

DELHI PATTERN OF GRANT IN AID RULES

(5 copy pf the Memo No. 32-Ed Ili. EÆ8/53601 dated 20.2.68 from the Secretary to Govt. Punjab, Education Department to the Punjab. Adoption of Delhi pattern of grant-in-aid -'Vies sub: privately managed schools in the State' payment of. grant-in-aid. Reference your U.O.No(e No. dated the 20th Feb. 1968 on the subject noted bc 'e. With a view to improve the status of teachers in privately managed recognised schools in the State, since the Governor of Punjab is accorded to the payment--o grants to the private schools at 5% of the deficit w.e.f. 1. in accordance with the principle-9 laid down. in the working (copy enclosed) subject to the following conditions:- rkit g pa a) At present grants are paid at 75% of the deficit 'ubjecte to the ceiling of RS. 60001. and thus the managementS are also sharing expenditure of the salaries of unrevised scales of pay and dearness allowance. This contribution ' by the management \$ it stood on; 30.11.67 should be worked out on the amount may be reduced from the. adhoc grant- payable under the principles laid down in the working paper. b) c) If any other grant has already been paid for the current financial year to the private managements for similar purpose, this may be deducted, If no such payment has been made then now more in the adhoc grant payable under the revised rules. and no. separate payment should be made. An agreement made grantee 'laying d fulfilment by them i audit of grant, which also. be got: executed from the conditions i for the when specific including the condition of releasing adhoc grants. i In case an District Education Officer finds any difficulty in application of rules r interpretation of principles of grant in aid. rules. A composite continuance of the additional staff giving full time and no post from the date of promulgation of the salary for further justification of the basis of work load/nor fee to be kept in view the total picture of the headquarter staff may be set to Govt. The incumbents of these posts will be entitled to draw such allowance as sanctioned by the Govt. from time to time. The expenditure involved will be. equitable under the head "28-Education-B-Schools-Grants to Private Schools - Govt. High/Higher Secondary or additional schools will be payable under the head "28-Education -General P, Direction (Punjab) under the "Scheme "Strengthening of Educational Administration for the year 1967-68. This Memo. issued with the concurrence of the Finance Department vide their U.O. no. 163 Edil 68 dated 20.2.1968. copy of the Memo No. 135 (G)-Gr. J40Z6 dated 22.2.68 from the DPI Punjab to all the DEOs/CEOs in the State: Sub: Adoption Of Delhi pattern of: grant in-aid rules for privately managed schools in the State payment Of grant-in-aid.. A copy of the Punjab Govt. Education. Department sanction issued vide their Memo No. 932 Ed. 36 dated 20.2.68 is (8 —forwarded herewith for information necessary date required: for the aid to the privately managed district/circle may be got ready for final necessary action. The interest of adhoc grant-in-aid recognised: Schools off your; her necessary action. MP-EMENT 2#ION OF DELHI PROPOSED RULES FOR THE PATTERN OF GRANT-IN-AID OF PRIVATELY MANAGED SCHOOLS IN PUNJAB With a view improve the status of teachers in privately managed recognised schools, the Punjab Government has decided in principle to liberalise grants admissible to such schools at 5% of the approved deficit pattern of grant-in-aid even to schools in the State. working state-in-aid on the other Govt. reserves the right to determine the number of institutions which will receive grant in-aid from time to time. The recognition of school permanent or provisional would not automatically entitle to be placed on the grant-in-aid list of the department. No can claim grant-in-aid or its continuance as a matter of right. All recognised schools permanent or provisional as on 30.11.67 may be brought on the grant-in-aid list The provision of recognition granted to schools may be extended beyond 31.3." as already decided by Govt.. If such provisionally recognised schools do not fulfil the conditions imposed by the Department these schools will automatically be dropped from the grant-in-aid list of the Department

2. The Director of P competent authority for the issue placing a school on grant-in-aid. addressed to the Director of P Distt. Education officers on the basis of Instruction Punjab /s the grant-in-aid and also for; All claims for grant-in-aid will be in the Punjab proposed form* by the specified dates

3. No school shall be approved for grant in aid unless its management gives an undertaking in writing that it shall comply with all the conditions for grant-in-aid and recognition laid down by the Department from time to time and amended also from time to time. Breach of these conditions shall render the school liable to be removed from the grant-in-aid list.

