records, service books of teachers, and such other

registers, returns and statistics as may be specified by the Department from time to time;

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

(v) make, in the case of recognised schools, all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payments: Provided that where head of the school is so authorized by the Department, in the case of an aided school, all such payments according to the instructions governing such payments;

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

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

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

(ix) be responsible for proper utilization of the pupils fund;

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

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

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

(xiii) plan the years academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils;

(xiv) help and guide the teachers and promote their professional growth and towards the end, actively encourage their participation

in courses designed for in-service education;

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

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

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

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

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

( x x ) make necessary arrangements for organizing special instructions for the pupils according to their needs;

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

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

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

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

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

(i) appointment of the manager; the terms and conditions of his appointment his educational and social status, removal of the manager; filling up of casual vacancy in the office of the manager;

(j) Duties and responsibilities of the manager:

(i) no employee of a school shall be appointed as the manager;

(ii) bills (including bills relating to the salaries and allowances of the teachers and non-teaching staff) shall be jointly signed by the manager and the head of the school;

(iii) the administration and academic work of the school shall be attended to by the head of school. The manager shall not interfere with the day-to-day administration and academic work of the

school;

(iv) the members of the managing committee of a recognised schools shall not be entitled to any remuneration, honorarium or allowance but may be permitted to draw allowances for attending the meeting of the managing committee at a rate of daily allowances or travelling allowances admissible to the non-official members of the committees, boards as fixed by the managing committee from time to time;

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

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

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

(3) The managing committee of an existing school shall make the draft of scheme of managing committee after the commencement of these rules and shall submit such draft to the appropriate authority within 90 days from such commencement: Provided that the appropriate authority may, after giving to the managing committee a reasonable opportunity of being heard, make such alterations or modifications in the draft scheme of managing committee as the circumstance of the case may require.

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

### **33. Procedure Of Affiliation :-**

sections 3 and 24 (2) (V) (1) If any institution wants to seek affiliation to any Board/ Council other than the Haryana Board of School Education it will seek recognition first. After this it may apply for the issuance of No Objection Certificate (NOC) for affiliation to the concerned Board./ Council with a processing fee of Rs.1000/- for Primary school, Rs. 2500/- for Middle school, Rs. 5000/- for High school and Rs. 10000/- for Senior Secondary school in the form of Demand Draft in favour of Director. However, the provision of the Act and these rules shall continue to apply as before even on those schools which have been issued NOC for pursuing different courses of studies from Boards / Council other



than the Haryana Education Department./ Board of School Education Bhiwani.

(2) Any school which is already affiliated to any Board other than Haryana School Education Board Bhiwani but has not been recognised, shall apply for the same within three months after the publication of these rules in the official gazette.

(3) The schools affiliated to different affiliating Boards shall not be run in the same premises.

**34. Competent Authority To Grant Recognition To Schools :-** sections 3 and 24 (2) (d).

(1) The appropriate authority to grant permanent recognition to the schools, which seek recognition, is as under:- Class Appropriate authority I-V District [.....]\* Education Officer. I-VIII District Education Officer (I-VIII or VI to VIII) I -X(VI -X or VIII-X) Joint Director Head Quarter office of Director Secondary Education, I-XII Director Secondary Education. (VI-XII or VIII -XII or X-XII)  
\*Omitted vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004.

(2) There shall be a committee for processing and recommending the cases of recognition received from the appropriate authority consisting of following members, namely :- [For I -VIII class]\*

(a) Sub Divisional Officer (Civil) Chairman

(b) District Education Officer Member Secretary

(c) Executive Engineer of the Public Works Department (Building and Roads) or his representative not below the rank of Sub Divisional Engineer. Member For I -XII

(a) Additional Deputy Commissioner Chairman

(b) Representative of Director Member Secretary

(c) Sub Divisional Officer (Civil) Member

(d) District Education Officer Member

(e) Executive Engineer of the Public works Department. Member or his representative not below the rank of Sub Divisional Engineer

(3) The committee constituted above shall screen the cases of recognition and give their recommendation after inspecting the schools to the appropriate authority within thirty days on receipt of the case.

(4) The appropriate authority shall take decision on the recommendation of the committee to grant recognition accordingly.

Note:-1. The schools established under the provisions of these rules can apply for recognition and the permanent recognition shall be granted in the first instance. 2. In case of recognition of school

stagewise recognition shall be considered only i.e if the school has got permanent recognition for primary school (I to V) only then it can apply for the recognition of middle school (VI-VIII) and so on. \*As ammended vide E.D. Hr. Notification No. SO 22/HA. 12/ 1999/ S.24/2004 dt. 20.2.2004. 3. If a school is in a position to provide infrastructural facilities upto any stage in the first instance, the school may be considered for recognition to that stage and not stage-wise by the appropriate authority.

**35. Date Of Recognition :-**

sections 3 and 24 (2) (d) The recognition given to a school shall be effective from the date decided upon by the appropriate authority and ordinarily recognition shall be given from the date of commencement of the next academic year.

**36. Opening Of New Classes In Schools :-**

sections 3 and 24 (2) (a) No recognized school without giving full justification and without prior approval of the appropriate authority, shall open any new class other than which have received approval from the appropriate authority.

**37. Closing Down Of A School Or Any Class In A School :-**

sections 3 and 24 (2) (a) (c) No managing committee shall close down a recognized school or an existing class in such school during the academic session without giving full justification and without the prior approval of the appropriate authority.

**38. Existing Schools To Seek Recognition Afresh :-**

sections 3 and 24 (2) (a) (b) and (d). [(1) All existing schools shall be required to submit application in Form II prescribed for recognition alongwith demand draft of Rs. 1000/- for Primary/ Middle school and Rs. 2000/- for High / Senior Secondary School in favour of Director upto 31st March, 2004. Each school shall submit its plan for improving its infrastructure where it does not conform to the provisions of these rules along with application spread over a period of two years where specific milestone shall be fixed for every six months.]\*

(2) Every existing recognized school or schools which are already affiliated with Boards or Council of Indian School Certificate Examination other than Board of School Education, Government after obtaining No Objection Certificate (NOC) from the Government shall be deemed to have been recognized under Section 4 of the Act and shall be subject to the provisions of the Act and these rules. \*Substitued vide E.D. Hr. Noti No. SO 22/HA.

12/1999/S.24/2004 dt. 20.2.2004. [Provided that when any such school does not satisfy any of the conditions of recognition, the appropriate authority may require the school to satisfy such conditions within two years and if any such condition is not satisfied the recognition shall be withdrawn from such school. Provided further that the norms for size of class rooms and number of class rooms of such schools shall be the same as used to be prescribed by the Education Department for various categories in Government schools before the commencement of the Haryana School Education Rules, 2003]\*

(3) The Department shall constitute a committee for each District consisting of two members to be selected by the Director from local reputed recognized school of respective District and one nominee of the Department to process such applications.

### **39. Review Of Recognition After Every Five Years :-**

sections 3 and 24 (2) (a) (b) and (d) The recognition granted to schools affiliated to any board shall be reviewed after every [ten years]\*\* If the managing committee fails to comply with any of the conditions and facilities specified in these rules, the appropriate authority can withdraw its recognition after giving a reasonable opportunity and one months time to show cause of the proposed action.

### **40. Financial Aid :-**

sections 3 and 24 (2) (a) (b) and (d) Recognition granted under these rules shall not entitle for financial aid or any other benefit from Government.

### **41. Recognition To Lapse If Not Availed Of Within A Year :-**

sections 3 and 24 (2) (a) (b) and (d). The recognition granted to a school shall lapse unless it is availed of within a year from the date on which it is to be effective. \*Ammended /Added vide E.D. Hr. Noti No. SO 22/HA.12/1999/ S.24/2004 dt. 20.2.2004. \*\*Substitued vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004.

### **42. Lapse Of Recognition In Other Cases :-**

sections 3 and 24 (2) (a) (b) and (d). 1) The recognition of school shall lapse if-

- (a) a recognized school cease to exist; or
- (b) a school is transferred to a different building or locality not already approved by the appropriate authority; or
- (c) school is transferred to a different managing body/ trust or

individual or a group of individuals not already approved by the appropriate authority; or

(d) School changes its names without the approval of appropriate authority.

(2) Where one or more of the conditions of recognition, specified in these rules, are not complied with by any recognised school, the appropriate authority shall, by a written notice, draw the attention of the school to such non-compliance and if within thirty days from the date of service of such notice, any such condition for the recognition is not complied with, the recognition granted to such school shall, on the expiry of the said period of thirty days, stand lapsed.

(3) Branches opened by the managing committee of a school already recognised shall also be treated as new schools for the purpose of recognition i.e no managing committee is allowed to run two schools i.e affiliated by two different Boards/ Council in the same building/ premises.

#### **43. Suspension Or Withdrawal Of Recognition :-**

sections 3 and 24 (2) (a) (b) and (d).

(1) The appropriate authority may withdraw/suspend the recognition of a school after giving a reasonable opportunity against the proposed action to be taken against the school in the following circumstances :-.

(a) if a school ceases to fulfil any requirement of the Act or any of the conditions of these rules;

(b) if a school is found involved in malpractices such as mass copying in public examination conducted by any Board or bogus enrolment or tempering of records or non co-operation to appropriate authority its recognition shall be withdrawn without any notice and the concerned Board shall be intimated ( be asked to withdraw its affiliation); (c) if the managing committee of the school obtains recognition by fraud , misrepresenting or suppressing any particulars or after obtaining recognition fails to continue to comply with any of the conditions specified in these rules the appropriate authority after giving a reasonable opportunity and one month notice to show cause against proposed action can withdraw recognition;

(d) a recognized school which provides for hostel facilities shall comply with the provisions of these rules and the instructions made there-under, and in case of any default in complying with such provisions or instructions, the appropriate authority may for reasons

to be recorded in writing, withdraw the recognition in relation to the school itself: Provided that where the appropriate authority is satisfied that the deficiencies or defects are capable of immediate or early removal, it may, instead of withdrawing the recognition suspend the recognition for such period as it may deem fit and direct the managing committee of the school to remedy the deficiencies or defects to the satisfaction of the appropriate authority during such period: Provided further that where the recognition of a school has been withdrawn or suspended, no appropriate authority shall grant recognition to such school whether run by the name by which it was known at the time of such withdrawal or suspension or by any other name, unless the school has removed the deficiencies or defects for which the recognition has been withdrawn or suspended.

(2) The withdrawal / suspension of recognition of a school shall be effective from first day of new academic session.

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

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

#### **44. Restoration Of Recognition :-**

sections 3 and 24 (2) (a) (b) and (d). Recognition once withdrawn or lapsed shall not be restored until the appellate authority is satisfied that the reasons which led to the withdrawal or lapse of recognition have been removed and the school complies with the provisions of these rules.

#### **45. Authorities To Which Appeals May Be Preferred :-**

sections 3 and 24 (2) (a) (b), (c), (d) and (g).

(1) Every appeal against refusal by the appropriate authority to open a new school or accord recognition to a school or withdrawing recognition from an existing school shall be made to the appellate authority.

(2) Every such appeal shall be made in writing and shall be accompanied by a copy of the reasons for the refusal to open a new school or to accord recognition or withdrawal of recognition, as the case may be: Provided that every such appeal shall be made in

writing within a period of thirty days from the date of the receipt of such communication.

(3) The appellate authority shall dispose of the appeal within six months from the date of presentation of the appeal and if the appeal is not disposed of within that period, the order for the withdrawal for recognition shall stand cancelled.

(4) On hearing an appeal under sub rule (3), the appellate authority may after giving the appellant reasonable opportunity of being heard, confirm, modify or reverse an order appealed against.  
Grant-in-aid

#### **46. Objects Of Grant :-**

sections 24 (2) (a) and 3. The sole objective behind the grant-in-aid by the Government for a limited number of posts is to promote expansion of education without interfering with day to day managing committee and running of these private institutions in the State. Grant-in-aid are sums of money which are annually set apart from the general revenues. Such grants are given only for purposes connected with secular instructions without reference to any religious instructions and under the rules given hereafter.

#### **47. Sanction Of The Department :-**

sections 24 (2) (a) and 3. Wherever, under these rules, the approval/sanction of the Department is required, the same may be obtained from Director through the District Education Officer/ District Primary Education Officer. The Director have the right to review/revoke the sanction/ orders issued by the District Education Officer / District Primary Education Officer as the case may be.

#### **48. Sanction Of Government Required In Cases Not Provided For :-**

sections 24 (2) (a) and 3. No grant from Government funds may be made, increased or withdrawn otherwise than as provided in this chapter, except with the previous sanction of Government.

#### **49. Source Of Grants And To Whom Payable :-**

sections 24 (2) (a) (b) and 3. Grants awarded under the rules of this Chapter are payable out of State revenues to :-

- (a) primary schools and primary stage of Middle, Secondary and Senior Secondary Schools.
- (b) Middle schools or Middle stage of Secondary/ Senior Secondary Schools;
- (c) Secondary / Senior Secondary Schools;
- (d) Special grant to special schools.

