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PUNJAB

EDUCATION CODE

Grant-in-aid, Fee, Scholarship, General and Recognition Rules,
Appendices and other useful Annexures

THIRTEENTH EDITION

1990



CHANDIGARH :

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GOVERNMENT OF PUNJAB

DEPARTMENT OF PUBLIC INSTRUCTION(S)

EDUCATION CODE

(THIRTEENTH EDITION)

1990



**DIRECTOR OF PUBLIC INSTRUCTION(S) PUNJAB
CHANDIGARH**

FORWORD

The twelfth edition of the Punjab Education Code was made available after partition in 1959 which was corrected upto 31st December, 1955. This edition was brought out to cover all later amendments.

Since 1955, necessary amendments have been made but could not be incorporated in this Code. Government has taken up the matter and decided to reprint it. Efforts have been made to incorporate all the necessary amendments issued by the Government from time to time. This thirteenth edition, therefore, replaces all previous editions and reprints of Punjab Education Code.

PRITAM SINGH BHUPAL,

Director of Public Instructions (S)
Punjab, Chandigarh.

under the Societies Registration Act of 1860 and approved by the Department. Any change in the personnel of the committee shall be notified to the Department immediately through the District Education Officer concerned.

(b) The school shall have in its management committee some representatives of the Department, the teachers of the school and the parents of the students studying in that school. The total members of 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.

(c) The Managing Committee of the school shall ordinarily consist of members not below five and not exceeding 16 in number which shall include the following :

(i) Principal of the school *ex officio*

(ii) three members to be nominated by the Director. One of whom shall be an educationist, the other officer of the Department not below the rank of District Education Officer, the third should be one representative of the teachers of the school. In case the number of teachers is more than 10, there shall be two representatives. These representatives shall be appointed from amongst five senior most teachers. Seniority to be determined on the basis of continuous service in the school by rotation on yearly basis. The representatives of teachers shall not hold any office of the managing committee.

(iii) The President or Chairman of the Parent Teacher Association of the school or his nominee or the President of local Panchayat/ Municipal Committee.

Note.—In case the number exceeds 16 according to the existing provisions of the constitution of a school, the representation of teachers will also increase proportionately on a managing Committee as determined by the Department.

(d) In case of managing committee having a number of schools under its management, local representation will be given to the teachers and the parents of a particular school on the central managing committee for dealing with the affairs of the said school. The District Education Officer concerned or his/her Deputy will be represented on the Managing Body.

(e) the Managing Committee of a school should fully satisfy the Department that it can pay its share of the salary of the teachers every month out of its own resources.

(f) the management of an aided school shall give to the Head of the school full freedom and authority for the academic work and internal administration including school discipline. No member of the staff of the school other than the Principal/Headmaster shall function as such.

(g) that the management shall agree to follow this Code and comply with other instructions and directions issued by the Department

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CHAPTER I

DEFINITIONS AND CLASSIFICATIONS

1. The regulations in this Code apply to educational institutions in the Punjab.

2. The definitions and classification in this chapter apply throughout the code except where it is otherwise stated.

2-A. In this Code, unless there is anything repugnant in the subject or context—

(i) Words importing the masculine gender shall be taken to include females, and

(ii) Words in the singular shall include the plural and vice versa.

3. The Department means the Education Department, Punjab.

4. Local Body means Zila Parishad, Municipal Corporation, Municipality, Notified Area, Cantonment or Small Town Committee.

5. Deleted.

6. Deleted.

7. Inspecting Officer means any officer of the Department to whom the duty of inspection is entrusted.

8. Manager means a person having financial and general control of an institution.

9. Managing Committee means a body of persons having financial and general control of an institution.

10. Correspondent means the person chosen by the Manager or Managing Committee to conduct and sign all correspondence with the department.

11. College means an institution in which university or professional instruction is given in courses prescribed by the University or by a Department of Government.

12. Classification of Colleges is as follows:—

(1) Arts and Science Colleges;

(2) Science and Research Colleges;

(3) Professional Colleges

13. Arts Colleges and Arts and Science Colleges cater to three years degree courses and post-graduate courses. These colleges also have plus two classes.

14. Professional College is a College where the teaching courses of study recognised by the University or by the Department of Government are pursued and the students qualify for a profession.

Professional Colleges are classified as under:—

1. Colleges of Education;
2. Commerce Colleges;
3. College of Physical Education;
4. Colleges having other professional courses such as Commerce, Pharmacy, Home Science etc. in addition to under graduate and Postgraduate classes.

15. School means an institution in which instruction other than collegiate is imparted to not fewer than thirty enrolled pupils.

16. Deleted.

17. School under public management are schools under the direct management of Government, or of officers or Committees acting on behalf of Government or of boards exercising statutory powers.

18. Board Schools are—

Schools under the management of Cantonment Committees;

19. Aided School means a school under private management which receives aid from the Government.

20. Schools are for:—

(a) General Education.

(b) Special Education, that is industrial or vocational education.

21. Deleted.

22. Deleted.

23. Public School means a school in which the course of study conforms to standards approved by the department and which is inspected by the department.

24. Recognised school is a school in which the course of study conforms to standards approved by the Department and which is enrolled in a list of such schools maintained by the department.

25. Private school means a school that does not come under the definition of a public school.

26. Adarsh school is a school run by the State Government or State Agency for imparting quality education.

27. Navodaya Vidyalaya is a school run by the Central Government for imparting quality education to the outstanding rural children. It is residential school.

28. Deleted.

29. The classification of schools is as such—

Primary School	.. From Class I to V
Upper Primary/Middle Schools	.. From Class VI to VIII
High Schools/Secondary Schools	.. Upto Class X & XI
Senior Secondary Schools	.. Upto Class XII

30. Deleted.

31. A training college is an institution in which students are trained to teach Secondary/Senior Secondary/Graduate classes.

32. A. J.B.T. school/DIET is an institution in which students are imparted pre-service and in-service training for teaching in primary schools. There are other institutions where the upper/lower Primary/Secondary/Senior Secondary teachers are imparted in service training.

33. Scholarship means a periodical payment to a pupil guaranteed for fixed period on conditions laid by the Department as an incentive for his performance.

34. Stipend means a subsistence allowance paid to a pupil, on certain conditions to enable or induce him to pursue a specified course of study.

35. Open Scholarship means a scholarship which is not restricted to any particular sect or class, and is awarded under rules of general application.

36. Deleted.

37. A School Meeting is continuous period of secular instruction, The minimum length of a school meeting shall be, in a primary school or department, at least one hour and a half; in all other schools and departments, minimum two hours. In no case may more than two school meetings be counted on the same day.

38. As many attendances are reckoned for each school meeting as there were pupils actually present at roll call and under instruction according to an approved time-table throughout the meeting or attending a public examination, during that day. Attendance may be counted on account of pupils on leave (a) to prepare for public examinations like, Matric, plus one, plus two or (b) for Sports duly certified by the Head of the institution. The period of duty leave to be thus counted shall not in either case exceed ten days in a year.