4. Managing committee of a school on the grant-in-aid list; shall be registered body under the Societies Registration Act of 1860. The school shall have on its management committee some representatives of the parent and the teachers of the said school, parents of the students studying in that school. The total number of members on the managing committee of a school and the number of representatives shall be: fixed by the Department from time to time and shall be binding on the management. It is proposed to be the same. Government of the Managing Committee has been provided under the rule 54 of the Delhi Education Code. Under these rules the maximum number of members on a Management Committee should not exceed 16. In case the number exceeds 19, according to the existing provision of constitution of a school, the representative teachers will also increase proportionately on managing committee. In case of Managing Committee having a number of pupils under its management, local representation will be given to the teachers and the parents of particular school on the General Managing Committee for dealing with the affairs of the school. In case of the representatives of the District Education Officer concerned of his/her deputy on the Managing Committee. The managing committee should satisfy the department that it will be represented and should fully pay its share of the salary of the teaching resources. The Management of head of the school full feed work and internal administrative member of the staff will perform function as its manager. In every out of its own aided school shall give to the authority for the academic including school discipline. No other than the principal shall. Reserve Fund. Every aided school shall have reserve fund amount not less than indicated below or enquire from time under the provision of the code. The Reserve Fund is deposited in an approved scheduled bank or post office, be pledged to the Department concerned. In case of any default management for the payment of salary to the staff or the amount of the grant sanctioned by the department, this Reserve Fund shall be the first charge for making any recovery or payment to be made to the teachers direct by the department. Higher Secondary Schools I upto 500 pupils 501 to 750 pupils 751 to 1000 pupils Middle school Primary School 12,000/- 20,000/- 3,000/- 2,500/- b) In case of permanently recognised schools, the above conditions may be altered. Their respective deposits of the Reserve Fund may be considered to be good enough for the purpose. In case of provisionally recognised schools, the condition of reserve fund may be the same as imposed by the Department in order to grant it: permanent recognition. However, the calculation of the fund-amount to be made on the scale of pay sanctioned under the teaching in the recommendation. In case of person employed before the revision of basis of pay provisionally: recognised High Schools which are permanently recognised high schools before conversion the condition of reserve fund should be relaxed to the extent of the amount already deposited when such schools were given permanent recognition as High Schools. The above conditions of reserve fund to the new schools placed on the grant-in-aid list. School Funds. It will be applicable. Every school shall have fund in which all income from fees, fines, admission fees, late certificate and the grants received from the Govt. will be deposited. This school fund shall be deposited in the post office or a scheduled bank provided by the Department. The withdrawal shall be made by the manager of the school only. The school will maintain another account in the name of the manager in which income from other sources like donations, contribution by the public and income from other sources like donation, contributions by the Public and income from properties school shall be deposited. This amount shall be used for improvement of the school and also to meet the share management towards the salary of the staff. Both these accounts shall be opened to audit by the department. 10. a. Post Fixation. All aided schools shall employ on adequate number of qualified/trained teaching staff and other qualified staff as may be required by the department. The pay of the qualified untrained teachers and staff shall not be admissible charge for the assessment of grant-in-aid of the school, unless exemption for the same has been given by the department. b) i) c) d) i) The post fixation of the Department every session on the basis of preceding year. Every school shall be done by the school in the beginning of the school year. The average admission of the school. The qualifications for the teaching personnel will be the same as fixed by the Department from time to time. The number of periods taught by each teacher will be according to the instructions issued by the Department. In case of teachers less than the prescribed number, his grant-in-aid will be proportionately reduced. As the privately managed schools do not have uniform scales of pay the existing staff shall be reduced to the