## **50. Correspondence With The Department :-**

sections 24 (2) (a) and 3. All correspondence with the Department on the subject of grant-in-aid must be addressed to the District Education Officer/ District Primary Education Officer by the manager of the school.

## **51. Conditions Of Grant :-**

sections 24 (2) (a) (b) and 3.

(1) The managing committee of the schools seeking grant-in-aid have to give following undertaking :-

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

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

(c) that it shall pay the pay and allowances, pension, gratuity, of the staff within first week of every month. Failing which, Director may pay such sum of money as is found to be due to any employee from such school, out of the aid payable to the aided school.

(d) that it shall fill in for such number of posts in the school as have been approved by the Department without any discrimination or delay and strictly as per the recruitment rules, prescribed for such posts;

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

(f) that it shall attend to all the claims of the service matter of the employees of its school as and when they become due, promptly without any delay or discriminations, strictly in accordance with the recruitment rules or the instructions issued by the Department from time to time on the subject.

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

(3) Any replacement consequent upon resignation and retirement shall be notified to the Department and the pay of the new incumbent shall be fixed with the approval of the Department.

(4) No teacher in position shall be removed by the managing committee without prior approval of the Department;

(5) The posts filled in by superannuated teachers shall not

admissible for grant.

**52. Aid To Existing Schools :-**

sections 24 (2) (a) (k) and 3. Existing aided schools on the grant-in-aid list of the Department, so long as they fulfil the conditions for receiving grant-in-aid, shall continue in the aid list and no fresh school shall be brought on the list of grant-in-aid in future.

**53. Form Of Grants :-**

sections 24 (2) (a) (k) and 3. The existing system of Kothari grant and Maintenance grant shall cease to exist from the date of publication of these rules in the Official Gazette. Under the new scheme the salary grant alone will be paid by the Government to the existing aided schools in the State under these rules.

**54. Salary Grant :-**

sections 24 (2) (a) (k) and 3.

(1) The salary grant shall be calculated @ 75% or the amount fixed by the Government from time to time on the basis of the difference between the approved expenditure and the approved income made during the previous year by the school as detailed below :-

(a) approved expenditure shall include salaries of teaching and non-teaching staff appointed on the sanctioned posts approved by the Department including Dearness Allowance, House Rent allowance, City Compensatory Allowance, Gratuity etc. etc. as given below:-

(i) salary of teaching staff including Dearness Allowance, House Rent allowance, City Compensatory Allowance;

(ii) salary of Non-teaching staff including Dearness Allowance, House Rent allowance, City Compensatory Allowance;

(iii) salary of Class-IV ( Group D Employee,) including Dearness Allowance, House Rent allowance, City Compensatory Allowance;

(iv) death-cum-retirement-gratuity sanctioned by the Department;

(b) approved income shall include,-

(i) tuition fee and admission fee;

(ii) late fee fine;

(iii) grant-in-aid in lieu of free-ship to Scheduled Caste and Backward Class students;

(iv) any other income/ grant received by the school from any other source.

(2) The head of the school shall maintain account of income and expenditure which shall be subject to the audit.

**55. Procedure Of Grant -In- Aid :-**



sections 24 (2) (a) (h) and 3. (1) The managing committee of the school shall submit the claims of salary grant on the basis of deficit of actual expenditure and income during the previous year ending 31st March, in the prescribed proforma appended as Form III to the District Education Officer/ District Primary Education Officer before the 31st May positively in triplicate along with certificates required by the Department. The school authority shall also append the audit report of Chartered Accountant or qualified auditor approved by the Department.

(2) The claims so received from the schools shall be scrutinized and checked with the original documents of the school by the Section Officer (SAS) of Finance Department within one month from the date of receipt.

(3) The District Education Officer/ District Primary Education Officer after making such enquiry into the matter, shall forward all the claims indicating the actual deficit of the school of the preceding year along with recommendation to the Director before 30th June, every year.

(4) The grant shall be sanctioned and issued preferably in four instalments. The first and second installment shall be issued provisionally on the basis of the actual grant released in the previous year. It shall be issued by cheque in favour of manager of approved managing committee of the concerned school.

#### **56. Conditions Of Inadmissibility Of Grant :-**

sections 24 (2) (a) (k) and 3.

(1) In order to be eligible to receive grant-in-aid, a school shall employ adequate number of qualified teaching and other staff as approved by the Department under the norms of post fixation or as has been specified by him from time to time.

(2) The pay of unqualified teachers shall not be admissible charge for the assessment of grant-in-aid for the school.

(3) The Department may exclude from employment in any recognised school a teacher whose certificate has been withdrawn or who has after due enquiry been declared unfit to be a teacher by the Department.

(4) No aid shall be admissible on any special increment, allowance or financial benefit given to the employees by the managing committee at its own level.

(5) No aid shall be granted in respect of any employee who is retained in service subsequent to the attainment of the age of superannuation, except where a teacher, head of the school has

obtained National or State award for rendering meritorious service with prior approval of the Department in accordance with the general instructions issued by the Department from time to time.

(6) No aid shall be admissible in the case of an employee appointed by the managing committee on part time basis.

(7) The minimum number of weekly period of actual secular instruction required to qualify a teacher for full staff, grant shall not be less than that laid down by the Department from time to time. Provided that the staff grant may be reduced or disallowed if this condition is not fulfilled.

(8) No grant shall be calculated more than the prescribed scale of the post sanctioned by the Department.

(9) No grant shall be allowed for the post filled by the managing committee where appointment procedure has not been adopted.

(10) The rate of dearness allowance, house Rent allowance, compensatory allowance shall be a claim as allowed by the Department from time to time.

#### **57. Enrolment And Attendance :-**

sections 24 (2) (a) (b) and 3. The number of students on the rolls of an aided school shall not fall below the number on the basis of which aid was initially granted to such school, and the number of working days of such school shall not fall below 220 in a year; and where the number of students fall, below seventy-five percent of the first mentioned number or the number of working days falls below 220, a proportionate reduction of post shall be made in the grant-in-aid payable to such schools.

#### **58. Maintenance Of Acquittance Roll :-**

sections 24 (2) (a) (b) and 3. The managing committee of the school shall maintain a bill register showing exact amount of payment to the employee such as basic pay, dearness allowance, house rent allowance, city compensatory allowance etc. and also the deductions/ subscriptions made by the managing committee, failing which the grant payable to the school shall not be assessed/ released by the Department.

#### **59. No Grant For Teachers Of Uneconomically Small Class :-**

sections 24 (2) (a) (b) and 3. No grant shall be admissible to the managing committee for the teachers found surplus by the inspecting officer on the basis of student teacher ratio below the norms as fixed by the Department from time to time, after giving reasonable opportunity to the managing committee.

**60. Grant Not Admissible On The Salary Of Manager :-**

sections 24 (2) (a) (b) and 3. If the manager of a school is working on a salaried basis, no grant shall be admissible in relation to the salary to such manager.

**61. Audit :-**

sections 24 (2) (a) and 3.

(1) The grant released by the Department shall be audited annually by such agency as may be specified by the Department.

(2) Any recovery pointed out in the audit shall be taken into account in the next years claim/grants in case no representation against such recovery is received from the school authority within one month from the date of receipt of the audit report.

**62. Stoppage, Reduction Or Suspension Of Grant-In-Aid :-**

sections 24 (2) (a) and 3.

(1) The Director is competent to stop, reduce or suspend the grant-in-aid at any time subject to provisions of these rules and due to following reasons:-

(a) if any or more of the conditions for the recognition, discipline, organization or instructions in school are unsatisfactory; or

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

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

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

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

(f) if the procedure as laid down under sub-sections (2) and (3) of section 8 of the Act and of these rules have not been followed in the case of termination or dismissal from service of an employee or reduction in rank of an employee, notwithstanding that any or such employee is reinstated in service or restored to his original position as a result of the decision of the court of law or any competent authority: Provided that no aid shall be stopped, reduced or suspended except after giving to the managing committee of the school a reasonable opportunity of showing cause against any of the proposed action.

(2) In case any managing committee of an existing aided schools desires to get it de-aided he will have the liberty to do so after observing the following conditions, namely :-

(a) the managing committee shall pass a resolution to this effect with at least two-third majority of the general body in the meeting convened for this purpose.

(b) it will be the responsibility of the such managing committee to meet the liabilities of staff for which they were getting grant-in- aid and the liability of the State shall be limited to the extent the benefits are admissible under the pension scheme as applicable from time to time.

(3) After observing the condition as laid down in sub-rule 2 the managing committee shall move an application for de-aiding its school to the Director. The Director shall pass order of deaiding the school after verifying the application as per rule.

### **63. Powers Of Department Regarding Grants :-**

sections 24 (2) and 3. Government may review or modify the entire grant-in-aid scheme at any time without assigning any reason at its discretion depending on its state of finance.

### **64. Procedure Of Payment Of Salaries And Deposits :-**

sections 24 (2), 3 and 8.

(1) The managing committee of the schools shall pay the salary and allowances to the school staff by the 7th of the following month.

(2) The managing committee of the school shall open apart from the school fund account an account to be called " School Staff Account" in a Nationalized or a Schedule bank for the payment of salary to the staff.

(3) The school staffs account shall be operated jointly by the manager and head of the school or in his absence by a member of the staff authorized by managing committee to act as head of the school.

(4) Every employee working in the aided school on the sanctioned post, shall also operate a saving account in the same bank where the "school staff account" of the managing committee are in operation.

(5) A separate account of each employee for contributory provident fund shall be operated by the managing committee and the employees share of contributory provident fund be deposited in the respective account of the employee every month.

(6) The managing committee of the school shall deposit the

required amount in the " school staff account" with the advice to transfer the amount to the account of the concerned employees.

**65. Managing Committee To Pay Salary And Allowances :-**

sections 24 (2), 3 and 8.

(1) The managing committee of a school, in relation to which aid has been reduced or suspended, shall, if it runs the school after such reduction or suspension of aid, discharge the obligation referred to in sub-section (2) of section 10.

(2) Non-payment of salary, gratuity, pension etc. by the managing committee to their employees for which the grant-in-aid was released to the concerned managing committee. It shall be lawful for the Director to pay, out of the aid payable to the aided school such sum of money as is found to be due to any employee from such school.

**CHAPTER 3**

**School Property**

**66. School Property :-**

sections 24 (2), 3 and 7. School property means all movable and immovable property belonging to or in the possession of a school and all the rights and interests in or arising out of such property , building and its appurtenance, play grounds, hostel, furniture, books, apparatus, maps equipment, utensils, cash, reserve funds, investment and bank balances.

**67. Particulars Of School Property To Be Furnished To The Appropriate Authority :-**

sections 24 (2), 3 and 7. Manager or the managing committee of every recognized school shall furnish to the appropriate authority, in Form IV, statements (in triplicate) of all movable and immovable properties of the school.

**68. Transfer Of School Property :-**

sections 24 (2), 3 and 7. In case if the land/ building etc. allotted by the Government/local authority to a school, such moveable/ immovable property shall not be transferred without the prior approval of the appropriate authority. In other case a managing committee may dispose off such property with the specific resolution passed by the 2/3rd majority of the General Body meeting convened for this purpose.

**69. Time For Appeal :-**

sections 24 (2), 3 and 7. Any person aggrieved by the grant or

refusal of permission under these rules may prefer an appeal to the Director within thirty days from the date of communication of the grant or refusal or permission to transfer school property and every such appeal shall be preferred in an application and contain the particulars of the school property proposed to be transferred: Provided that the Director may, if he is so satisfied that the appellant was prevented by sufficient cause from preferring the appeal within the said period of thirty days, extend the period by such further period not exceeding thirty days, as he may think fit.

#### CHAPTER 4

Terms and Conditions of Service of Employees Working on Aided Sanctioned Post in Aided Schools, Contributory provident fund and taking over the managing committee thereof

#### **70. Application :-**

section 20 (1) and 8. These rules shall be applicable to the employees working on aided sanctioned posts only in the aided school.

#### **71. Contract Of Service :-**

sections 20 (1) and 8. The managing committee of every recognized private aided school shall enter into a written contract of service with every employee of such school in Appendix B. A passport size photo of each employee shall be affixed on the proforma of contract of service, duly filled in.

#### **72. Recruitment :-**

sections 24 (2) and 8. Recruitment of all employees in each aided school shall be made by the managing committee on the recommendation of the selection committee.

#### **73. Filling Of Vacancies :-**

sections 24 (2) and 8. Every vacancy in an aided school shall be filled in by promotion, transfer or by direct recruitment under these rules with prior approval of the Department.