39. The average attendance for any period is calculated by adding together the attendances, and dividing the same by the number of school meetings for that period.

40. School Year means financial year viz. from 1st April to 31st March. The Grant Year means the twelve months for which the school statistics and accounts are submitted to the inspecting authority for the purpose of calculating grant-in-aid for any year viz. 1st April to 31st March.

41. The term "pay" whenever used in this publication has the meaning assigned to it in the Government Fundamental Rules.

41-A. A College Council is a body constituted for the purpose of consultation on matters concerning the teaching and discipline of a college.

CHAPTER-II

Old Nos.

GRANTS TO LOCAL BODIES

42—49 Deleted

CHAPTER-III
GRANTS-IN-AID RULES
SECTION 'A'—GENERAL

The rules in this chapter regulate the payment of grant-in-aid to recognised Primary/Upper Primary/Higher Secondary/Senior Secondary Schools on grant-in-aid list in the State. These rules are applicable from 1st December, 1967.

50. Objects of Grants

Sums of money are annually set apart from the State revenue to be expended under these rules in grants-in-aid for the purpose of encouraging and extending enterprises in General Education and improving the status of teachers working in the privately managed recognised schools in the state. Such grants are given only for purposes connected with secular instruction without reference to religious instruction.

51. Grants under Special Rules

Grants not provided for in these rules may be made under the orders of Government for special education and to colleges for general education.

52. Deleted.

53. Government's right to determine number of schools eligible for grants

The Government reserves to itself the right to determine the number of schools which shall receive grant-in-aid under these rules from time to time. The recognition of a school, permanent or provisional would not automatically entitle it to be placed on the grant-in-aid list of the Department. No school can claim grant-in-aid or its continuance as a matter of right.

54. Sanction of the Department:

Whenever, under these rules, the order or sanction of the Department is required, it means, the order or sanction of the Director which should be obtained through the District Education Officer. Whenever the sanction/approval of the Circle Education Officer/District Education Officer is required, the Director has the power to revoke such sanction/approval.

55. Sanction of Government required in cases not provided for:

No grant from public funds may be made, increased or withdrawn otherwise than as provided in this chapter except with the previous sanction of Government.

56. Authority to inspect aided Schools :

Any inspecting officer authorised for this purpose e.g., a member of the Education Committee constituted by the Government or authorised officer of the Punjab Education Board, District Magistrate of the district, or his representative or any Magistrate of 1st or 2nd Class may at any reasonable time, without notice, visit and inspect the school and such of its records as are required by the department to be maintained, provided that such officers excepting the officers of the education department, shall not inspect and comment upon the instructional efficiency of the schools and may record their remarks in the visitors' book.

57. Sources of Grants:—

Grants awarded under the rules of this chapter are payable from State Exchequer.

58. Forms of Grants:

Grants are made in the form of 95% of the deficit of salary of the staff and provident fund in addition to fixed contingent expenses.

59. Correspondence with the Department:

All correspondence with the department on the subject of grants-in-aid must be addressed to the District Education Officer concerned.

The Director of Public Instructions, Punjab shall be the competent authority for sanctioning grant-in-aid to a school and placing a school on the grant-in-aid list. All the private aided schools of the State were brought on grant-in-aid list under the rules covered by Delhi Grant-in-aid Pattern.

60. Section B—Conditions of Maintenance Grants**Maintenance Grants :**

Maintenance grants are of the following kinds. Any or all of which may be earned in the school:—

- (a) Staff grants.
- (b) Provident fund grants.
- (c) Contingent grants.

Only the schools recognised by the Panjab School Education Department and placed on grant-in-aid list would be eligible for grant-in-aid.

61. Application for maintenance Grants

Application for maintenance grants for consideration in any given school year shall be addressed to the D.P.I. and submitted through the District Education Officer concerned on the prescribed forms (Appendix II) alongwith proforma 'F' and other relevant information required by the specified dates.

The District Education Officer will scrutinize all such applications and forward them to the concerned Circle Education Officer with his recommendations thereon. The Circle Education Officer shall examine the recommendations made by the District Education Officer and forward the claims of the schools to the Director of Public Instructions indicating the amount of grant payable in each case.

62. Conditions on which maintenance grants are given:

The following are the conditions on which maintenance grants are given to recognised schools on grant-in-aid list.—

- (a) Under the Delhi pattern of grant-in-aid scheme, the managing committee of a school on grant-in-aid list shall be a registered body

under the Societies Registration Act of 1860 and approved by the Department. Any change in the personnel of the committee shall be notified to the Department immediately through the District Education Officer concerned.

(b) The school shall have in its management committee some representatives of the Department, the teachers of the school and the parents of the students studying in that school. The total members of 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.

(c) The Managing Committee of the school shall ordinarily consist of members not below five and not exceeding 16 in number which shall include the following :

(i) Principal of the school *exofficio*

(ii) three members to be nominated by the Director. One of whom shall be an educationist, the other officer of the Department not below the rank of District Education Officer, the third should be one representative of the teachers of the school. In case the number of teachers is more than 10, there shall be two representatives. These representatives shall be appointed from amongst five senior most teachers. Seniority to be determined on the basis of continuous service in the school by rotation on yearly basis. The representatives of teachers shall not hold any office of the managing committee.

(iii) The President or Chairman of the Parent Teacher Association of the school or his nominee or the President of local Panchayat/ Municipal Committee.

Note.—In case the number exceeds 16 according to the existing provisions of the constitution of a school, the representation of teachers will also increase proportionately on a managing Committee as determined by the Department.

(d) In case of managing committee having a number of schools under its management, local representation will be given to the teachers and the parents of a particular school on the central managing committee for dealing with the affairs of the said school. The District Education Officer concerned or his/her Deputy will be represented on the Managing Body.

(e) the Managing Committee of a school should fully satisfy the Department that it can pay its share of the salary of the teachers every month out of its own resources.

(f) the management of an aided school shall give to the Head of the school full freedom and authority for the academic work and internal administration including school discipline. No member of the staff of the school other than the Principal/Headmaster shall function as such.

(g) that the management shall agree to follow this Code and comply with other instructions and directions issued by the Department

from time to time for providing Educational standards, and efficiency of the school.

(h) that the school premises are sufficiently commodious, healthy, well-lighted, ventilated and drained.

(i) that the school is supplied with sufficient and suitable furniture and equipment.

(j) that the staff is of good moral character and capable in point of number and attainments of conducting the work of the school/efficiently.

Note.—Under this rule, it will be open to the Department to order an enquiry into the conduct of any teacher employed in an aided school.

(k) that the organisation, discipline and tone are satisfactory, that the instruction is given in accordance with approved time table and syllabi and that the text books used are authorised by the Department/Board.

(l) that the fees, fines and funds levied and concessions allowed are in accordance with the rates approved by the Department.

(m) that admission, and attendance registers, a log book and accounts of income from all sources including subscriptions, endowments, fees, grants etc. and of expenditure are maintained in forms approved by the Department ; that the accounts are submitted annually to the Department on demand and that these registers and the acquittance rolls of the staff and the files of vouchers for all contingent expenditure are made available to the Education Officer when called for.