following categories: (i) Teachers equivalent to the grade of Bs. 125-300 if Govt. schools. Masters equivalent to the grade of Rs. 220-500. Lecturers equivalent to the scale of Rs. 300-600 as in Govt. Schools. Heads of High Schools equivalent to the scale of Rs. 300-300. Heads of Higher Secondary schools equivalent to the scale of Rs. 400-800. Selection grade of Rs. 220-400 may be awarded to classical and vernacular teacher provided he has put in 20 years or more continuous service in the schools upto 30.11.67. Each such case will be considered on merit by the Department/Govt. The present position of the staff working in privately managed schools as on 30.11.67 shall stand frozen for the time being for post fixation. This position will be reviewed later on and any teacher employed after that date will not be considered approved for the grant-in-aid purposes. An extra person beyond the proposed will not be the liability of Govt. for the grant-in-aid purposes. (i) persons rendering gratuitous services will not be a liability of the Government for grant-in-aid purpose. A person employed after the age of superannuation will not be retained in the service without the prior approval of the Department and his extension will be granted for a maximum period of five years on year to year basis. This will be remuneration on the basis of salary in the admissible grade. Qualified persons employed on a part-time basis will be receiving the grant-in-aid in proportion to spent by him in teaching work. A manager working on a salary basis will not be entitled to grant-in-aid. The non-teaching staff working in private schools will also be admissible for grant-in-aid purpose on the same basis as has been provided in Delhi Education Code. The position of non-teaching staff as it stands on 30.11.67 stands frozen for the time being.

PAY FIXATION On the revision of the pay scales the teachers working in privately managed schools such persons drawing less than the minimum shall be fixed at the minimum of the scale but if the minimum is less than the maximum shall be fixed 70 according to the scale. Those drawing more than the scale shall be entitled to grant-in-aid. Any financial benefit given to the staff for grant-in-aid purpose unless approved by the Department of the Government is admissible then the maximum of the pay plus the maximum scale for the special increment allowance on by the management to which will not be admissible for grant-in-aid. It was decided that the pay fixation formulae applicable to the teachers working in Government schools will also be operative for teacher working in privately managed schools; while fixing their pay in the revised grades. 12. a) Normally the grants are paid after a year. Govt. may disburse the amount in quarterly instalments. Government may also pay an advance grant for quarter. But the grant for the next quarter will only be released where the grant in aid papers complete in all respects are received by the department and the Department is further satisfied that utilised for the purpose of the financial year advance grant has been spent for which it was paid. At the end of the year, the school shall be required to submit a final statement of income and expenditure along with grant in aid papers on prescribed forms for making final adjustment. The grant for the first quarter of the financial year shall not be released unless pay fixation sanction of the department is supplied by the schools. The staff grant may be paid in advance quarterly. b) c) d) the other types of grants like contingent grant, rent grant will not be paid in advance but will be at the end of the financial year in three instalments. The grant in aid for pay dearness allowance and management contribution of the CP- Fund will 95%. The remaining 5% shall be paid by the management regularly. The staff shall be paid regularly by the management by the 7th of the following month for its issue and the f) g) i) salary of the staff shall be paid by the crossed cheques. Every head of institution shall submit by the 10th of every month to the District Education Officer concerned a Certificate to the effect that full disbursement of salaries has been made to the staff for the preceding month. In case of any serious default by the management in the payment of salary to its staff, the department may pay its share of the salary direct to the staff. In that case the amount so paid shall be deemed to have been given to the institution concerned as grant in aid earned for that period. Deduction for the contributory provident fund shall be made @ 6-1/40/0 and the government will reimburse only the management 95%. All other conditions under article 62 of the Punjab Education Code will also be operative for the purpose of grant-in-aid. Grants may be suspended or withdrawn any time by the department if the tone of discipline, organisation or 3 k) 13. instruction is unsatisfactory or if the management staff or pupil take part in any agitation or activity which has or is likely to have an adverse effect on the tone and discipline of the school; or if any of the conditions of recognition and grant in aid drawn in this code are not fulfilled. In case of any addition of section or the introduction of any new subject grant in aid shall only be admissible with the prior approval of the department. All other grants like contingent grant building rent 11

grant, boarding house grant, will be paid according to the rules in operation at present. If the number of students in a subject or section or higher secondary group falls below 10, grant in aid will be admissible for teaching this section/group/subject. APPROVED INCOME This will include fees, admission fees, fines and late certificates fees. Some time back Government allowed a surcharge on fees. This was done to Fleet Dearness allowance at Govt. rates to the staff. Now that according to the proposed rule, grant on Dearness allowance @ 9% will also be paid by this department, it is suggested that as a result of this should not form normal part. If the fee and aid the schools should charge fees according to the enhanced rates including surcharge. Most of the schools are already doing so. There is also a requirement of this account. should constitute income of the school in fees. The fees concession to students will be allowed according to the rule in operation. SERVICE CONDITIONS The service condition of the privately managed recognised schools will be determined by the provision of the Punjab Education Code as amended from time to time. They will be further subject to the legislation that the Punjab Government proposed for the future. The salient feature of the present amendments of the Education Code is that the service of the staff working in privately managed schools cannot be terminated without the prior approval of the department.