#### **74. Selection Committee :-**

sections 24 (2) and 8. Every managing committee shall constitute a selection committee for the selection of employees on aided sanctioned post consisting of :-

(a) in case of recruitment of the head of the school :-

(i) the chairman/president of the managing committee of the particular school;

(ii) an educationist nominated by the managing committee;

- (iii) an educationist having experience of school education nominated by the Department;
- (iv) a person having experience of the administration of schools nominated by the managing committee.
- (b) in the case of an appointment of a teacher (other than the head of the school):-
  - (i) the chairman of the managing committee or a member of the managing committee nominated by the chairman;
  - (ii) the head of school;
  - (iii) in the case of a primary school, a female educationist having atleast 10 years experience of school education ;
  - (iv) an educationist with atleast 10 years experience to be nominated by the Department;
  - (v) an expert on the subject in relation to which the teacher is proposed to be appointed;
- (c) in the case of an appointment of any other employee (non teaching), not being an employee belonging to Group D:-
  - (i) the chairman of the managing committee or a member of the managing committee, to be nominated by the chairman ;
  - (ii) head of school;
  - (iii) senior-most member of the staff ;
  - (iv) a nominee of the Department;
- (d) in the case of an appointment of a Group-D employee:-
  - (i) the chairman of the managing committee or a member of the managing committee nominated by the chairman;
  - (ii) the head of school;
  - (iii) senior-most staff member of the school.
- (e) In the case of minority aided school the recruitment procedure shall be in accordance with the rules referred to Chapter IV.

**75. Intimation To Appropriate Authority :-**

sections 24 (2) and 8. As and when a vacancy of the head of school or a teacher arises due to dismissal or any other reason thereof and managing committee advertises to fill that vacancy, an intimation to this effect shall also be given to the appropriate authority.

**76. Chairman Of Selection Committee :-**

sections 24 (2) and 8. The chairman of the managing committee, or , where he is not a member of the selection committee, the member of the managing committee who is nominated by the chairman to be a member of the selection committee, shall be the chairman to the selection committee.

**77. Selection Of School Staff :-**

sections 24 (2) and 8. The selection committee shall regulate its own procedure for the selection of school staff.

**78. Relation With Member Of Selection Committee :-**

sections 24 (2) and 8. Where a candidate for recruitment to any post in an aided school is related to any member of the selection committee, the member to whom he is related shall not be made the member of committee.

**79. Relieving Of Duties :-**

sections 24 (2) and 8. If a teacher resigns from his job he shall not be relieved of his duties except after the expiry of a period of -

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

(ii) one month, in the case of a teacher who is not permanent, from the date on which notice of intimation to leave the school is given or by depositing one months salary in advance: Provided that where the managing committee is in a position to provide for a substitute for such teacher earlier than the respective period specified in the foregoing provisions, the managing committee may relieve the teacher of his duties on the expiry of such earlier period.

**80. Appointing Authority :-**

sections 24 (2) and 8.

(1) The appointment of every employee of an aided school shall be made by its managing committee with the prior approval of the Department.

(2) An appointment letter on the Appendix C, shall be issued by the managing committee to every employee appointed under sub rule (1).

(3) A copy of such appointment letter of every employee shall be sent to the District Education Officer/ District Primary Education Officer for record;

**81. Prohibition Against The Employment Of Dismissed Employees :-**

sections 24 (2) and 8. No aided school shall employ, except with the prior approval of the Director an employee who has been dismissed from service by another recognised or Government school.

**82. Minimum Qualifications :-**



sections 24 (2) and 8. The minimum qualification for appointment of head of school and other categories of teachers and also non teaching staff in an aided school shall be as per Appendix A. These appointments shall be made by advertising atleast in two leading newspapers.

**83. Scale Of Pay, Dearness Allowance :-**

sections 24 (2) and 8. (1) The scales of pay of the employees shall be such as specified in column 4 of Appendix A to these rules and modified / revised by the Government from time to time.

(2) The rate of dearness allowance payable to these employees shall be such as may be allowed by the Department from time to time.

**84. Fixation Of Pay :-**

sections 24 (2) and 8.

(1) The initial pay of an employee, on first appointment, shall be fixed ordinarily at the minimum of the scale of pay: Provided that a higher initial pay, in the specified scale of pay, may be given to a person by the appointing authority.

(2) The pay of an employee on promotion to a higher grade or post shall be determined by the same rules as prescribed by the Department from time to time.

**85. Age Limit :-**

sections 24 (2) and 8. The minimum and maximum of age limit for recruitment of teaching and non-teaching staff of an aided school, shall be such as may be specified by the Department from time to time.

**86. Medical Certificate And Character Certificate :-**

sections 24 (2) and 8.

(1) Every appointment in an aided school shall be subject to the physical fitness and good character of the candidate.

(2) A candidate selected for appointment shall be required to produce a medical certificate of fitness from a hospital established or maintained by Government or any local authority and two certificates from two different members of Parliament or members of State Legislative Assembly or Gazetted Officers or member of local authority, not related to the candidate, certifying the character of the candidate.

(3) A copy of the medical certificate and a copy each of the certificates of character shall be enclosed with the grant-in-aid papers claiming from the Department for the first time.

### **87. Probation :-**

sections 24 (2) and 8.

(1) Every employee shall on initial appointment, be on probation for a period of one year which may be extended by the appointing authority for another one year and services of an employee may be terminated during the period of probation if the work and conduct of the employee, during the said period, is not in the opinion of the appointing authority, satisfactory. In such cases speaking orders shall be made by the appointing authority: Provided that no termination from the service of an employee on probation shall be made by a school, except with the prior approval of the Department.

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

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

### **88. Seniority :-**

sections 24 (2) and 8.

(1) There shall be a seniority roster for each cadre and the names of the employees appointed to the posts in each cadre shall be arranged in the roster in accordance with this rule.

(2) Seniority of employees shall be determined by the order of merit in which they were selected for appointment to the concerned post, those selected on an earlier occasion being ranked senior a selected later: Provided that in a case where a joint seniority roster of employees of each cadre common to all schools in Haryana used to be maintained by society or trust running such schools prior to the commencement of these rules, inter-se-seniority of all employees of such schools shall continue to be maintained jointly.

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

(4) Inter-se-seniority of the employees of any cadre shall be determined by the managing committee: Provided that in a case where a joint seniority roster of employees of each cadre common

to all schools in State used to be maintained by the society or trust running such schools prior to the commencement of these rules, such inter-se-seniority shall be determined by managing committee.

**89. Service Record :-**

sections 24 (2) and 8.

(1) For every employee, there shall be maintained a service book in the following manner:-

(i) It shall be kept in custody of head of the school.

(ii) Every step in employees official service must be recorded in the service book and each entry must be attested by the head of the school or, if he or she himself is head of the school by the manager of the school.

(iii) All entries are duly made and attested and correction being neatly made and properly attested.

(iv) Every period of suspension from employment and every other interruption shall be noted with full detail of its duration.

(v) The persons certificate of character, reduction for efficiency, reversion, promotion etc. must be entered in the service book.

(2) For every employee, there shall be maintained personal file containing appointment letter, academic certificates, annual confidential report and other important documents in relation there to.

(3) The head of the school shall be responsible to produce the service book and personal file before the inspecting officer.

**90. Confidential Reports :-**

sections 24 (2) and 8. (1) Confidential reports of head of the school and other employees shall be completed by the end of September every year.

(2) Confidential reports in relation to the head of the school and other employees of aided schools, shall be maintained in form specified by the Department in this behalf.

(3) The form referred to in sub rule (2) shall be the same as applicable in Government schools at that time: Provided that if the head of the school or other employee refuses to affix his signature to the factual assessment of his work, the authority recording the confidential report shall make a record of such refusal and complete the confidential report.

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

managing committee.

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

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

(7) Any employee of an aided school who is aggrieved by any adverse entry in his confidential report may, within forty-five days from the date on which such adverse entry is communicated to him, prefer an appeal against such entry to the appropriate authority and the appropriate authority may, after giving to the recording authority a reasonable opportunity of showing cause, make such alterations in the entries in the confidential report.

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

### **91. Sanction Of Leave :-**

sections 24 (2) and 8.

(1) The employees shall be entitled casual leave as under:-

- (a) Upto ten years service - 10 days
- (b) Ten to twenty years service - 15 days
- (c) Above twenty years service - 20 days
- (d) All female employees - 20 days

(2) The head of school shall be competent to grant casual leave to the employees and in the case of head of the school, the managing committee.

(3) The employees (teaching) shall also be entitled to ten days earned leave in lieu of half pay leave on completion of one year.

(4) The employees (non-teaching) shall be entitled to earned leave as under:-

- (i) Upto the service of ten years - @ 1/24 days
  - (ii) Above ten years upto twenty years of service - @ 1/18 days
  - (iii) Above twenty years of service - @ 1/12 days
- These employees shall also be entitled to twenty half pay leave on completion of one year. [(5) The benefit of leave encashment, facilities of leave travel

concession, bonus and medical reimbursement etc. shall be at the discretion of the managing committee. No grant-in-aid on this account shall be reimbursed by the Department.]\*

(6) The competent authority to sanction the leave other than casual leave shall be as under:-

(i) Upto 30 days in case of employees - head of the school.

(ii) Beyond 30 days upto any extent - managing committee.

(iii) In case of head of the school - managing committee.

(7) Application shall be sent to the managing committee by the head of the school with his remarks regarding the admissibility thereof and if the application for leave is made by the himself no such remarks shall be required. \*Substituted vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004. [(8)The maternity leave and miscarriage leave shall also be available to the female employees as per instructions issued by the Government from time to time.]

### **92. Travelling Allowance And Daily Allowance :-**

sections 24 (2) and 8. If an employee is deputed by the managing committee or head of school for the business of the aided school, he shall be entitled to get traveling allowances in accordance with the rates fixed by managing committee from time to time. No grant-in-aid on this account shall be reimbursed by the Department.

### **93. Private Tuition And Teaching Hours :-**

sections 24 (2) and 8.

(1) No teacher shall undertake private tuition or private employment or otherwise engage in any business.

(2) Every teacher shall devote in a year not less than 1000 hours to the teaching of students, out of which not more than 200 hours may be devoted to for the coaching, in the school premises, of weak or gifted students, whether before or after the school hours.

### **94. Code Of Conduct :-**

sections 24 (2), 8 and 9. Every employee of an aided school shall be governed by a code of conduct and on the violation of any provision of such code of conduct the employee shall be liable to such disciplinary action as prescribed under these rules.

### **95. Private Trade Or Employment :-**

sections 24 (2), 8 and 9. No employee shall, except with the previous sanction of the managing committee engage directly or indirectly in any trade or business or undertake any other

employment: Provided that a teacher may with permission undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic nature or scientific nature subject to the condition that his official duties do not suffer and the head of the school or the managing committee does not object thereto. \*Added vide E.D. Hr. Noti No. SO 22/HA. 12/1999/S.24/2004 dt. 20.2.2004.

**96. Insolvency And Habitual Indebtness :-**

sections 24 (2), 8 and 9. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any such employee against whom any legal proceedings are instituted for the recovery of any sum due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings, to the head of the school or the managing committee.

**97. Appearance In Examinations :-**

sections 24 (2), 8 and 9. No employee shall, except with the permission of the head of the school or the managing committee, appear in any examination.

**98. Participation In Activities :-**

sections 24 (2), 8 and 9. No employee shall take part in, subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of India or to disturb public peace.

**99. Connection With The Press :-**

sections 24 (2), 8 and 9. No employee shall, except with the prior permission of the managing committee, wholly or in part conduct or participate in the editing or managing committee of any newspaper or other periodical publication.

**100. Taking Part In Elections :-**

sections 24 (2), 8 and 9. No employee shall, except with the prior permission of the managing committee, stand for elections to Parliament, State Legislative Assembly or any local body.

**101. Joining Of Association By Employees :-**

sections 24 (2), 8 and 9. No employee shall join or continue to be a member of an association unless such association satisfies the following conditions, namely:-

- (i) its membership is confined to a district class of employees and is open to all employees of that class;
- (ii) it is not in any way connected with any political party or any

organisation or engaged in any political activity.

**102. General :-**

sections 24 (2),8 and 9.

(1) Every employee shall -

- (i) serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty;
- (ii) maintain cordial relations with the pupils and their parents, the need of the Institution, other employees, the managing committee and the Government officer concerned; and
- (iii) accept invigilation and answer books evaluation duties assigned by the Board from time to time.

(2) No employee shall:-

- (i) without sufficient ground, refuse to undergo a course of training whenever required to do so; and
- (ii) take part in any activity, which in the opinion of the head of institution, is calculated to lead to indiscipline in the aided school.

(3) Unless otherwise expressly provided, an employee shall, at all times , be at the disposal of the aided school and shall serve the school in such capacity and at such places as he may, from time to time be deputed by the head of the school or the managing committee.

(4) Save in exceptional circumstances, no employee shall absent himself from his duty without the prior permission of the head of the school or the managing committee.

(5) No employee shall:-

- (i) accept or permit any member of his family or any other person acting on his behalf or accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school; Note: A casual meal , gift or other social hospitality of a casual nature shall not include gift. Explanation 1:The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by the person other than a near relation or personal friend having no dealings with him in connection with the school. Explanation 2:On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept a gift.
- (ii) practice or invite any student to practice casteism, communalism or untouchability;
- (iii) cause or invite any other person to cause any damage to school

property;

(iv) be guilty of or encourage violence or any conduct which involves moral turpitude.

**103. Retirement Age :-**

sections 24 (2) and 8.