(n) that the inter-school rules are observed.

(o) that all informations and returns called for by the Department are duly furnished.

(p) that the school in all its departments recognised or unrecognised, is open to inspection.

(q) that the books and periodicals purchased for use in the school are approved by the Department.

(r) that in the case of a school receiving grant-in-aid, a provident fund is established and properly administered in accordance with the standard Provident Fund Rules (Appendix III).

(s) that the rules of this Code are fully complied with.

(t) Every aided school shall have in reserve fund an amount not less than indicated below or as required from time to time under the provision of the Code. The reserve fund shall be deposited in an approved nationalised Bank or Post Office and shall be pledged

to the District Education Officer concerned. In case of any default of the management for the payment of salary to the staff or the misuse of 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/Senior Secondary Schools :

Up to 500 pupils	.. Rs. 10,000
501 to 750	.. Rs. 12,000
751 to 1000	.. Rs. 15,000
above 1000	.. Rs. 20,000

(u) School Fund :

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

63. Refusal of Grants:

Schools or Departments granted recognition from a date later than 30th November, 1967 would not be entitled to the grant-in-aid.

64. Partial refusal of grants :

Grants may be made to one Department of the school and refused to another Department. Provided that a school which receives grants in any department shall observe rules laid down in Article 62 in all departments.

65-66. Deleted

67. Mode of payment of grants :

(a) Normally, the grants are paid after a year. Government may disburse the amount of grant payable to the Manager/Correspondent on quarterly basis. Government may also pay grant in advance for a quarter, but in that case the grant for the next quarter (the grant for the last quarter of the year) will only be released when the grant-in-aid papers complete in all respects, are received by the Department and the Department is further satisfied that the advance grant has been utilised for the purpose for which it was paid. At the end of financial year, the school shall be required to submit a final statement of income and expenditure along with the 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 post fixation sanction of the Department is supplied by the school.

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

(c) The expenditure on staff grant shall take into consideration the pay of the staff, other allowances admissible as per government rules, at the rates fixed by the Government from time to time and the managements share of G.P. Fund contribution.

(d) The grant-in-aid for pay, other allowances management contribution of G.P. Fund, will be admissible upto 95% of the deficit of approved expenditure over approved income and the resmaining 5% shall be paid by the management regularly. The grant can be scaled down in view of the inefficiency shown by a school or a teacher or teachress thereof.

(e) The staff shall be paid regularly by the management by the 7th of the following month for which it is due and this salary of the staff shall be paid in full by crossed cheques in full.

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

(g) Deductions for the contributory provident fund shall be made @ 10% and the Government will reimburse only the managements share upto 95%.

(h) In case of any addition of a section or the introduction of any new subject, grant-in-aid shall only be admissible with the prior approval of the Department.

(i) If the number of students in a subject or a section falls below 10 and 30 respectively no grant-in-aid will be admissible for staff teaching that section/group/subject. The deduction in this connection will be made on proportionate basis.

(j) All other grants like contingent grant will be paid according to the scales/rates prescribed by the Department from time to time.

(k) Grants may be suspended or withdrawn at any time by the department if the tone, discipline, organisation or instruction is unsatisfactory or if the management, staff or pupils take part in any agitation/activity which has or is likely to have an adverse effect on the tone and discipline of the school or if any of the conditions of recognition and grant-in-aid in this code are not fulfilled.

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

68. Deleted.

69—Staff Grants :

69. (i) Staff grants shall be at the rate of 95% of the pay paid and shall be admissible on account of teachers holding certificates/diplomas/degrees awarded by the Punjab Education Department or Universities in the State or any other diploma/certificate awarded by another Department of the Punjab State or of any other State or University provided the certificate/diploma/degree is recognised by Punjab Government.

Post fixation schools :

(a) All aided schools shall employ an adequate number of qualified/trained teaching staff and other non-teaching qualified staff according to the norm prescribed by the Department. The pay of the unqualified/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 already been given by the Department.

(b) The post fixation of every school shall be done by Department every year in the beginning of the school session, on the basis of the average admission of the preceding year.

Note:—Until post-fixation is done and implemented in schools their staff strength as it stood on 30th November, 1967 shall remain frozen and no grant shall be admissible on the additional staff employed after that date.

(c) The qualifications for the teaching personnel will be the same as fixed by the Department from time to time, in respect of their counter parts in Government institutions.

(d) The number of periods taught by each teacher will be according to the instructions issued by the Department. In case, a teacher teaches less number of periods than the prescribed number, his grant-in-aid shall be proportionately reduced.

(e) All the privately managed schools shall have uniform scales of pay and D.A. etc. as prescribed by the Department from time to time.

(f) Persons rendering gratuitous service will not be liability of the Department for grant-in-aid purpose.

(g) The staff employed beyond the sanctioned norm shall not be the liability of the Department for the grant-in-aid purpose.

(h) Expenditure on a person employed after the age of superannuation will not be admitted for grant-in-aid except with the prior approval of the Department. Extension beyond superannuation may be granted, for a maximum period of 5 years on year to year basis. This re-employment will be on the basic salary in the admissible grade.

(i) Qualified staff employed on part-time basis will be entitled to the grant-in-aid in proportion to the time spent for teaching work.

(j) Expenditure on the Manager working on salary basis will not be admitted for grant-in-aid purpose.

(k) The non-teaching staff holding qualifications not less than those prescribed by the Department and working against posts sanctioned/approved by the Department will also be admissible for grant-in-aid purpose.

The strength of such staff as it stood on 30th November, 1967 shall also remain frozen.

Pay fixation of staff;

The pay of the teaching and non-teaching staff working in privately managed aided schools shall be fixed in accordance with Civil Service Rules and other instructions issued by the Government from time to time.

Service Conditions:

The service conditions of the staff working in the privately managed schools will be determined by the provisions made in Appendix XXVII and XXVIII of this code as amended from time to time and a legislation if any enacted.

(ii) No grant-in-aid shall be allowed under this Article on account of a teacher who has attained the age of fifty-eight years except in a case where there are exceptional reasons for a teacher's extension in service after that age and necessary sanction is accorded by the competent authority of the education department. This extension will be re-employment on the basic salary in the admissible grade :

Provided that such extension shall be admissible on year to year basis upto five years only after the age of superannuation (i.e. upto the age of 63 years) and shall be subject to the conditions that:—

- (a) a resolution has been passed by the managing Committee of the school in favour of the teacher in this behalf.
- (b) the teacher produces a certificate of medical fitness from a registered medical practitioner as in case of fresh appointment.
- (c) the performance of the teacher and his conduct have been rated as good by the managing Committee of the school.

(iii) In every such case of retention a regular application for the continuance of the teacher and the grant to be renewed each year, shall be made by the management of the school to:—

- (a) The District Education Officer concerned in respect of a teacher other than a master.
- (b) The Circle Education Office concerned in respect of a master through District Education Officer.
- (c) The Director of Public Instructions (Schools), Punjab in respect of lecturer/headmaster/principal through District Education Officer.