15. CONCESSION TO UNTRAINED STAFF in privately managed schools Some concession have all-ready been given to untrained teachers working in privately managed schools in the following cases: a) Untrained teachers who had put in more than five years continuous service in recognised schools upto 30.11.67 should be granted a special certificate for teaching in primary schools provided they are at least matriculates. Untrained language teachers having qualifications of Intermediate or higher should be given at least the Middle Standard Examination. In case of hard and deserving cases should be eligible for: 01 Special certificate if they had got less than five years continuous service to their credit. As language teacher in secondary classes of recognised schools upto 30.11.67. In addition to the above some hard cases of teachers who had put in a number of years service in privately managed recognised schools also cropped up for discussion. It was decided as under: Middle pass untrained teachers having proficiency or high proficiency qualifications in language with at least 15 years of the continuous service upto 30.11.67 to their credit in recognised school may also be given special certificates for teaching in primary classes only.

16. MACHINERY FOR THE IMPLEMENTATION OF THE DELHI PRIVATE NO-GUANT IN RULES The existing machinery at the District and the Directorate level will have to be strengthened and repleased. The District Auditor who is in the rank of an Assistant in Rs 106/200 will not be able to cope with the increase in work at the district level. An additional accounts knowing person will be required at each district. The Divisional Auditors may work at the Divisional or at the level for the purpose of internal audit and scrutiny of grant-in-aid papers. At the Directorate level the full branch will be required for issue of grants audit and follow up action. All the Education Officers in the State Memo No. 1/14-68 Grants(4) Dated Chandigarh the 1.3.68 Subject: Adoption of Delhi privately managed grant in aid. Continuation of this office memorandum on grant-in-aid rules. The Government is very keen that in order to manage all the privately managed schools in the state to introduce scales of allowances for their staff with effect from 1.1.67 as admissible to the teachers in Government schools. The adhoc grants for the quarter 1.1.68 to 31.3.1968 as approved by Government in their memo No. 932 Ed. III-IE.68/5360. dated 20.2.1968, may be released to them immediately. Since it is the fast end of the Financial year and time left with the department is very short, it has been decided that the District auditors should forthwith start collecting all the necessary data required to the Government of the Union for the current financial year. This task should be accomplished by each district auditor in three or four of the district auditor should days and then reassemble at the circle office and make the actual calculations strictly under the supervision of the circle education officer concerned. This district wise statement showing the amount of adhoc grant payable to such schools duly countersigned by the circle education officer and complete in all respects should then be submitted to this office by the circle education officers by messenger. In any case the first instalment of such recommendations must reach this office by 16.3.1964 at the latest. It is particularly emphasised that this is an urgent work and should be done on a priority level and in consequence, some special assistance is required to be provided in the District Circle auditors the same may be arranged immediately from within your office. As far as the creation of additional posts of district accountants/assistants is being recommended to the Government