(1) Every employee of a aided school, shall hold office until he attains the age of 58 years. In case of Group D employees, retirement age shall be sixty years.

(2) Notwithstanding anything contained in sub-rule (1) where a teacher, head of the school has obtained National or State award for rendering meritorious service as a teacher, head of the school or where he has received both the National and State awards as aforesaid, the period of service of such teacher, may be extended by 2 years or such period as per state policy. In no case an employee shall go beyond sixty years. During the extension of 2 years, no employee shall be entitled to promotion during such extension period.

**104. Resignation :-**

sections 24 (2) and 8. The resignation submitted by a temporary employee of an aided school shall be accepted within a period of thirty days and that by permanent employee within a period of ninety days from the date of receipt of the resignation by the managing committee with the approval of the appropriate authority: Provided that if no approval is received from appropriate authority within thirty days, then such approval shall be deemed to have been received after the expiry of the said period.

**105. Suspension :-**

sections 24 (2), 8 and 9. (1) Managing committee may place an employee of an aided school, under suspension:-

(a) where disciplinary proceedings against such employee are contemplated or pending; or

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

(c) where he is charged with embezzlement; or

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

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

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



(2) No order for suspension shall remain in force for more than six months unless the managing committee, for reasons to be recorded in writing, directs the continuation of the suspension beyond the period of six months: Provided that where a suspension is continued beyond the period of six months the Director may, if he is of opinion that the suspension is being unreasonably prolonged, revoke the order of suspension.

(3) An employee of an aided school, shall be deemed to have been placed under suspension by an order of the appointing authority :-

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

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

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

(4) Where a penalty of dismissal, removal from service imposed upon an employee is set aside or rendered void, in consequence of or by, a decision of a court of law or of the Tribunal ; and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal was originally imposed, such employee shall be deemed to have been placed under suspension by the managing committee from the date of original order of dismissal, removal and shall continue to remain under suspension until further orders : Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

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

(b) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the managing committee may for reasons to be recorded in writing,

direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

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

**106. Subsistence Allowance :-**

sections 24 (2), 8 and 9.

(1) An employee, under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:-

(a) Subsistence allowance as an amount equal to one half of the pay last drawn by him and in addition to such pay, dearness allowances at the appropriate rate to be paid in the same manner as salary: Provided that where the period of suspension is extended beyond six months, the managing committee shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of last six months as follows :

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

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

(b) Any other compensatory allowance admissible, from time to time, on the basis of pay of which the employee was in receipt on the date of suspension: Provided that the employee shall not be entitled to the compensatory allowance unless the managing committee is satisfied that the employee continues to meet the expenditure for which such compensatory allowance is admissible ;

(c) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vacation: Provided that in the case of an employee dismissed, removed from service, who is deemed to have been placed or to continue to be under suspension and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or continue to be under suspension, he shall be entitled to the

subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be, fall short of the amount of subsistence allowance and other allowances which would have otherwise been admissible to him.

(d) Where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing under this rule shall apply to him.

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

### **107. Penalties And Disciplinary Authority :-**

sections 24 (2), 8 and 9. The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the code of conduct, be imposed upon an employee of an aided school whether recognised or not, namely :-

(a) Minor penalties :-

(i) censure;

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

(iii) withholding of increments of pay without cumulative effect;

(iv) withholding of promotion.

(b) Major penalties:-

(i) reduction in rank ;

(ii) withholding of increments of pay with cumulative effect;

(iii) compulsory retirement ;

(iv) removal from service, which shall not be a disqualification for future employment in any other aided school ;

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

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

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

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

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

### **108. Disciplinary Authorities In Respect Of Employees :-**

sections 24 (2),8 and 9. The disciplinary authority in respect of every aided school shall be the managing committee of the school.

**109. Procedure For Imposing Minor Penalties :-**

sections 24 (2),8 and 9. No order imposing a minor penalty shall be made except after informing the employee in writing of the proposed action against him and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

**110. Procedure For Imposing Major Penalty :-**

sections 24 (2), 8 and 9. No order imposing on an employee any major penalty shall be made except after an inquiry, held, as far as may be, in the manner specified below :-

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

(b) On receipt of the written statement of defence, or where no such statement is received within the specified time, the disciplinary authority may itself make inquiry into such of the charges as are not admitted or if considers it necessary so to do, managing committee shall appoint an inquiry officer for the purpose, who will submit his report within three months. In case enquiry is not completed within three months, the inquiry officer will have to take permission from the managing committee for the extension of time;

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

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

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

(ii) give him notice in writing stating the action proposed to be taken against him and calling upon to submit his representation

within the specified time of not less than 30 days;

(iii) on receipt of the representation, if any, made by the employee, determine what penalty, if any, should be imposed on him and communicate its final decision to him with a copy to the appropriate authority.

**111. Appeal Against The Proposed Penalty :-**

sections 24 (2), 8 and 9. (a) After receipt of the decision of the disciplinary authority the employee concerned may present his appeal against the order of the disciplinary authority to the District Education Officer/ District Primary Education Officer within 30 days of the receipt of the order.

(b) After going through the facts and other relevant records relating to the case and hearing both the parties in person, the District Education Officer/ District Primary Education Officer shall convey the decision to the managing committee within 60 days from the date of receipt of the such appeal.

(c) The decision shall be binding for both the parties, however, the aggrieved party may appeal to the Director within 30 days from the date of receipt of the decision.

(d) On receipt of the appeal from the aggrieved party i.e. disciplinary authority/ employee, Director may require the disciplinary authority to furnish relevant record of the case.

(e) After examining the record and giving hearing to the parties if requested, the Director shall decide the appeal by upheld or remand or reduce/ enhance penalty.

(f) The decision of the Director shall be final and binding for both the parties: Provided in the case of minority aided schools the above provisions regarding appeal shall be voluntary for the said school whose managing committee may either adopt this provision of appeal or may devise their own method and remedy for appeal, failing which the aggrieved party will have its remedy under the court of law.

**112. Pay And Allowances On Reinstatement :-**

sections 24 (2), 8 and 9.

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

(a) with regard to the salary and allowances to be paid to the

employee for the period of his absence from duty, including the period of suspension preceding his dismissal or removal, as the case may be; and

(b) whether or not the said period shall be treated as the period spent on duty. Whether qualifying for pay and allowance or pension.

(2) Where the managing committee is of opinion that the employee who had been dismissed or removed from service has been fully, exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed or removed from service or suspended prior to such dismissal or removal from service, as the case may be: Provided that where the managing committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation and after considering the representation, if any, made by the employee, direct, for reasons to be recorded by it in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowances as it may determine.

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

### **113. Definitions :-**

sections 24 (2) and 8. In this Chapter unless the context otherwise requires -

(a) "emoluments" mean basic pay, leave salary or subsistence allowance;

(b) "family" means,-

(i) in the case of a male subscriber, the wife and children of the subscriber, and the widow and children of a deceased son of the subscriber; and

(ii) in the case of a female subscriber the husband and children of the subscriber and widow and children of a deceased son of the subscriber. Explanation:- For the purposes of this clause children mean legitimate or adopted children, provided that in the case of adopted children it is proved to the satisfaction of the District

Education Officer / District Primary Education Officer that under the personal law of the subscriber adoption is legally recognized as conferring the status of a natural child.

(c) "fund" means the contributory provident fund;

(d) "interest" means the interest which is paid by the bank or post office on the balance at the credit of the subscriber in his account.

(e) "leave" means any kind of leave admissible to employees under the provisions of these rules;

(f) "subscriber" means an employee who subscribes to the fund;

(g) "year" means the financial year beginning with the first day of April and ending on the 31 March.

#### **114. Application Of The Provisions :-**

sections 24 (2) and 8. The provisions contained in this chapter shall apply to all employees working on the sanctioned aided posts in the aided school. The said provisions shall not apply to the employees appointed on probation on permanent post in an aided school unless they complete their probation period successfully. After the completion of the period of probation successfully they shall have the option to subscribe to the fund for the probation period also.

#### **115. Maintenance Of Fund :-**

sections 24 (2) and 8.

(1) The fund shall be maintained by the concerned school, duly pledged in the name of District Education Officer/ District Primary Education concerned.

(2) The fund shall be maintained in Indian rupees.

(3) Every employee shall be a subscriber to the fund. If an employee, who has become a subscriber to the fund and entitled to the benefits thereof had been a member of any provident fund previously, the balance at his credit in the previous fund shall be transferred to the fund together with the contribution and interest, if any, thereon. The balance so carried forward shall be at the same rate of interest as for the new subscription.

#### **116. Signing Of Certificate :-**

sections 24 (2) and 8. Every subscriber shall, on joining the fund, sign a certificate in Form V.

#### **117. Rate Of Contribution :-**

sections 24 (2) and 8. The employee shall contribute towards the fund @ 10% per cent of basic pay or any other rate specified by the Department from time to time. An employee may, however, subscribe voluntarily at higher rate than that specified by the

Department.

**118. Nomination :-**

sections 24 (2) and 8.

(1) A subscriber, shall, at the time of joining the fund, furnish to the head of the school and District Education Officer/District Primary Education Officer concerned a nomination conferring on one or more persons the right to receive the amount at his credit in the fund, in the event of his death before that amount has become payable or having become payable has not been paid: Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be made in the favour of any person other than the members of his family: Provided further that the nomination made by the subscriber in respect of any other provident fund to which he was subscribing before joining the fund, shall, if the amount to his credit in such other fund has been transferred to his credit in the fund, be deemed to be a nomination duly made under these rules, until he makes a nomination in accordance with these rules. Note:- The application for admission to the fund shall not be forwarded to the head of the school unless it is accompanied by nomination form duly completed by the subscriber.

(2) If subscriber nominates more than one person, he shall specify in the nomination a sum, or share in the amount of credit , in the fund payable to each of the nominees.

(3) A subscriber may, at any time, cancel the nomination by signing a notice in writing to the District Education Officer/ District Primary Education Officer through school. On receiving the notice the nomination shall be cancelled and returned to the subscriber.

(4) A subscriber shall, within a reasonable time, send fresh nomination in accordance with the foregoing provision. If the subscriber fails to furnish fresh nomination in accordance with these rules and the sum at his credit in the fund becomes payable as a result of his death, the payment thereof shall be made in accordance with these rules as if no valid nomination subsists.

(5) A subscriber any provide in his nomination :-

(a) That in respect of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass on to such other person or persons as may be specified in the nomination: Provided that such other persons or person shall, if the subscriber has other members of his family, be such other member or members;



(b) that the nomination shall become invalid in the event of happening of a contingency specified therein: Provided that if at the time of making nomination, the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family: Provided further that if at the time of making the nomination, a subscriber has only one member of his family he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or member in his family.

(6) In the event of death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) shall on the occurrence of such event by reasons of which the nomination becomes invalid in pursuance of clause (b) of this sub-rule, the subscriber shall send to the District Education Officer/ District Primary Education Officer a notice in writing cancelling the said nomination together with a fresh nomination in accordance with the provisions of this rule.

**119. Subscribers Account :-**

sections 24 (2) and 8. The accounts shall be maintained in the name of each subscriber by the head of the school concerned.

**120. Realization Of Subscription :-**

sections 24 (2) and 8.(1) The subscription shall be realized from the pay of the employee at the time of disbursement of his pay and shall be deposited in the respective fund account by the head of the school before the 7th day of every following month.

(2) A subscriber may, at his option, not subscriber during the period he remains on leave.

(3) The subscriber shall intimate his option not to subscribe in the following manner, namely :-

(a) If he is not the head of the school by writing to the head of school before proceeding on leave.

(b) If he is the head of the school, then by writing to the managing committee before proceeding on leave.

(4) The failure to make due and timely intimation shall be deemed to constitute an option to subscribe. The option of the subscriber intimated under this sub-rule shall be final.

(5) The subscription shall be fixed by the subscriber in round figure which shall not less than 10% per- cent of his emoluments. Note:- For the purpose of this rule, the emoluments of a subscriber shall be in the case of a subscriber who was in service on the 31st March

of the preceding year, the emoluments to which he was entitled on that date, provided that -

(a) if the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be such as he would draw on the first date after his return to duty; or

(b) if the subscriber was on leave on the said date, and continues to be on leave and has elected to subscribe during such leave his emoluments shall be such as he was drawing immediately, before proceeding on leave.

(6) If a subscriber elects to subscribe during leave, his leave salary shall, for the purposes of this rule be deemed to be emoluments drawn on duty unless otherwise directed by District Education Officer/ District Primary Education Officer.

**121. Interest :-**

sections 24 (2) and 8. The rate of interest on the amount, at the credit of the subscriber in the fund account shall be allowed by the concerned bank/post office from time to time, in which the amount is deposited.

**122. Advance From Fund :-**

sections 24 (2) and 8. A temporary advance may be granted to a subscriber from the amount subscribed by him to the fund and interest earned thereon at the discretion of the District Education Officer/District Primary Education Officer subject to the condition that no advance shall be granted unless the District Education Officer/District Primary Education Officer is satisfied about the genuineness of the claim which should normally be-

(i) to pay expenses in connection with the prolonged illness of the subscriber or any other person wholly dependent upon him and such expenses are beyond the ordinary means of the subscriber;

(ii) to meet the expenses of education or courses of studies, specified below, of the subscriber or any person wholly dependent upon him,

(a) medical, engineering and other technical education or specialized courses in India beyond the High school stage; provided that the courses of study is not less than three years;

( b ) academic, medical, engineering, vocational or any other specified course outside India;

(c) to meet obligatory expenses.