(iv) The whole or a part of the grant of the school shall be disallowed in the event of contravention of the provision of this rule.

70. Accuracy of Teachers' Acquittance Rolls :

The teachers' acquittance rolls shall show the exact amount paid to and received by each teacher as pay, and any deductions must be shown separately. The whole of the maintenance grant may be withheld by the Department for breach of this rule.

71. Exclusion of undesirable persons as teachers :

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

72. Minimum services required for staff grants :

The minimum weekly period of actual secular instruction required to qualify a teacher for full staff grant shall be not less than that laid down from the time to time for a teacher of a similar grade in a Government school. Staff grants shall be reduced or may be disallowed on account of teachers not fulfilling these conditions and of teachers whose work is not satisfactory.

73. In particular elective subjects :

No grant will be admissible on account of that portion of work of a teacher which is devoted to teaching a section of pupils less than 30, nor on account of a teacher employed to teach an elective subject newly added to the curriculum of a school unless previous sanction of the department has been obtained to the addition of such elective subject.

74. Total grant admissible:

The total grant payable to a school shall not exceed 95% of the excess of approved expenditure on tuition over the income from fees, calculated on the basis of the rates prescribed by the department.

Note.—For the purpose of this rule, income from fees shall include income derived from tuition fees including fines of all kinds and fee from admission, re-admission and late certificate fees.

75. Approved Expenditure:

Approved expenditure on tuition includes expenditure on:—

(a) Establishment—

- (i) Teaching staff including contribution of the management towards approved provident funds maintained in accordance with the standard provident fund rules (Appendix-III).
- (ii) Ten per cent of the total emoluments of a teacher put on additional jobs such as a part time clerk/librarian outside normal hours of duty where there is no whole time person for that particular job.
- (iii) Non-teaching whole-time and part-time staff including clerks, laboratory attendants and class-IV employees as per norm laid down by the department from time to time.

(iv) Salary of a whole time Band Master for ten months (excluding period of vacation) in the grade fixed by the Government from time to time.

(v) No grant is allowed on the salary of a clerk who remained in school beyond the age of superannuation.

(b) Contingency—

Contingencies in accordance with a scale approved by the department.

76. Approved estimated expenditure: *Deleted.*

77. *Deleted.*

78. Inspecting Officers may reduce or disallow expenditure:

The District/Circle Education Officer is empowered for the purpose of assessing the grant to a school to reduce or disallow an expenditure which is obviously lavish or extravagant, whether on account of contingencies or menials or on account of teachers who, in the opinion of the District/Circle Education Officers are paid excessive pay or whose time is uneconomically spent in teaching very small classes, or which is inadmissible under these rules; or which is in excess of the maximum which may from time to time be laid down by the Department.

No grant-in-aid shall be made in respect of un-approved sections added to the existing classes.

79. *Deleted.*

80. Boarding House Grants:—*Deleted.*

81. Grants How paid:

Except when otherwise stated, grants are annual grants and take effect from the 1st of April to 31st March of the succeeding year. Grants are payable to the manager or correspondent and shall, subject to allotments made under article 50, ordinarily be paid in quarterly instalments, each equal to approximately one fourth of the total amount due and assessed by the department after consideration of the assessment made by the District Education Officer.

If a school in respect of which a grant is payable ceases to be maintained, the grant in respect thereof shall cease to be payable from the date on which such school ceases to be maintained.

82. Continuance allocation and withdrawal of grants;

The continuance, enhancement, reduction, suspension or withdrawal of grants depends generally on the condition of the school as ascertained by the District Education Officer.

83. Discontinuance and withdrawal of Grant:

(a) No grant-in-aid shall be paid in respect of unapproved sections added to the existing classes.

(b) If a school/department in respect of which grant is payable ceases to be maintained, the grant in respect thereof shall cease to be payable from the date on which such school/department ceases to be maintained.

(c) If it appears that the attendance registers are not trustworthy.

(d) The number of pupils on rolls and the average attendance in any aided school shall not be allowed to fall below the standard or number prescribed by the Department from time to time for a school. A proportionate reduction may be made in the grant-in-aid, payable under these rules if the school, meetings during a school year fall short of 370 or the number determined by the Department from time to time.

84. Powers of the Department regarding grants:

Grants may under the orders of the Department, be reduced, suspended or withdrawn at any time if the tone, discipline, organisation of instruction is unsatisfactory or for any other serious reason, provided that before such action is taken, an enquiry at which the school authority shall be allowed a full opportunity of expansion, shall be made by the Department, the result of which shall be communicated to the correspondent. If the defects are capable of immediate or early removal, the school authority shall on the first occasion be allowed a reasonable time to be fixed by the Department, within which to remedy them and if they are remedied to the satisfaction of the Department, the grant shall not be reduced or withheld.

Grants are liable to be withdrawn from a school, if the management or the staff of the school take part in agitation directed against the authority of Government or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or enmity and hatred between different classes. Grants will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why the grants should not be withdrawn.

Government reserves to itself the right, anything in the rules of this code notwithstanding to refuse or withdraw any grant at its entire discretion.

85. *Deleted.*

86 to 95—Section C Grants to Elementary Schools—*Deleted.*

SECTION-E—REGISTERS AND RETURNS

96 to 104—Grants for Building and appliances—*Deleted.*

Registers to be maintained;—

105. Every school receiving a grant shall provide out of school funds:—

- (a) a copy of the latest edition of the Punjab Education Code.
- (b) a register of attendance (Appendix IV).
- (c) a register of admission and withdrawal (Appendix V).
- (d) a register of statistics (as laid down by the department from time to time).

- (e) a log-book.
- (f) acquisition rolls of staff, class IV servants and of scholarship holders.
- (g) a register of school property (Appendix XI).
- (h) a register of library books (Appendix XII).
- (i) a visitors book (in secondary schools only).
- (j) a register of private tuition.
- (h) Any other register/record laid down by the department .

All registers shall be maintained in forms approved by the Department. Accounts shall be kept, and be made available to the inspecting officers showing the details of income from fees and of the expenditure entered in the register of statistics.

106. Registers to be examined:

The D.E.O./C.E.O. shall examine the registers, log-books and accounts of the school from time to time atleast once a year and shall report as to the manner in which they are kept.

107. Entries in Log Book :

The reports and remarks of departmental officers shall be recorded in the log book. All others authorised to inspect schools under article 56 may record their remarks in the visitor's book.

108. Annual Returns:

The school authority shall submit to the D.E.O. annually, and at other times, if called for, and in due form, all returns which may be required. Where a school is aided as to one part and unaided as to another, the annual return shall be submitted in such a form as to show readily the division of the staff, expenditure etc. between the two parts.

In the return of expenditure and the register of statistics only the disbursements actually made shall be shown in the form prescribed by the department from time to time.

CHAPTER—IV
FEEES

109. A(i) Tuition fees:—Tuition Fees shall be levied in Government Colleges for twelve months at the rates fixed by the Government from time to time.

(ii) An additional fee approved by the Government from time to time shall be levied on students taking an honours paper or papers in the B.A. examination.