ep?rately. To facilitate understanding the implication\$ of the various stipulation mentioned ov rnment •sanction and the revised principles of gratt it) aid, the salient points to be borne in mind by e fistficVcircle auditors at the time .Wf indicated beléw•. cal ul tiorj of the adhoc grqnts are All the recognised secondary Schools grant in aid on their The managements the pay and allo 1.12.67 to. bring pr mary, middle •high and highqr 2. 3. n 0.11.67, eligible go parn the eqsed basis. hould pass re lutions fQt• rais g nce of their st ff with eff. fr m em at par hith those 4f their counterpart's in govqmmnt instituti•' ns. The 'ego es of the pay Fales ryve been indicated in para O(e) of the proposed rules. i The mana ernent Should be supp!ied with th cop es of tne prposed rules and other profprmas (, to E) spare copies where of are enclosed) end they may be asked to 'ive written undertaking/guarante . in the enclosed proforma A and B that !hey shall bide by those rules and alt amendmentq and depa mentat instructions. issued from time to time for the regulation of these grants wili be binding on th mi Before calculating the grants f he {schools for the current year the salaries of the 3ta embers of each ps the prescribed I schools wili be first fixéa by the E 37 4(2) 4(3) 5. 6. i) proforma in.apcord c ' with the i structions qntained in this office memo• o, 15/94-65-01 Wated 16.841967. While fixing the sal rie any past ldpted -increase-aftqr 30.11.1967 iri the s la es of their s!aff, ordereq by the management ! from retrospective effect may •.not be taken into account. The provision conta ned in the rule 11 of the ps.opo d rule may please be strictly adhered to while t e salaries of their sta The nun-iber 'of pdsts in a school as it s od n 30.11.1967 istand frozen. If a teagher works in o department , one: •ecognjsed and the other unrecognisqd/JBt unit attached to a secondary the periods spent in the unrecognisqd/JBT u lqts will not count for the purpose of grant-in-ai4. While working out the liability of. the rrFnagement as it stood on 30.1.1..1967, as reterred t; iri para (a) of the Govt. sanction No. 932 ED •11 iE 168/536d dated 20.2.1968 the following points snoul' b kept in view: The Distt. Education officers a e Ire dy having the grant in aid papers for the peri01 •i. O. 5 to 30.9.1966 for working out the grpnt in ai pqyahle for the year ncal year). the Fability pf the ' 1967-68 (currqnt fin vo ked out as under: management ay be i us approvyd income give approved expediture the deficit fro i this subtractef *the maintenance h year 1967#08. To this qhay. be grants sanctioned for nt share of approved provider-it added the managem us actual ann al liability iof fund. This would giv management as on ' 0.9.66. The pr portionatel ;share (i.e. 114th) of this iabil ty for 3 month* or the tim be taken intq accoun on adhoc baqi, for the p rpos of making deöuction om the total adPoc grant p yabl to school for!the quarter 1.1.68 to The ctu I annual liabili y of the 'each school as•on 30.11. ma be worked Oft thereafter and intimated to this o cef r adjustment iti the next finanpial year. The adhoc g*ant may be caigulated on the basi of the excess of aproved and admissible expenditur over; income from fees etc. for the months of 1.1 .67 to. 29.2.68. Article 54-2(a) of the Delhi Education code as referred to in 5(ii) in proposed rules stands mpdifled as under: The managing lcomm tte of the sctpqol shall ordinarilyf consist of me bers ot xceedir,g 16 in number whicht: • shall include thi follo in head-of the school Three membec.s to b npminated by!the Directpr, on of whom shall .be an educationist, the other an: offic r of the Department not below th. ranks of Distt. Education Officer or is'her deputy ard the thir out the panel recommen ed by the Manqging Com Ittee. One repres •ntptive pf the teachers;t of the case the nu ber of {teachers is more than 10 ther shall be tw representatives. These represe ' tjve shall be apppinted from amonast the five seni most: teachers seniority to be determined on the basi bf thâ: length of coqtinuous service in the qchöoi) by r tauon: of a yearly basis. The president or Chairman of thy Rarent-tepchersi Association of the school cr his nomi eq. This amendment is to be readi alqngwith the items 5(i)5(ii) and {i(iii) of the proposed ule'F. • 39 In the case of i sch is which haye already been sanctioned maintenat grant for tpq year 1967-68, 114th share of s ch g an may be educted •froth the ding. to rev(sed basis.! The amount calcul4ed a amount of overpaym nt if any maéé to them •Auring: the previous years ha , also, likewise lo be deducted. It is once again emph sised that With a view to enabl this office to. releasq adhoc •grant9 to •the s. ool concemed in time,lyo r recommendyons in prqfprm 'C' must reacti this o ce;through a sqecial. ma Sy 6.3.1968 positively Sd/- Deputy Director (Sec.i& Pry. Edu Fcr Dire(of Publié Instruction, nge tjon unja