**123. Permanent Advance :-**

sections 24 (2) and 8. The permanent advance from fund may be allowed for the following purposes, namely:-

(1) for the purchase of plot and construction of house @ 90% at his credit after completion of ten years service;

(2) to meet the marriage expenses for daughter and son @ 70% at his credit;

(3) to meet the expenses of education or course of higher studies such as, medical, engineering , technical education etc. upto 3 months basic pay or the actual fee of the above courses whichever is less.

#### **124. Transfer Of Fund And Other Moneys Of The Employee**

**:-**

sections 24 (2) and 8. Where an employee leaves an aided school and joins any other aided school within the State, it shall be lawful for the managing committee of the school left by such employee to transfer to the aided school joined by such employee, the moneys standing in the fund to the credit of such employee on the date when he had left the school and any other amount due to him. It shall be lawful for the managing committee of the aided school so joined by the employee to credit the said amounts to the fund and other accounts of the employee and to take into account the period of approved service rendered by the employee in the first mentioned school for the purpose of counting of his pension and other retirement benefits.

#### **125. Final Payment :-**

sections 24 (2) and 8. When a subscriber retires or expires or resigns or dismissed from his services shall become entitled for final payment of fund.

#### **126. Power To Take Over The Managing Committee Of Aided School :-**

sections 24 (2) and 10. Where the managing committee of the aided school is taken-over in accordance with the provision of sections 10 of the Act, the grant-in-aid in respect of salary, gratuity, pension etc. (Government share only) shall be made through the Administrator. The Governments financial liability of grant-in-aid in such case shall be the same as was before taking-over the managing committee.

#### **127. Power Of Department To Withdraw From The Reserve Fund :-**

sections 24 (2) and 10.

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

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

#### CHAPTER 5

#### Provisions Applicable to Minority Schools

### **128. Application To Open A Minority School :-**

sections 24 (2).

(1) The managing committee of minority schools shall apply to Director for its intention to open a school under this category and Director shall decide whether it falls within minority category under clause (I) of article 30 of the Constitution of India.

(2) minimum qualifications for the employees of minority schools shall be as given in Appendix A.

(3) managing committee shall prescribe a code of conduct for its employees.

### **129. Recruitment :-**

sections 24 (2) and 12.

(1) Recruitment of the employees in recognised minority school whether aided or un-aided shall be made on the recommendation of selection committee to be constituted by the managing committee of that school.

(2) The selection committee shall include:-

(a) in the case of recruitment of the head of the school-

(i) the President of the managing committee;

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

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

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

(i) the President of the managing committee;

(ii) the head of the school; and

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

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

(i) the President of the managing committee or any member of the managing committee nominated by the President; and

(ii) the head of the school.

(3) The Selection Committee shall regulate its own procedure regarding recruitment of employees and, in the case of any difference of opinion amongst the members of the Selection Committee on any matter, the same shall be decided by the managing committee of the school.

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

#### CHAPTER 6

##### Admission to schools and fees

### **130. Power Of Department To Regulate Admissions To Recognised Schools :-**

sections 24 (2) and 15. The Department may regulate admissions to recognised schools or to class thereof in terms of age limit, minimum level of competencies or in order to comply with various provisions of the State/Central Act/laws.

### **131. Age Limit :-**

sections 24 (2) and 15. (1) Children between the age of 3 to 5 years shall be admitted in pre - primary / nursery schools.

(2) The minimum age for admission in a primary school shall be five years for class I., No pupil, who has attained the age of 20 years up to the 10th class and 22 years upto XII class, may be retained in recognised school.

(3) The admission of a child of the specified age group shall be made effective with effect from the first day of the academic year.

### **132. Admission Test Not To Be Held By Schools :-**

sections 24 (2) and 15. Save as otherwise provided in this Chapter, no school shall hold any test for admission to class I.

### **133. Admission To Be Made Without Any Discrimination :-**

sections 24 (2) and 15.

(1) Admission of students in recognized school shall be made without any discrimination regarding religion, race, caste, place of birth, or any other consideration which may amount to prejudice or bias. A minority school may have its own procedure and method of admission as well as selection of students, but such a procedure must be fair and transparent and on the basis of merit.

(2) In case of aided minority schools students other than the minority communities will be admitted to the extent of available seats after fulfilling all the seats from the particular minority.

**134. Admission To Handicapped Children :-**

sections 24 (2) and 15. No recognised school shall refuse admission to any handicapped child upto 3% of the total seats available/filled in that school.

**135. Admission Of Failed Students Not To Be Refused :-**

sections 24 (2) and 15.

(1) A student who fails in final examination first time shall not be refused re-admission in the school or class by the school from which he had appeared at such examination.

(2) No school shall be allowed to compel the child to leave the school forcibly on the basis of poor performance in the internal/ annual examination during academic session.

**136. Manner Of Admission :-**

sections 24 (2) and 15.

(1) No student shall be admitted to a recognised school unless an application is signed by his parent or guardian, has been submitted to such school.

(2) The parent or guardian shall state the exact date of birth of his child or ward in the application for admission and shall be supported by a certificate of birth issued by a local authority.

(3) Admission to out station transfer cases of wards of Central/ State employees may be considered even by relaxing the norms fixed by the school.

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

(5) There shall be no admission above class IV stage without school leaving certificate (SLC) of a recognised school.

**137. Entry On The Rolls :-**

sections 24 (2) and 15. A newly admitted student shall have his name entered on the rolls of the school on the date on which he first attends his class after making payment of all specified dues.

**138. Admission To Be Made Once A Year :-**

sections 24 (2) and 15. Admission shall ordinarily be made once a year and shall not be made after 31st day of August of the year. However there shall be no restriction on admission to first class

which will go round the year and also to outstation transfer cases of wards of central/ State Government employees.

**139. Admission On Transfer Certificate :-**

sections 24 (2) and 15.

(1) No student who had previously attended any recognised school be admitted to any school unless he produces a transfer or school leaving certificate from the school which was last attended by him. In case of any doubt, head of institution may verify such school leaving certificate from the authority which issued such certificate.

(2) Where a student seeks admission to a school on the basis of a transfer certificate granted by a school in any State or Union Territory, other than Haryana, such transfer certificate shall be sent, for verification and countersignature by the head of the school in which admission is sought, to the education authority of the district in which the school from which the transfer certificate was obtained, is situated. However, the student may be admitted provisionally pending the verification of the transfer certificate and his admission shall be confirmed only on the receipt of the verified transfer certificate from the State or Union Territory concerned.

**140. Regulation Of Admission To Class IX :-**

sections 24 (2) and 15.

(1) No student shall be admitted to class IX unless he has passed class VIII of a school as per affiliation conditions of the Board.

(2) Student who has appeared as private candidate in class VIII at any public examination, and has failed to pass such examination, shall not be admitted to class VIII or IX in a recognised school. B. Fee, Fines and Funds in Aided Schools.

**141. Fee And Fines :-**

sections 24 (2), 15 and 16. Fee includes tuition fee, admission fee, late fee and fine, absent fine and school leaving certificate (SLC) fee.

**142. Admission Fees :-**

sections 24 (2), 15 and 16.

(1) Admission fee upto class VIII shall be charged by an aided school keeping in view, Government instructions issued from time to time.

(2) Admission fee from students of classes IX to XII shall be charged by an aided school keeping in view Government instructions issued from time to time.

(3) Admission fee prescribed per student shall be charged and

collected by the aided schools for admission to the class mentioned in sub-rule (1) or (2) above but where a student has already paid an admission fee, no admission fee shall be charged on his promotion to any higher class in the same school, but if he joins any other aided school, the other school may charge and collect admission fee from him.

(4) Every aided school shall issue school leaving certificate in case of transfer from one school to another school and shall charge school leaving certificate fee according to Government instructions issued from time to time.

(5) Absent fine, fine for late payment of fees etc. shall be charged from the student as per Government instructions issued from time to time.

**143. Parents Teacher Association Fund :-**

sections 24 (2), 15, 16 and 17. Parents Teacher Association fund (PTA fund) from each student upto class VIII and from class IX to XII shall be charged according to the Government instructions issued from time to time.

**144. Tuition Fees :-**

sections 24 (2), 15 and 16. Tuition fee shall be charged from the students by an aided school keeping in view Government instructions issued from time to time, but no capitation fee shall be charged.

**145. Pupils Fund :-**

sections 24 (2), 15, 16 and 17.

(1) Pupils fund will be charged from the student by an aided school according to the Government instructions issued from time to time.

(2) Each aided school shall send the amount as share money out of pupils fund to the concerned District Education Officer/ District Primary Education Officer as per Government instructions issued from time to time.

(3) The head of school may incur various expenditure out of the pupils fund at one time as per Government instructions issued from time to time.

(4) If any aided school does not deposit share money of pupils funds by 30th September a penalty shall be charged per day as per Government instructions issued from time to time.

(5) In case of Senior Secondary stage, for practical subjects such as Physics, Chemistry, Biology, Typing, Geography, Music, Home Science etc., as practical subject fee shall be charged as per



Government instructions issued from time to time.

(6) The amount standing to the credit of the pupils fund shall be at the disposal of the head of the school and shall be spent in the interest of the students for various physical and co-curricular activities of the school or for purposes as specified by the Government instructions issued from time to time.

(7) The pupils funds account shall be maintained and operated by the head of the school. The funds collected shall be deposited in a post office saving bank account or with a Co-operative Bank/Nationalized Bank.

(8) The pupils funds account shall be got audited like other accounts of the school by Department/ Director local fund and the audit fees shall be paid out of the pupils fund.

(9) To incur any expenditure out of pupils fund a committee comprising the following members shall be formed:-  
- Head of School  
- Senior most teacher  
- Head of parents teacher association.  
- Fund Incharge

(10) The committee is authorised to spend pupils fund on any item as it deems fit as per norms given in sub rule (6 ) for the welfare of the students.

(11) Travelling allowance for pupils and teachers participating in sports / science and other competitions, actual bus fare and various expenses pertaining to meals of the participants and teachers shall be charged by an aided school to take part in various activities such as Sports / Science exhibition / other competitions as fixed by the managing committee from time to time.

**146. Printed Receipt Of Fee And Funds :-**

sections 24 (2),15,16 and 17. A detailed and printed receipt shall be issued for every fee and charges taken from the students.

**147. Fee Payable For Twelve Months :-**

sections 24 (2), 15, 16 and 17. All fees and funds shall be charged for a full period of twelve months, from the students at the rates specified in these rules except in the following cases, namely:-

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

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

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

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

**148. Last Date Of Payment Of Fees And Funds :-**

sections 24 (2),15,16 and 17. All fees and funds payable to a school by a students shall be payable by the 10th of day of the month in which these are due: Provided that where the school remains closed on the 10th of day of the month, such fees and funds shall be payable on the date following the 10th of day on which the school reopens: Provided further that where the school remains closed due to long vacation, fees and contributions shall be payable within ten days from the day on which the school reopens after the long vacation.

**149. Fine For Late Payment Of Fees And Struck Off The Name Of The Student :-**

sections 24 (2), 15, 16 and 17.

(1) A fine for late payment of the fee and funds due to school shall be charged from the student at the rate as per Government instructions issued from time to time for every day for maximum of ten days, after 10th day of the month. The name of the student shall be struck off on the 21st day of the month or on the next working day if 21st day happens to be a holiday: Provided that in the case of non-payment of fee for the month of May in which the school closes in the middle of the month for long vacation, the name of the student shall be struck off on the last working day of the month of July, if the fees remains unpaid upto that day.

(2) If a student whose name has been struck off seeks re-admission fee in the same month no re-admission fee will be charged otherwise re-admission fee shall be charged as per Government instructions issued from time to time.

**150. Collected Amount To Be Deposited On The Same Day :-**

sections 24 (2),15,16 and 17.

(1) Every employee collecting any fee and funds shall deposit the amount collected by him with the cashier of the school by whatever name called, on the same day on which the collections are made and it shall be the duty of the cashier to enter the amount so received, immediately in the fee collection register and thereafter in the cash book and to append his initials thereto for the amount received.

(2) The attendance register, fee collection register and the cash book shall be submitted by the cashier to the head of the school for

reconciliation and the head of the school shall after verification, countersign the entries in those registers.

**151. Ban On Levy Of Un-Authorised Fees Or Fund :-**

sections 24 (2), 15, 16 and 17. No fee, fund or contribution, other than those specified in these rules, or permitted by the Department in writing, shall be charged by any aided school.

**152. Donations Not Be Levied Compulsory :-**

sections 24 (2), 15, 16 and 17. (1) No aided school shall levy or collect any donation compulsorily from any student or any parent or guardian of any student.