(iii) A second tuition fee for the same month shall not be charged from a student migrating to a Government from a non-Government college affiliated to a recognised university.

(iv) Special fees in Government Colleges:—

In addition to the above, special fees approved by the Government from time to time shall be levied on students taking Science Subjects.

(v) The rates of tuition fees in professional Institutions will be according to the rates approved by the Punjab Government from time to time and are chargeable for twelve months.

(B) Other Charges:—

(i) Monthly charges like Amalgamated Fund covering (library reading room, games, NCC and culture activities) and cycle, scooter/car fees and any other monthly charges approved and rates fixed by the Government from time to time.

(ii) Annual Charges (to be collected in two half yearly instalments) as per rates fixed by the Government from time to time.

1. Magazine fee.
2. Medical fee/Health fee.
3. Students Aid Fund (Red Cross).
4. House Examination.
5. Dilapidation Fund.
6. Punjab State Sports Fund.
7. College Building Fund.
8. Admission Fee (Once in the duration of the Particular course of studies).
9. Identity Card Fee (ditto)
(Photographs to be supplied by the students).

(iii) Library Security (refundable).—If not withdrawn or adjusted within a year of the date of leaving the college, the same shall lapse in the college.

For the purposes of this paragraph a school recognized in any province in India shall be regarded as a recognised school.

117. Deleted :

118. Rates of fees in aided schools :

No aided school shall levy higher or lower rates of fees than those levied in the corresponding classes of Government schools except with the special sanction of the department.

Note.—Deleted.

119. Entrance Fee in Schools :

An admission fee shall be charged from students on the first admission to all Government or aided schools or as prescribed by the Government from time to time. No admission fee shall be charged on account of a pupil exempted from the payment of fees and half the prescribed admission fee will be charged for a pupil admitted at half rates. A student whose name is struck off the roll as a disciplinary measure on account of absence, non-payment of fees, etc. or who himself withdraws his name, shall pay a fresh admission at the usual rate on his/her re-admission.

Note.—Promotion from the Primary to the Upper Primary/Secondary or Senior Secondary Department should be taken to imply first admission for which an admission fee is leviable.

A second admission fee is payable when a pupil is admitted on transfer to a second school, except where the two institutions are under the same management.

Economically backward, Scheduled Castes/Tribes and other backward class students whose parents income is up to the limit prescribed by Government from time to time will be exempted from payment of admission fee.

120. Deleted.

121. Deleted.

122. Scholarship Holders not eligible for concession :

Scholarship holders shall not be eligible for fee concessions save in very exceptional circumstances and then only with the express sanction of D.E.O. or Principal as the case may be. However this sanction is not necessary for granting fee concession to Scheduled Caste/Tribes and other Backward Classes.

123. Deleted.

124. Deleted.

125. Payment of fees by school authorities :

If the fee of a student is paid in whole or in part by the school or college authorities, the student does not pay the prescribed fee within the meaning of the rules laid down in this code.

126. Deleted.

CHAPTER V
SCHOLARSHIPS

Section A—General Rules

127. Scholarships from public funds :

All scholarships paid from public funds, administered by the Department shall, in the absence of any special provision to the contrary be awarded, and drawn only as provided in the following rules.

128. Award of Scholarships.—

Subject to the restrictions imposed by the subsequent rules of this Chapter, the award of Scholarships shall be by merit and in accordance with the results of public examinations/ scholarships examinations, provided that boys and girls who are eligible for the award of Scholarships payable from the provincial revenues shall submit through the Heads of their institutions a certificate in the form prescribed in Appendix XIV-A to :—

- (i) The District Education Officer concerned, as the case may be for Middle School Scholarships ;
- (ii) The Directors of Public Instruction (Schools), Punjab and Colleges for post-matric and graduate/post-graduate scholarships, respectively for students admitted in schools and colleges.

If any such candidate be unable to furnish the required certificate, the scholarships shall be offered on the same terms to the next eligible candidate. But candidates who though otherwise eligible are unable to supply the certificate shall be designated honorary scholars in the Notification of the award under these rules.

Any such scholar will be entitled to apply for a scholarship in the event of change in his financial circumstances bringing him within the prescribed income limits.

The award of scholarships from provincial revenues shall be restricted to candidates whose parents domicile is in the Punjab.

129. Alteration in Scholarships :

The amount of scholarship, the period for which it is awarded and the class of school in which it is tenable shall be fixed and shall not be altered during its currency with a particular scholar. Any alteration in the number or value of or, conditions attached to particular scholarships shall be publicly notified in the area from which competitors are drawn at least six months before an award under the revised rules are made.

130. Close scholarships.

The value of close scholarship paid from public funds shall in no case exceed that of an open scholarship of the same class.

131. Two or more scholarships held together :—

No scholar can hold, at the same time, two or more, scholarships falling under article 127.

A scholarship paid from public fund shall not be awarded to a scholar who merely by virtue of the place gained by him in the pass list of a public examination has won an endowed scholarship of the same or a higher value except in a case where the donor of the endowed scholarship has expressly stipulated that the scholarship endowed by him may be so held. A scholarship paid from public funds may, however, be held together with an endowed scholarship when the later is awarded for proficiency in some specific object and not on the general results of the examination.

132. Periods for which scholarships may be drawn :

Scholarships may be drawn only for the periods stated below :—

- (a) days of attendance ;
- (b) Sundays. Sanctioned holidays and vacations ;
- (c) days of absence without leave if shown to be unavoidable not exceeding two working days in a calendar month;
- (d) days of sick leave not exceeding six working days at one time nor thirty working days in the school or college year;
- (e) days of ordinary leave, granted by the head of the institution, for not more than six working days at one time, nor for more than fourteen working days, in the school or college year;

If the period of absence exceeds the number of working days admissible the scholarships shall not be payable for any part of such period of absence. In the case of girls, scholarships may be drawn for absence for double the period given in (c). (d) and (e).

- (f) to the close of the month in which a public examination takes place for which a scholar is sent up by the head of the institution;
- (g) days of transit, up to the limit of one week, on the transfer of the scholarship from one institution to another not situated in the same town.

Note:—(1). In the case of college scholarship so long it has not lapsed, the amount of fees shall be payable to the scholar and by him to the college.

- (2) Matriculation and school leaving certificate and + 1, + 2 scholarships can be drawn up to the end of April of the year in which the holder has appeared in the prescribed examination and without attendance after such appearance, if permitted to be, absent by the head of the institution and middle school scholarship can be drawn up to the end of March of the year in which the holder has appeared in the prescribed Middle School Examination.
- (3) A scholar who holds a college scholarship will receive the scholarship only from the date of joining a college but will be re-imbursed for such tuition fees as he or she is required to pay in respect

of the period between the commencement of the course of studies and that date.

133. Lapse of Scholarship :

A scholarship shall lapse if it is not taken up in school classes within a month of its award or in case of college scholarship, three weeks ; or if the scholar dies, if the scholar is absent without leave for six consecutive school or college working days or with ordinary leave for more than one month or with sick leave for more than three months at one time; or if the scholar on transfer from one school or college to another, fails to join the second institution within fourteen days of leaving the former institution or if the scholar ceases to attend school or college at which the scholarship is tenable or to read the course for which it is granted and not otherwise, except when the awarding authority, is satisfied that the delay was unavoidable.