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

(3) Voluntary donations collected by the managing committee of an aided school shall be accounted for separately and may, at the discretion of managing committee, be utilised for meeting the managing committees share of the expenses referred to in sub-section (2) of section 17.

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

**153. Fee Concessions In Aided Schools :-**

sections 24 (2), 15, 16 and 17.

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

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

(3) In the aided schools upto a limit of twenty per cent of the total number of students on the rolls of the school in all the classes in the secondary and senior secondary stage as on the 7th day of May of the year may be exempted from the payment of the whole or one half of the fees, and where any student is admitted after the 7th day of May but before the 31st day of August of that year, upto a limit of twenty percent of the students so admitted may be exempted from the payment of the whole or one half of the fees.

(4) The proportion of the students receiving exemption from the payment of the whole or onehalf of the fees may be varied in any of classes in the secondary or senior secondary stage at the discretion of the head of the school, so however, that the number of students enjoying exemption from payment of the whole of the fee shall not exceed fifteen percent of the students at any time of the year.

(5) The percentage of the students receiving exemption from payment of the fee shall be calculated on the total number of students in all the classes in the secondary and senior secondary stage reduced by the number of students granted exemption from payment of fee under the provision relating to:-

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

(b) students having brother or sisters studying in the same school or a school under the same managing committee;

(c) students who are wards of teachers.

(6) In calculating the number of exemptions from payment of fee, the number shall not be altered during the year except where, owing to the departure from the school of any student enjoying exemption, a vacancy arises and it is deemed necessary to pass on the exemption enjoyed by the student so departing, to any other deserving student of the school.

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

(8) When two brothers or sisters are studying in the same school, the brother or sister, as the case may be, in the higher class shall pay the specified fee at the full rates and other brother shall pay fees at one-half of the specified rates. Explanation : If two brothers and sisters are studying in the same class, the specified fee shall be paid by the elder brother or sister at full rates, and at one-half of the rates by the other.

(9) No fee shall be charged from the children or wards of the employees of an aided school.

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

**154. Withdrawal Of Exemption :-**

sections 24 (2), 15, and 16. An exemption from the payment of fee granted to a student under these rules may be withdrawn on the ground of his misconduct, irregular attendance or failure at the annual examination.

**155. Contributions To Pupils Fund Not To Be Exempted :-**

sections 24 (2), 15, 16 and 17. Any student, who is exempted from payment of any fee, whether in full or in part, shall not be exempted from contributing to the pupils fund.

**156. Scholarship Holders Also Eligible For Fee Concession :-**

sections 24 (2), 15, and 16. Students who hold scholarships shall also be eligible for exemption from the payment of any fee.

**157. Filing Of Returns :-**

sections 24 (2) and 17. The managing committee of every aided school shall file every year with the appropriate authority such duly audited financial and other returns as may be specified by the appropriate authority and every such return shall be audited by such authority as may be specified by the appropriate authority. C. Fees and Funds in Unaided Schools.

**158. Notifying Fees And Funds :-**

sections 24 (2), 15, 16 and 17.

(1) The fees and funds to be charged from the pupils shall be notified by every recognized school.

(2) The manager of every recognised school shall submit the detail of minimum facilities being provided and the maximum fee charged in Form VI. He shall before the commencement of each academic session, file with the Department a full statement of the fees and all types of funds levied by such school during the ensuing academic session justifying it. No such school shall charge any fee in excess of the fee/ funds specified by the manager in the said statement during the academic session. Each school shall submit proforma duly filled in by 1st January of every year to the appropriate authority which shall publicly display these details. Such charges can only be levied after these have been displayed in its wamper.

(3) No other charges such as capitation fee shall be taken from the children/ parents.

**159. Receipt For Fees And Funds :-**

sections 24 (2), 15, 16 and 17.

(1) A detailed and printed receipt shall be issued for every fee and funds collected by the school. The head of every recognised school shall authorize one or more of the employees of the school to collect fees and funds from the students and the receipt referred to in sub-rule (1) shall be given or duly signed by the person so authorised. Every employee collecting any fee and funds from a student shall, immediately after such collection, enter the particulars of such collection in the attendance register of the class.

**160. Pupils Fund Share :-**

sections 24 (2) and 17. Every recognized school shall follow the regulation of the School Pupils Funds Rules, 1972 and the instructions issued by the Director from time to time in this regard. These funds shall be collected and specified share shall be deposited with the concerned District Education Officer/ District Primary Education Officer before 30th September every year.

CHAPTER 7

Miscellaneous

**161. Signing Of Contract :-**

sections 20. The managing committee of every recognised private school shall enter into a written contract of service in appendix B with every employee of such school. A passport size photo of each employee shall be affixed on the filled in proforma of contract of his service. B. Service rules for employees of unaided recognised schools and employees working in aided schools on unaided posts.

**162. Application :-**

sections 24 (2). These rules shall be applicable for the employees working in un-aided schools and working in aided schools on un-aided post.

**163. Appointment, Age, Qualifications, Pay And Allowances And Seniority :-**

sections 24 (2).

(1) All appointments of all categories of employees except Group D employees, shall be made by the managing committee either by direct recruitment or by promotion through a Selection Committee constituted by the school and in accordance with and upon such conditions as the managing committee may decide, which shall be consistent with the norms of the Act and these rules. Appointment of Group D employees will be made by the head of the school through constituted Selection Committee.

(2) The Selection Committee shall include :-

- (a) in the case of recruitment of the head of the school-
  - (i) the Chairman of the managing committee;
  - (ii) an educationist, nominated by the managing committee; and
  - (iii) a person having experience of administration of school, nominated by the managing committee;
- (b) in the case of recruitment of teachers and librarian-
  - (i) the Chairman of the managing committee;
  - (ii) the head of the school;
  - (iii) an educationist, nominated by the managing committee; and
  - (iv) a subject expert;
- (c) in the case of recruitment of clerical staff/Labotory Assistant-
  - (i) the chairman of the managing committee or any member of the managing committee nominated by the chairman;
  - (ii) the head of the school;
  - (iii) manager/correspondent of the school;
- (d) in case of recruitment of Group D staff-
  - (i) the head of the school;
  - (ii) a nominee of the school managing committee.
- (3) The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the managing committee of the school.
- (4) (i) The appointment of every employee of a school shall be made by its managing committee.
- (ii) A copy of the appointment letter as per Appendix C of every employee shall be issued by the managing committee.
- (iii) Employees shall be appointed subject to the provisions of the agreement and they shall have to comply with all the requirements of the provisions contained herein.
- (5) Where any selection made by the Selection Committee is not acceptable to the managing committee of the school, the managing committee shall record its reasons for such non- acceptance.
- (6) The minimum qualification of the post shall be as per Appendix A.
- (7) The managing committee shall pay salary to its employees as notified by the school to the appropriate authority.
- (8) The minimum age limit for recruitment shall be 18 years.
- (9) (i) There shall be a seniority roster for each cadre and the names of the employees appointed to the posts in each cadre shall be arranged in the roster in accordance with this rule.
- (ii) Seniority of employees shall be determined by the order of merit in which they were selected for appointment to the concerned

post, those selected on an earlier occasion being ranked senior those selected later.

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

(iv) Inter-se-seniority of employees of any cadre shall be determined by the managing committee.

#### **164. Medical Certificate And Character Certificate :-**

section 24 (2). Every employee shall be required to produce the following certificates on appointment in the school : -

(a) medical certificate of fitness from a hospital established or maintained by the Government or local authority;

(b) two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the school authorities;

(c) original degree/diploma, certificates along with certificate(s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

#### **165. Probation :-**

sections 24 (2).

(1) Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of one year from the date of his joining the duties. The period of probation may be extended by the managing committee for a further period not exceeding one year. Services of an employee during probation may be terminated by the managing committee with assigning reasons and by giving one months notice in writing or one months salary including all allowances.(2) If an employee desires to be relieved during the period of probation, it will be necessary for him to give one months notice in writing or one months salary including all allowances unless and otherwise the managing committee permits relaxation under special circumstances.

#### **166. Confirmation :-**

sections 24 (2).

(1) If the work and conduct of an employee during the period of probation are found to be satisfactory, he shall become eligible for confirmation on the expiry of the period of probation or the



extended period of probation, as the case may be, with effect from the date of expiry of the said period provided he fulfils all other requisite conditions.

(2) The employee shall be informed of his confirmation within three months of the completion of probation period.

### **167. Resignation And Termination Of Service Due To Abolition Of Posts :-**

sections 24 (2).

(1) If an employee at any time after confirmation intends to resign he shall give three months notice in writing or three months salary including all allowances to the managing committee.

(2) The managing committee shall also be competent to terminate the services of a confirmed employee only in case of abolition of a post due to closing down of school / a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months notice in writing or three months salary including all allowances.

(3) The managing committee shall have the power to relax the period of notice or payment of salary in special circumstances.

### **168. Retirement :-**

sections 24 (2).

(1) Every employee shall retire from service on attaining the age of superannuation as per corresponding categories of employees of aided schools of the State.

(2) The managing committee may grant extension as per rules of State if the employee has no mental or physical disabilities and his services are beneficial to the institution.

### **169. Maintenance Of Record By Teachers :-**

sections 24 (2). A teacher is expected to maintain the following documents and also any other record as may be specified from time to time :-

(a) Attendance Register of the class for which he is the class teacher.

(b) Personal Log Book and Class Log Book, Programme of Instructions and Lesson Plans.

(c) Cumulative result of his class.

(d) Attendance diary of optional subjects in case of teachers teaching such optional subjects.

(e) Stock Register of properties held by him.

(f) CRB (Cumulative Record Book) of the class for which he is a

class teacher.

(g) Fee collection book of the class.

**170. Attendance Of Employees :-**

sections 24 (2).

(1) Every employee is expected to reach the school punctually and sign the attendance register on arrival before the working of the school begins and also mark the time of departure.

(2) An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

**171. Contributory Provident Fund Scheme :-**

sections 24 (2). Employees except those employed in temporary vacancies and on part-time service, will be required to become members of the contributory provident fund scheme as required under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 (Act, 9 of 1952) Employees Pension Scheme, 1995.

**172. Representation :-**

sections 24 (2).

(1) Representation to the managing committee or Manager may be made only through head of the school in case of teachers/other employees.

(2) The head of the school may submit his representation to the managing committee through manager/correspondent of the school.

**173. Permission To Add Qualifications :-**

sections 24 (2).

(1) No teacher shall be permitted to apply for addition to qualifications before the completion of two years service.

(2) Individual cases duly recommended by the head of the school may be considered when due by the managing committee as also under special circumstances before the completion of two years service.

**174. Application For Another Post :-**

sections 24 (2).

(1) No member of the staff shall apply for employment elsewhere without routing through the head of the school in writing.

(2) At the time of appointment each candidate shall be required to declare particulars about all other applications he might have put in for jobs.

**175. Private And Other Tuitions :-**

sections 24 (2).

(1) No staff member shall undertake private or any other tuition without prior permission in writing of the head of the institution.

(2) Group tuitions in the school shall not be allowed.

**176. Leave :-**

sections 24 (2). Every employee shall be entitled to such leave as referred in these rules.

**177. Grant Of Leave :-**

sections 24 (2).

(1) Leave cannot be claimed as a matter of right.

(2) Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the head of the institution/manager.

(3) Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the head of the school on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority. Note:- An application for leave or extension of leave shall ordinarily be made in good time before the date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave, for further leave, or has been absent from the school without leave for ten school days, the employee may be deemed to have deserted his post.

**178. Code Of Conduct For Employees :-**

sections 24 (2). Every employee of an unaided recognised school shall be governed by the following code of conduct and on the violation of any provision of such code of conduct the employee shall be liable to such disciplinary action as specified in these rules.

(a) No employee shall, except with the previous sanction of the managing committee, engage directly or indirectly in any trade or business or undertake any other employment: Provided that a teacher may with such permission undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic nature or scientific nature subject to the condition that his official duties do not suffer thereby and the head of the school or the managing committee does not object thereto.

(b) An employee shall so manage his private affairs as to avoid

habitual indebtedness or insolvency. Any such employee against whom any legal proceedings are instituted for the recovery of any dues from him or for declaring him as insolvent, shall forthwith report the full facts of the legal proceedings or of declaring him as insolvent to the head of the school or the managing committee.

(c) No employee shall, except with the permission of the Head of the school or the managing committee, appear in any examination.

(d) No employee shall take part in, subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of India or to disturb public peace.

(e) No employee shall, except with the prior permission of the managing committee, wholly or in part conduct or participate in the editing or managing committee of any newspaper or other periodical publication.

(f) No employee shall, except with the prior permission of the managing committee, stand for elections to Parliament, State Legislative or any local body.

(g) No employee shall join or continue to be a member of an association unless such association satisfies the following conditions, namely:-

(i) its membership is confined to a district class of employees and is open to all employees of that class;

(ii) it is not in any way connected with any political party or any organisation or does not engaged in any political activity;

(iii) it has, within a period of six months from its formation, obtained the recognition of Government.