134. Forfeiture of scholarship :

A scholarship shall be forfeited for gross misconduct, laziness, or irregularity of attendance on the part of the scholar, and the head of the institution in which the scholarship is held shall be responsible that payment of the scholarship is discontinued to a scholar who has thus forfeited it.

The lapse or forfeiture of scholarship shall be reported in the form prescribed in Appendix XIV to the DEO concerned in the case of Middle school scholarship and to the Director concerned in the case of a post matric scholarship or a scholarship held in a post matriculation class of a College.

The reasons for lapse or forfeiture shall in all cases be stated.

Note. — Failure in an examination shall lead to forfeiture of scholarship only if the head of institution certifies that the failure was due to laziness.

135. Certificate to accompany bills for scholarships :

A certificate in the following terms signed by the head of the institution shall accompany all bills or scholarships—“ I hereby certify that the scholars on whose account the above amount has been drawn have been regular in attendance and have conformed to the rules under which the scholarship are tenable”.

136. Transfer of Scholarships :

An application for transfer of a scholarship from one institution to another shall be submitted, together with the transfer certificate, through the head of the institution to which the scholarship is to be transferred to the officer by whom the scholarship was awarded. The awarding officer after satisfying himself that the scholarship is still current shall notify the transfer to the head of the institution and also to the paying authority concerned. The latter will note the transfer of the award roll.

137. Scholarships not ordinarily re-awarded :

When a scholarship lapses or is forfeited, it will not ordinarily be re-awarded. When, however, a scholarship which has been awarded has not been taken up or when

(iv) 1. **University Charges.**—Registration fee to be charged once from those only who are not already registered with the university.

2. Re-admission Fee if necessary.
3. Enrolment fee after examination of the Board.
4. University Sports fee.
5. Youth Welfare activities.
6. Holiday Home fee.
7. University Migration Fee.
8. Eligibility fee
9. State Councillor Fee.
10. University Continuation Fee.

(v) Hostel Charges:—

1. Room Rent.
2. Hostel/Consolidated Fund.
3. Hostel Securities (Refundable).

(c) **Fees for Honours Courses.**—The fee for Instruction in Honours Papers under article 109 should be charged from the month in which instruction in Honours courses commence and not for the full length of B.A. course. In individual cases of late admission to these courses as also the classes in French and Science Subjects the special fees prescribed should be charged from the month, the student actually joins.

D. Admission Fee :

(i) The Three Years Degree course and M.A./M.Sc. should be treated as separate courses of study for purposes of admission as well as identity card fees.

(ii) No fresh admission fee should be charged from a student who fails in B.A. Part I/II subsequently takes the supplementary examination and passes as private candidate and seeks admission to Part II/III as the case may be, provided he has not withdrawn his security. This will apply mutatis, extending to M.A./M.Sc. class.

(iii) A student migrating from one college to another shall pay fresh fee for admission to the college where he migrates.

(iv) Annual charges viz. Magazine fee medical /Health fee and house examination fee which are required to be realised in two half yearly instalments should not be required to be paid for the last-half of the year if the student leaves College before the expiry of Ist half of the academic year.

(E) Fees chargeable on Migration :

(i) Students migrating from one Government College to another Government College should not be charged annual dues again provided, the Principal is satisfied that they have paid their annual dues in the previous institutions.

(ii) In the case of a student migrating from non-Government College to a Government college he should pay the annual dues in full again to the college to which he migrates (Even if he has paid these at his previous college) unless the college to which he migrates wishes to waive any part of it.

(F) Casual Students :

The students who are to take examination in the additional elective subjects may be permitted to be admitted as casual students provided that :—

(i) Full tuition fee is charged for twelve months.

(ii) No concession of any type is allowed.

(iii) Written permission of Principal is obtained.

(iv) The amount of tuition fee thus charged is entered in the class register and then deposited in the treasury.

(G) Provisional admission :

Ordinarily Provisional admission to the college should not be permitted, but in case this is allowed for very strong reasons pending orders from the department or the university the usual college fees should be charged and if the admission is not subsequently confirmed by Higher authority the fee for the months other than that during which the candidate actually attends the college may be refunded

(H) Rusticated Students—Fee for :

In college if the entire period of rustication falls within one academic year the fees should be charged for the period of rustication and if the period falls partly in one academic year and partly in another, the fees should be charged only for the period falling in the later year as fees are leviable for 12 months in the year

(I) Advance Fee Refund of :

Students from whom fees/funds have been charged in advance for months at a time (for 3 months/6 months and some times even for the whole year) and who are obliged to leave college under stress of circumstances their fees/funds should be refunded for the months for which they have not attended college even for a single day.

(J) Fees and Funds leviable in Non-Government affiliated colleges :

The rates of fees and funds realisable from the students on the rolls of the Non-Government affiliated colleges will be as approved by the Syndicate of the University from time to time.

(K) Fees and Funds realisable in Non-Govt. College of Education :

The rates of fees and funds realisable from the students on the rolls of the Non-Government affiliated Colleges of Education will be as approved by the Syndicate of the University from time to time.

As regards Hostel fees and Hostel funds, it is at the discretion of the college according to the local candidations.

110. Fees in aided Colleges :

In aided colleges the rates of tuition fees charged shall not be more than the rates charged for corresponding classes in Government Colleges.

111. Half rate fee in Colleges :

The Principal of a Government or aided college may admit deserving students on the score of poverty at half the prescribed rates of tuition and science fees up to a limit of 10 per cent of the total number on the rolls of the college on the last day on which admissions are permissible by the regulations of the University.

Note.—1. Students enjoying the half fee concession to take an 'Honours paper or papers in the B.A. shall be charged additional fees for the Honours paper or papers at half the rate.

2. For calculations of the fee concessions, a fraction of one half and over should be counted as one.

112. Entrance fee in colleges :

Entrance fee as prescribed from time to time shall be levied from each student on first admission in a Government or aided institution except Government Degree Colleges. A student whose name is struck off the rolls as a disciplinary measure on account of absence non-payment of fee etc., or who himself withdraws his name, shall pay a fresh entrance fee at the usual rate on his re-admission.

In colleges the existing practice of charging admission fee once in the duration of a particular course of studies should continue.

113. Deleted

114. Fees in Government and aided schools :

The scale of fees from pupils in Government and aided schools will be as prescribed by the Government from time to time and the same will be chargeable for twelve months provided that :—

- (i) Girl students up to class X will pay half the tuition fee prescribed by the Government.
- (ii) The boys and girls up to 8th class in all Government Schools are covered under the Free Education Scheme.
- (iii) Scheduled Castes/Tribes and other Backward Class students governed by instructions issued under the Harijan Scheduled Castes Welfare Scheme are exempted from tuition fee.
- (iv) Special or Model Schools where higher rates of fees have been prescribed are not covered under the above provisions.