(h) 1. Every employee shall:-

(i) serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty ; and

(ii) maintain cordial relations with the pupils and their parents, the need of the institution, other employees, the managing committee and the Government officer concerned;

(iii) accept invigilation and answer books evaluation duties assigned by the Board from time to time. 2. No employee shall:-

(i) without sufficient ground, refuse to undergo a course of training whenever required to do so; and

(ii) take part in any activity, which in the opinion of the head of institution, is calculated to lead to indiscipline in the recognized school. 3. Unless otherwise expressly provided, an employee shall, at all times, be at the disposal of the recognised school and shall serve the school in such capacity and at such places as he may,

from time to time be directed by the head of the school or the managing committee. 4. Save in exceptional circumstances, no employee shall absent himself from his duty without the prior permission of the head of the school or the managing committee. 5. No employee shall :-

(i) accept or permit any member of his family or any other person acting on his behalf or accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the school; Explanation 1: The expression "gift" shall include free transport, hoarding, lodging or other service or any other pecuniary advantage when provided by the person other than a near relation or personal friend having no dealings with him in connection with the school. Note: A casual meal, gift or other social hospitality of a casual nature shall not include gift. Explanation 2: On occasion, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice.

(ii) practice or invite any student to practice casteism, communalism or untouchability;

(iii) cause or invite any other person to cause any damage to school property;

(iv) Be guilty of or encourage, violence or any conduct which involves moral turpitude.

### **179. Service Books And Confidential Reports :-**

sections 24 (2).

(1) Service book containing factual record of the employee, salary scale, increments, promotions, leave record, any disciplinary action or reward etc., shall be maintained for each employee in the form specified by the Director from time to time. The signature of the employee shall be obtained for entries in the service book. Service book shall be duly attested by the head of the school in the case of employees and by the person authorised/ the manager in the case of head of the institution.

(2) Annual confidential roll shall be maintained by the school for every employee including the head of the institution. The confidential roll will contain assessment of work of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the head of the school and for the head of the school by the manager.

(3) Confidential rolls shall be maintained in the form specified by the Director from time to time and shall be kept confidential. Any

adverse entry in the confidential roll shall be communicated to the employee concerned. The employee concerned may represent against the adverse entry. The representation will be considered by the next higher authority and if the higher authority is satisfied that the adverse entry is not justified the same shall be expunged from the annual confidential report.

(4) Personal files shall be maintained by the school for each employee. The original certificate/degrees shall be returned to the employees after verification and attested photostat copies kept in the personal files. School authorities shall not keep the original certificate with them.

### **180. Disciplinary Procedure :-**

section 24 (2).

(1) The school managing committee may place an employee under suspension where -

(a) disciplinary proceedings against him are contemplated or pending; or

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

(c) he is charged with embezzlement ; or

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

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

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

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

(3) Where the head of the institution/manager intends to suspend any of the employee, such intention shall be communicated to the managing committee and no such suspension shall be made except with the prior approval of the of the managing committee: Provided that the head of the institution/manager may suspend an employee with immediate effect and without the prior approval of the managing committee if he is satisfied that such immediate suspension is necessary by reason of the gross misconduct, within the meaning of the code of conduct or moral turpitude: Provided further that no such immediate suspension or the suspension made with the approval of the managing committee shall remain in force for more than a period of fifteen days from the date of suspension

unless it has been communicated to the managing committee and approved by it before the expiry of the said period. Where the intention to suspend, or the immediate suspension of an employee is communicated to the managing committee, it may, if it is satisfied that there are adequate and reasonable grounds for such suspension, accord its approval to such suspension.

(4) An employee shall be deemed to have been placed under suspension by an order of the school managing committee: -

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

(b) with effect from the date of his conviction, if in the opinion of managing committee the event of a conviction involves moral turpitude, and he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent upon such conviction. Explanation-The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose intermittent periods of detention shall be taken into account.

(5) Where a penalty of dismissal or removal from service imposed upon an employee is set aside or rendered void, in consequence of, or, by a decision of a court of law, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal or removal was originally imposed, such an employee shall be deemed to have been placed under suspension by the managing committee from the date of original order of dismissal or removal and shall continue to remain under suspension until further orders: Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

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

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

until the termination of all or any such proceeding.

(8) An order of suspension made or deemed to have been made under these rules may, at any time be modified or revoked by the managing committee.

(9) An employee under suspension shall, in relation to the period of suspension, be entitled to the following payments, namely:-

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

(b) any other compensatory allowance admissible, from time to time, on the basis of pay of which the employee was in receipt on the date of suspension: Provided that the employee shall not be entitled to the compensatory allowance unless the managing committee is satisfied that the employee continued to meet the expenditure for which such compensatory allowance is admissible: Provided further that where the period of suspension is extended beyond six months, the managing committee shall be competent to vary the amount of subsistence allowance for the period subsequent to the period of first six months as follows:-

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible for the period of first three months, if, in the opinion of the managing committee, the period of suspension has been prolonged due to reasons not directly attributable to the employee.

(ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence admissible during the period of first six months, if in the opinion of the managing committee, the period of suspension has been prolonged, due to reasons to be recorded in writing, directly attributable to the suspended employee.

(c) No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation: Provided that in the case of an employee dismissed or removed from service, who is deemed to have been placed or continued to be under suspension and who fails to produce such a certificate for any period or periods during which he/she is deemed to be placed or continued to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may



be, fall short of the amount of subsistence allowance and other allowances that would have otherwise been admissible to him. Where the subsistence and other allowances admissible to him/her are equal to or less than the amount earned by him nothing in this proviso shall apply to him.

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

### **181. Penalties :-**

section 24 (2). The following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the code of conduct may be imposed upon an employee:

(a) minor penalties;

(i) censure;

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

(iii) withholding of increment of pay;

(b) Major penalties:

(i) reduction in rank;

(ii) removal from service, which shall not be a disqualification for future employment in any school; Explanation: The following shall not amount to a penalty within the meaning of this rule, namely :-

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

(b) replacement of a teacher who was not qualified on the date of his appointment by a qualified one;

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

### **182. Procedure Of Imposing Minor Penalty :-**

section 24 (2). No order in case of a minor penalty shall be made except after informing the employee of the proposal to take action against him and the allegation on which such action is proposed to be taken and except after giving to the employee an opportunity to make any representation against the proposed action.

### **183. Procedure For Imposing Major Penalty :-**

section 24 (2).

(1) No order imposing on any employee any major penalty shall be

made except after an inquiry to be held, in the manner specified below:

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

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

(c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry recording his findings on each of the charges together with the reasons thereof,

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

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

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

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

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

(2) No order with regard to the imposition of a major penalty shall

be made by the disciplinary authority except after the receipt of the approval of the managing committee.

**184. Payment Of Pay And Allowances On Reinstatement :-**

section 24 (2) (1) When an employee who has been dismissed or removed from service is reinstated as a result of appeal or would have been so reinstated but for his retirement on superannuation while under suspension preceding the dismissal or removal, as the case may be, the managing committee shall consider and make a specific order :-

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

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

(2) Where the managing committee is of opinion that the employee who had been dismissed or removed from service has been fully exonerated, the employee shall be paid the full salary and allowances to which he would have been entitled had he not been dismissed or removed from service or suspended prior to such dismissal or removal from service, as the case may be; Provided that where the managing committee is of opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving a reasonable opportunity to the employee to make representation, if any, made by the employee, direct, for reasons to be recorded in writing, that the employee shall be paid for the period of such delay only such proportion of the salary and allowance as it may determine.

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

**185. Disciplinary Committee :-**

section 24 (2).

(1) In case the employee wishes to appeal against the order of the disciplinary authority, the appeal shall be referred to a disciplinary committee. The disciplinary committee shall consist of the following :-

(a) the chairman of the school managing committee or in his

absence any member of the managing committee nominated by him;

(b) the manager of the school, and where the disciplinary proceeding is against him, any other person of the managing committee nominated by the chairman;

(c) a nominee of the Board/appropriate authority. He shall act as an adviser;

(d) the head of the school, except where the disciplinary proceeding is against him, if the disciplinary proceedings are pending against him then the head of any other school nominated by the managing committee.

(e) one teacher who is a member of the school managing committee nominated by the chairman of the managing committee.

(2) The disciplinary committee shall carefully examine the findings of the inquiry officer, reasons for imposing penalty recorded by the disciplinary authority and the representation by the employee, and pass appropriate orders as it may deem fit. C. General.

#### **186. Managing Committee Not To Create Adverse Situations**

:-

section 24 (2). Every managing committee shall allow a school managed by it to function normally and smoothly and shall not cause any situation by which, or due to which, the normal and smooth functioning of the school may be hampered nor shall it interfere in the day-to-day affairs of the school.

#### **187. Inspection Of Recognized Schools :-**

section 24 (2).

(1) The Director shall be competent to authorize to any officer (s) for inspection of all or any of the functions and activities of the recognized school. The school authority shall allow the inspection of record as required by the inspecting officer.

(2) The Advance intimation of the inspection of recognized school shall be given to the head of the school.

(3) The Director may also carry out surprise inspection himself or through any authorized officer.

#### **188. Inspection How To Be Made :-**

section 24 (2).

(1) Every inspection shall be as objective as possible and shall be aimed at bringing about improvements in the standards of teaching in the school. \*Inserted vide E.D. Hr. Noti No. SO 22/HA.12/1999/S.24/2004 dt. 20.2.2004.

(2) In making the inspection special emphasis shall be given to the following works, namely:-

- (i) academic work , that is to say, actual teaching and its different aspects;
- (ii) library and its service to students and teachers;
- (iii) games and sports and their organization;
- (iv) co-curricular activities;
- (v) cordiality or otherwise of the teachers of the school with the parents of the students and the community in general;
- (vi) administration of the school;
- (vii) accounts of the school and their maintenance;
- (viii) the school plant and physical needs of the schools;
- (ix) discipline, tone and tenor of the school; observation by the school of the rules and instructions.

(3) The inspecting officer shall go to each class and watch the teaching by each teacher in atleast two classes and shall specifically note the matters specified in Form VII.

**189. Inspection Report :-**

sections 24 (2). The report of every inspection shall be made in Form VII and shall contain information with regard to each matter specified in the Form.

**190. Rectifying Defects And Deficiency :-**

section 24 (2). The Director may give directions to the managing committee requiring it to rectify the defects or deficiencies found at the time of inspection or otherwise in the working of the school.

**191. Failure To Comply With Directions :-**

section 24 (2). If the managing committee fails to comply with the directions given under rule 189 the Director may, after considering the explanation or report, if any, given or made by the managing committee, take such action as he may deem fit, including:-

- (a) stoppage of aid (in case of aided schools);
- (b) withdrawal of recognition; or
- (c) taking over the managing committee in case of aided school.

**192. Fees For Appeal :-**

section 24 (2). Every appeal to the appellate authority shall be filed along with a fee of Rs.250/- for primary school, Rs. 500/- for Middle school and Rs. 1000/- for High and Senior Secondary School in form of demand draft in favour of Director.

**193. Provision Of Rules Not To Apply To Government**

## **Schools :-**

section 24 (2). The provision of these rules shall not apply to the schools run by Government or Central Government in the State.

## **194. Delegation Of Powers :-**

section 24 (2).

(1) The Government may delegate all or any of its powers, duties and functions under these rule to the Director or any other officer.

(2) Every person to whom any power is delegated under these rules may exercise that power in the same manner and with the effect as if such power had been conferred on him directly by these rules and not by way of delegation.

## **194A. Saving Clause :-**

Notwithstanding anything contained in these rules, the Government may by general or special order, after recording its reasons and subject to such conditions, if any, as it may impose, exempt any individual, firm, society/trust or institution or a class of such individuals, firms, societies/trusts or institutions running or desirous of running a school from any of the provisions of these Rules.

## **195. Repeal And Saving :-**

section 24 (2). The Haryana Aided Schools (Security of Service) Rules, 1974, are hereby repealed: Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

### FORM 1

#### FORM I

(See rule 29 (1))

Application for opening of a new school

1. Name of the School (proposed) : \_\_\_\_\_

2. Proposed area

(Village / Town / Mohalla ) : \_\_\_\_\_

3. Stages of education to be imparted : \_\_\_\_\_

(Primary / Middle/ Secondary/ Senior Secondary)

4. Type of Schools

(Boys / Girls/ Co.Education.) : \_\_\_\_\_ 5. Approximate number of students

to be admitted : \_\_\_\_\_

6. (a) Proposed land area

(Norms for land area) : \_\_\_\_\_

Rural Urban/Controlled Area

Primary 0.5 acre 0.5 acre

Middle 1.5 acres 1.00 acre

High 2.5 acres 2.0 acres

Senior Secondary 2.5 acres 2.0 acres

(b) Measurements of Building

(i) Covered Area : \_\_\_\_\_

(ii) No. of class rooms: \_\_\_\_\_

(Norms -equal to number of sections)

(iii) Size of class rooms : \_\_\_\_\_

(Norms for size of room 24 x 18

with verandah of 10 width height =10)

(iv) Other facilities to be provided

(a) Room for Head of School : Yes / No

(b) Office Room : Yes / No

(c) Staff Room : Yes / No

(d) Provision for Electricity : Yes / No

(e) Play ground : Yes / No

(f) Provision of Library : Yes / No

Number of books : Primary : 1000

Middle : 2000

Secondary : 3000

Senior Secondary : 4000

(g) Laboratory facilities : Yes / No

(Mention the names of laboratories)

(h) Drinking water facility : Yes / No

(i) Toilets and urinals : Yes / No

(separate for Boys/Girls/ Staff)

Note: Toilets of girls should be constructed at a far off place.

7. Financial Resources (attach proof) : \_\_\_\_\_

8. (a) Name of Society/Trust/

Individual : \_\_\_\_\_

(b) Whether society/Trust etc. is registered : Yes / No

or not (if registered, attach proof)

9. Composition of Managing Committee

(proposed) alongwith bye-laws : \_\_\_\_\_

10. Proposed procedure of the selection

with Minimum qualification of : \_\_\_\_\_

(a) Head Master / Principal : \_\_\_\_\_ (b) Teachers :

\_\_\_\_\_

(c) Non teaching staff : \_\_\_\_\_

11. Proposed pay scales

(a) Head Master / Principal : \_\_\_\_\_

(b) Teachers : \_\_\_\_\_

(c) Non teaching staff : \_\_\_\_\_

12. Whether the school shall be

residential/Day scholar : \_\_\_\_\_

13. (a) Type of curriculum to be

followed : \_\_\_\_\_

(b) From which Board affiliation

will be sought : \_\_\_\_\_

14. Medium of instructions to be followed: English / Hindi

15. Whether Individual / Society / Trust is

running anywhere else. : Yes / No

If yes, give details

\_\_\_\_\_

\_\_\_\_\_

16. Whether applying for unaided minority school : Yes / No

17. Proposed rates of :

(a) Admission Fee : \_\_\_\_\_

(b) Tuition Fee : \_\_\_\_\_

(c) Other Fees : \_\_\_\_\_

(d) Funds : \_\_\_\_\_

18. Processing fees of Rs. \_\_\_\_\_ : DD No. \_\_\_\_\_ dated \_\_\_\_\_

Bank Name \_\_\_\_\_

(Signature of Manager / Head of School)

# DOCUMENT REQUIRED FOR OPENING OF NEW SCHOOL/START CLASSES UNDER RULE

29

1 Form I

2 Processing fee + form fee (Rs.5000/- for stage of class X and Rs. 10,000/- for +2 level).

3 Undertaking (specimen enclosed)

4 Registration Certificate of society/Trust etc.

5 (i) Ownership of Land, (in case of lease hold it should be at least 20 years irrevocable registered lease hold deed).

(ii) Land in acre 6 Proposed site plan of building indicating (duly signed by registered architect and school management).

(i) No. of class rooms

(ii) Size of class room

(iii) Veranda

(iv) Ramp

(v) Stair

(vi) Others rooms.

7 Financial statement

8 any other

Note: Application in form-I is required to be submitted direct to the Appropriate Authority.

## UNDERTAKING

I , \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ and \_\_\_\_\_

Secretary Managing Committee of \_\_\_\_\_ school, \_\_\_\_\_ do hereby make an

undertaking as under :-

(a) That the school is proposed to be established at ..... in the acre area. The

proposed number of students is likely to be enrolled \_\_\_\_\_.

( b ) That the school will impart the education upto the stage of \_\_\_\_\_,

(c) That the dimension of the class rooms and other structure of the building will be kept

accordingly to Haryana School Education Rules-2003.

(d) That the financial resources and expenses for the establishment and running of the school as

given in form no.1

(e) That the scheme of management shall be got approved by the department as per rules.

(f) That the minimum qualification of the head of school, teachers and non teaching staff and

their recruitment will be done as per the norms laid down in Haryana School



Education

Rules-2003.

(g) That the school authority will pay salary to the staff according to the Haryana School

Education Rules-2003.

(h) That class wise admission, tuition and other fees and funds would be charged from the

students as per information given in Form I.

(i) That managing committee will provide facilities to the students as per the Haryana School

Education Rules-2003.

Place Executant

Cost of Form Rs. 500/-

(through bank draft only)

## FORM 2

### FORM II

(See rule 31 (1) & 38 (1))

Application for Recognition

1. Name of the : \_\_\_\_\_

2. District : \_\_\_\_\_

3. Whether permission for opening a : \_\_\_\_\_

new school sought from appropriate

authority. If yes, attach a copy of permission 4. (a) Stage for which recognition :

\_\_\_\_\_

desired (Primary / Middle/Secondary/

Senior Secondary)

(b) In case of Senior Secondary, : \_\_\_\_\_

Mention stream for which recognition

is sought

5. If already recognised mention the : \_\_\_\_\_

stage for which recognised

(attach proof also)

6. Is the society / trust registered? : \_\_\_\_\_

If yes, Furnish a copy of registered

certificate and the Memorandum

of Association (MOA) of society.

7. Has the management been : \_\_\_\_\_

approved by the Department.

If yes, attach a copy.

(a) Does the school follow

approved Course of studies? : Yes / No

(b) Mention the board from which : \_\_\_\_\_

Affiliation to be sought

(c) Medium of instructions to be : English/ Hindi/any other

followed : language

8. (a) Furnish a staff statement or otherwise:

Name Post Qualification Pay Date of Classes

Held with appointment taught/to

grade be taught

1.

2.

3.

Note: Furnish on a separate sheet

(b) Whether staff are being / will be paid as notified to the appropriate authority. : Yes / No

9. Average attendance of scholars and rates of fees levied / to be levied in each class (if already recognised at any stage).

Classes Average Rate of Attendance Fees / Funds

Primary

I Class

II Class

III Class

IV Class

V Class Middle

VI Class

VII Class

VIII Class

High

IX Class

X Class

Senior Secondary

XI Class

XII Class

10. (a) Land area of school building : \_\_\_\_\_

(b) Number of rooms : \_\_\_\_\_

(c) Size of rooms : \_\_\_\_\_

Plan should be attached and also give proof from revenue Department

11. (a) Size of play ground : \_\_\_\_\_

(b) Availability of sports facilities. Give details

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12. Total area of school campus with: \_\_\_\_\_  
total built up.

13. (a) Number of classrooms with seating capacity in each.

---

---

(b) Details of furniture, fans and ventilation provided in each.

---

---

---

(c) Whether library facilities available- : Yes / No

Give number of books.

(d) Number of laboratories available. : \_\_\_\_\_

Furnish details on separate sheet.

(e) School Hall : Yes / No

(f) Staff room : Yes / No

(g) Room for Head of school : Yes / No

(h) Office room : Yes / No

(i) Store room : Yes / No

(j) Drinking water facilities : Yes / No

(k) Toilets and urinals For Staff : Yes / No

For Boys : Yes / No

Separate for Girls : Yes / No

(l) Whether electricity is fitted in each classroom : Yes / No

14. Details of apparatus and equipment for

(a) Physics

(b) Chemistry

(c) Home Science

(d) Biology

(e) Drawing

(f) Music

(g) Agriculture

(h) History

(i) Geography

(j) Commerce

Note: Furnish the list

15. Financial position of the school

(a) Reserve Fund : \_\_\_\_\_

(b) Average monthly income from

(i) Fees :

(ii) Other sources :

(sources to be specified)

(c) Total monthly income :

(d) Average monthly expenditure :

(details to be given)

16. Amount of pledge money deposited.:

Attach proof.

17. (a) Whether the admission in the : Yes / No

school is open to all without any

discrimination based on religion,

caste, race, place of birth etc.

(Not in the case of Minority school)

(b) Percentage of reservation for : \_\_\_\_\_ locality students  
or other

categories in admission

18. Whether any religious instruction

is imparted : Yes / No

19. Has the management executed

the written agreement from the

teachers regarding their condition

of services etc. Attach agreement

of each teacher. 20. Whether management maintains : Yes / No

a Provident Fund Schemes or any

other similar scheme for its employees.

21. Details of co-curricular, cultural and

other activities organised in the

school. Attach list.

22. Whether arrangement for physical

training of pupils made available : Yes / No

23. Whether Medical facilities for

students are available. : Yes / No

24. Whether school buildings or other

structures or the play grounds are being used for commercial or residential purposes. : Yes / No

25. Whether land / school building is free from litigation or no complaint/ inquiry is pending against school building/ managing committee.

An undertaking to this effect should be submitted. : Yes / No

26. Is the school maintaining the following records:

- (a) Admission and withdrawal Yes / No
- (b) Daily attendance register of pupils Yes / No
- (c) Daily attendance register of teachers Yes / No
- (d) Log book Yes / No
- (e) Fee and Funds register Yes / No
- (f) Property register Yes / No
- (g) Order Books Yes / No
- (h) Visitors Book Yes / No
- (i) Hostel register Yes / No
- (j) Catalogue of library books and book issue register Yes / No
- (k) Diary and dispatch register Yes / No
- (l) Contributory Provident Fund Yes / No
- (m) Pupils progress Yes / No
- (n) Pay bill register Yes / No
- (o) Movement register Yes / No
- (p) Time table adjustment register Yes / No
- (q) Stock register Yes / No
- (r) Acquaintance roll register Yes / No
- (s) Cash Book Yes / No

27. Furnish a certificate from Civil Surgeon regarding sanitary and hygienic condition of the school. 28. Furnish a certificate from Public Works Department/Municipality/ Registered Engineer regarding safety of building.

29. Any other information.

Place:

Date: Chairman / Manager

Managing Committee

\_\_\_\_\_ School

DOCUMENT REQUIRED FOR RECOGNITION  
UNDER RULE 31 WITH FORM-II

1 Form II

2 Processing fee + form fee (Rs. 5000/- for stage of class X and Rs. 10,000/- for + 2 level).

3 Permission to open school.

4 Number of students.

5 Affidavit. (Specimen enclosed)

6 Registration Certificate of society/Trust etc. (not required if already given with form-I)

7 (i) Ownership of Land, (not required if already given with form-I)

(ii) Land in acre

8 Existing site plan and elevation of building indicating of (duly signed by registered architect and school

authority).

i No. of class rooms

ii Size of class rooms

iii Veranda

iv Ramp

v Stair

vi Others rooms. (Head, lab, library and toilets. Staff room)

vii Number of library books.

viii Hygienic and safety certificate

9 Staff statement alongwith salary, and appointment letter / agreement.

10 Class-wise fee Structure

11 School record as per rule 28.

12 Pledge money.

13 Scheme of management under rule 32.

14 any other

Note: Application in form-I is required to be submitted direct to the  
Appropriate Authority.

#### AFFIDAVIT

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ and  
Manager/Secretary of \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and declare as  
under :-

1. That the school building is safe, properly ventilated, spacious and dimension of  
the building is as per

Haryana School Education Rules, 2003.

2. That the society is Regd. Under the registration of societies Act.

3. That there is no business premises in any part of the building of the school and is  
not used for commercial

or residential purpose during day and night.

4. That salary of teaching and non teaching staff are regularly paid and records of  
payments are kept in salary  
register.

5. That no teacher or student is compelled to attend a class of religious instruction.

6. That no complaint/inquiry is pending against school building/management  
committee seeking recognition.

7. That the school is maintaining all record required as per rule 28 Haryana School  
Education Rules, 2003

8. That the teachers are suitably trained with minimum qualification as per  
appendix-A. Proper appointment

letter have been issued to teachers and agreement has been executed between  
teacher and management as

per requirement of Haryana School Education Rules, 2003.

9. That the school will be open for inspection for the officer authorized by the  
appropriate authority/Director.

10. That the school will furnish all reports and information as may be required by  
any authority/Director from  
time to time.

11. That the land of school is free from all encumbrances.

Place Deponent.

Dated.

#### VERIFICATION

I above named deponent do hereby solemnly affirm and declare that the facts

stated above are true and

correct to the best of my knowledge and nothing has been kept concealed therein.

Place Deponent.

Dated

DOCUMENT REQUIRED FOR EXISTING SCHOOLS UNDER RULE 38 WITH FORM II

1 Form II

2 Processing fee + form fee (Rs.2000/- for stage of class X and + 2 level).

3 Number of students.

4 Affidavit. (Specimen enclosed)

5 Registration Certificate of society/Trust etc.

6 (i) Ownership of Land.

(ii) Land in acre

7 Existing site plan and elevation of building indicating of (duly signed by registered architect and school authority).

ix No. of class rooms

x Size of class rooms

xi Veranda

xii Ramp xiii Stair

xiv Others rooms. (Head, lab, library and toilets. Staff room)

xv Number of library books.

xvi Hygienic and safety certificate

8 Staff statement alongwith salary, and appointment letter / agreement.

9 Class-wise fee Structure

10 Certificate to the effect that School record as per rule 28 is maintained.

11 Pledge money.

12 Scheme of management under rule 32.

13 An undertaking to the effect that infrastructure as required under Haryana School Education Rules,

2003 shall be completed by the period \_\_\_\_\_ (in case the school do not conforms

infrastructure as required under the rules).

14 any other

Note: Application in form-II is required to be submitted direct to the Appropriate Authority.