- (v) The Heads of Educational institutions are authorised to attest the declarations about caste and family income furnished by Parents/guardians as admissible under State Harijan/SC (Educational) Welfare Scheme/Free Education Scheme. They are further empowered to obtain verification about caste/income, in doubtful cases, from any of the following authority :—

Sarpanch, Tehsildar, Magistrate, M.L.A., M.L.C. or M.P. or member of local body or a gazetted officer. Such declaration is to be obtained in the form (i) (*vide* annexure I & II) prescribed for the determination of caste/family income of economically or socially backward classes students.

- (vi) A student who does not take annual examination cannot be considered as passed, and is to be re-admitted in the same class as a failed candidate.
- (vii) In accordance with article 116 of Punjab Education Code, fees from failed students in Public examination should be realised on their re-admission to the schools from the month of re-admission provided they join the school within twenty days of the announcement of the result.
- (viii) In all Co-educational Schools tuition fee from girls should be realised at the rates prescribed for girls.

115. Boarding House Fee :

Hostel fees in colleges and schools under Public management shall be in conformity with rates laid down from time to time in this regard. The boarders shall bear all charges for lighting and messing except pay of cooks etc. in the boarding house attached to all Government institutions. The boarding house fee should be charged for full month from boarders joining or leaving the hostel. No exemption in Hostel fee is admissible in case of absence of sickness. The fee for electricity should be charged from boarders as well as resident member of the staff for twelve months in the year and should be deposited under personal ledger accounts—hostel funds from which electricity charges should be paid. For this no separate personal ledger account need to be opened but accounts should be maintained separately.

116. Fees Leviable for twelve months :

Fees are leviable in recognised schools for the twelve months of the year. In cases of (a) first admission to a school, (b) unavoidable delay in joining a new school or (c) unavoidable delay in re-admission to a school previously attended, the fee is leviable from the month of admission. In cases (b) and (c) the District Education Officer's sanction is necessary, except in case of re-admission within 20 days of the announcement of failure in a public examination.

A second tuition fee for the same month shall not be levied from a pupil on transfer from one recognised school to another neither shall the tuition fee be levied for any calendar month during the whole of which a pupil has been absent on sick leave.

a scholarship has lapsed owing to the death of the scholar, a re-award may be made at the discretion of the awarding officer or authority ; the scholarship, in such cases being tenable from the date of the re-award to the end of the period for which the scholarship was originally awarded.

138. Preferential claims to admission :

If in any recognised institution maintained by Government it is found necessary in any year for lack of accommodation or teaching power, to refuse admission to candidates ; scholars shall have preferential claim to admission over all other seeking admission at the same time.

139. Scholarships paid from public funds where tenable :

Scholarships payable from public funds, are tenable in recognised institutions only. It is also required in un-aided schools and colleges that tuition fees at not less than 50 per cent of the rates charged in Government Schools and Colleges shall be levied from all holders of scholarships paid from public funds.

140. Value and term of scholarships :

Open Middle school scholarships are of the value as fixed by the Government from time to time. They are tenable from three years in the middle department of any recognised school situated in the districts concerned. These shall be paid from the provincial revenues.

The payment of a scholarship to a student reading outside the district will be subject to the sanction of Circle Education Officer concerned.

140 A. Deleted.

141. Distribution by Ed. & C.D. Blocks :

An examination for middle school scholarships shall be held annually at a convenient centre or centres in each C.D. Block and Educational Block by the District Education Officer and the record of marks awarded will be retained for reference. Scholarships will be awarded in accordance with the order of merit on the pass list of candidates in each block.

142. Age limit :

No open middle school scholarship shall be awarded to a student whose age exceeds thirteen years on the last day of the school year in/for which the examination is held.

143. Award :

As soon as convenient after the completion of examination, the award of scholarships by tehsils, will be announced by the District Education Officer. A pupil to whom a scholarship has been awarded, has no claim to the payment of scholarship unless he joins the middle department of a recognised school in which it is tenable within a month of its award. A report to the effect that he has so joined shall be sent by the headmaster concerned to the District Education Officer concerned.

144 to 151. Deleted.

SECTION—D-POST MATRIC SCHOLARSHIPS

152. Number and Value :

Post Matric Scholarships are awarded annually on the results of the Matriculation and School Leaving Certificate Examination and on those of the (Higher/Senior Secondary, Plus one Examination), to students admitted in plus I and plus II Classes in colleges and Sr. Sec. Schools.

The monthly value of each scholarship will be as prescribed by the Government from time to time plus the tuition and science fee of the college Sr. Sec. Schools in which the scholar elects to study and the period of tenure is 12 months or as prescribed from time to time. These scholarships are payable from provincial revenues.

Stipends for professional colleges :

153. Mode of Award :

The mode of award in the case of these scholarships shall be strictly on merit.

154. Tenure :

A Post-Matric scholarship is tenable in any institution which is affiliated to Pb. School Education Board up to the standard of the examination next higher than that on the results of which the scholarship is awarded with the sanction of the Director in the corresponding class of a college/Senior Secondary School approved by the Department.

155 to 165. Deleted.

166. Other Post-Matric Scholarships :

1. National Scholarships Scheme.—Under the Central Government Scheme of National Scholarships, poor but brilliant students are given these scholarships for higher education by Government of India through Punjab Education Department. The number of these scholarships and the amount of scholarships is fixed every year by the Central Government and these scholarships are given under the following conditions :—

- (i) The candidate should have passed the Matriculation (1) Plus one Examination of the Punjab School Education Board.
- (ii) The income of the parents of the candidates should not exceed Rs. 6000 per annum or the limit fixed by the Govt. from time to time but the officials who get monthly salary, the income is fixed like this i.e. the basic pay plus income from other sources minus the relaxation given for the deduction of income-tax or as per instructions given by the Government from time to time.

Note.—The Punjab School Education Board also supplies the rules and regulations alongwith the forms sent for merit scholarships.

College Scholarships awarded on the basis of B.A./B.Sc. Examinations :

There is no limit of income regarding post-graduate scholarships awarded on the basis of B.A./B.Sc. Examinations, but in the Post-Graduate courses of B.Ed/L.L.B. there is a limit of Rs. 6,000 as fixed by the Government from time to time, as in case of merit scholarships on the basis of Matric/Senior Secondary Examination.

- | | Non-Boarders | Boarders |
|--|--|----------|
| 1. Pre-University
IA/ISE or. 1st Year of Degree
Course of B.A./B.Sc./B. Com. | (Under the rates prescribed by the
Govt. from time to time) | |
| 2. II & III Year of B.A./B.Sc./
B. Com. B. Archaeology | | |
| 3. Diploma of Professional
BE/B. Tech./M.B.B.S./M.Sc./
Dip. in Prof. Courses | | |
| 4. M.A./M.Sc./N.L.M./M.E. | | |
| 5. Post-Graduate Dip. of Trainees | | |

2. State Level Merit Scholarship Scheme :

According to this, scholarships are given to the poor but brilliant students whose parent's income is not more than Rs. 15,000 or as fixed by the Government from time to time and the scholarships are given on the basis of Plus I and Plus II, B.A./B.Sc. Part I and B.A./B.Sc. Part III. With the condition of the income, the student should be domicile of Punjab State and must be studying in the Punjab State. The scholarship sanctioned at the rates and for period fixed by the Government from time to time.

3. Scholarships for the study of Hindi for the students belonging to Non-Hindi speaking States :

This is a Centrally Sponsored Scheme. These scholarships are given to those students who study Hindi in Non-Hindi States. Under this scheme there are only sixty-eight new scholarships or as fixed by Government from time to time. The whole expenditure of these scholarships is re-imbursed by the Government of India to the State Government. Every year sixty-eight scholarships are allotted. For these scholarships, applications are invited from all Colleges. Students who are domiciles of Punjab have been studying in Punjab and have passed all the examinations in Punjab are eligible to apply :—

1. For Ph.D. and M. Phil. based on M.A./M.Sc. II.
2. For M.A. Part I and II based on B.A. Part III.

3. For B.A. Part I, II, III based on Sr. Secondary Part II.

4. For Senior Secondary based on Matric.

4. Teachers children Scholarship :

Forty-eight scholarships or as determined by the Government, of the amount fixed by the Government from time to time are awarded to children of *bona fide* teachers and conditions are the same as for national scholarships. The applications are forwarded to Director, Public Instructions

167 to 171-B Deleted.

**CHAPTER VI
TEACHERS CERTIFICATES**

172 to 180. **Deleted**

181. **Deleted.**

**CHAPTER VII
GENERAL RULES**

Note.—1. In these rules, the term 'Head of Institution' includes Principal/ Headmaster or Headmistress where either of these is applicable.

2. **Deleted.**

SECTION A—SCHOOL BUILDINGS, FURNITURE AND APPARATUS

182. Dimension Location etc. :

School buildings will not be approved by the Department unless the class rooms are so designed as to allow a floor area of at least nine square feet for each pupil in a primary class, and twelve square feet for each pupil in a secondary class, and unless the ventilation, lighting, and sanitary arrangements are satisfactory, the locality healthy the neighbourhood respectable, and play grounds are provided.

The managers of recognised schools are expected to consult the D.E.O. before erecting or altering school buildings, and the claims of economy and efficiency should invariably be considered.

183. Repairs :

It is the duty of school managers to maintain their school buildings in a state of proper repair. The responsibility for carrying out repairs to primary schools maintained by Government can suitably be entrusted to panchayats or village school committees.

184. Duty of supplying equipment :

The duty of providing necessary furniture and equipment rests, in the case of all recognised schools, with the school managers concerned.

185. Minimum equipment :

The minimum equipment, including the library required in a school shall be determined by the D.E.O., who is empowered to take suitable action should this equipment not be provided and maintained in a state of educational efficiency.

186. Science Apparatus :

Schools will not be recognised for the teaching of science, physiology and hygiene, agriculture or domestic science unless suitable apparatus is provided and facilities are given for practical work to be done by the pupils.

187. Removal of school property from register :

No article may be struck off the Government school property register and no book removed from the register of library books, unless previously condemned as unfit for further use by a competent authority deputed

by the controlling body as per delegation of powers in case of Government institutions. For property/books purchased out of pupils' Funds, the head of institution is competent to strike off after adopting full procedure regarding auction etc. of condemned articles.

In the case of schools under private management, condemned articles should be sold by public auction and the proceeds credited to the school reserve fund/management cash book.

SECTION B—TEACHING STAFF

187-A. College Council :

In each Government College, there shall be a council constituted for the purpose of consultation on all matters concerning teaching and discipline. It should consist of principal, Professors and Lecturers.

188. General duties of the Headmaster/Principal :

It is the duty of the headmaster/principal to exercise general control of the school and boarding houses in his charge; to maintain discipline among the staff and pupils; to organize and supervise the instruction; to take a regular part in the teaching work; especially in classes and subjects in which his personal guidance is desirable; to arrange for the games and other extra-mural activities of the pupils; to see that all registers are regularly and accurately maintained; to keep strict accounts of all money entrusted to him and to see that they are properly disposed of in accordance with the rules laid down in that regard; and generally to promote the physical, intellectual and moral welfare of the pupils under his charge.

189. Class promotions :

Class promotions shall be made by the Headmaster/Principal at the close of the school year, except in the case of promotions from the first to the second class, which may be made at any time. Inspecting Officers are empowered to scrutinize and revise the promotions proposed by the headmaster. Special promotions during the currency of the school year and promotions other than those from one class to the next higher class shall not ordinarily be given and must in any case be sanctioned by the D.E.O.* in the case of students studying in middle schools.

190. Deposit of pupils funds :

All pupils' funds shall be managed by the headmaster/principal who will be personally responsible for ensuring that they are expended in strict conformity with the rules and regulations governing the fund to which the money appertain and that a precise record of all the transactions of the fund is kept. The balances must be deposited with a branch of the State Bank of India, with a Post Office Savings Bank or with any scheduled bank. Only in absolutely unavoidable circumstances balances may be retained in hand temporarily.

191. Corporal punishment :

In upper middle and high departments of recognized schools of boys corporal punishment for misconduct may be administered by the headmaster/

principal only, and shall take the form of strokes, not exceeding ten, with the cane on the palm of the hand. Every such punishment shall be recorded, and in every case, a report shall be sent to the parent or guardian of the boy punished.

Corporal punishment shall in no case be inflicted in primary and lower middle departments of schools and in Government Colleges or in privately managed colleges.

191-A. Fines for breaches of school discipline :

The Headmaster/Principal of a school may impose fines not exceeding five rupees in any one case for breaches of school discipline.

192. Expulsion and rustication :

The penalty of expulsion or rustication of a student for serious misconduct may be imposed in the case of (i) Government and private colleges by the college council, (ii) Government schools by the D.E.O., (iii) privately managed schools by the Managing Body of the school, Inspectors and Inspectresses are also empowered to take disciplinary action against students of privately managed schools in cases of misconduct, which may come to their notice in the course of their work. No appeal lies against the orders of the punishing authority, but a copy of the orders passed by the (i) college council and D.E.O. and (ii) Managing Body shall be forwarded to the Director and C.E.O. respectively, stating the nature of the offence committed by the student concerned for information. In the case of colleges the rules regarding rustication and expulsion of students will be the same as laid down in the University calendar. In the case of schools, the period of rustication or expulsion shall not exceed one academic year.

193. Attendance of teachers :

The attendance of teachers in schools should be recorded regularly and punctually in a book kept for the purpose. Teachers may not leave the school premises during school hours without the permission of the Headmaster/Principal.

194. Pecuniary dealings with pupils :

Teachers are not permitted to borrow money from their pupils, nor to have any pecuniary dealings with them in a private capacity.

195. Extramural duties :

It is the duty of all members of the staff of a college/school to take a keen personal interest in all that tends to the physical, intellectual and moral development of the pupils, in the school games, and in the general conduct of the pupils outside the class-room.

196. Private tuition :

Teachers in Government schools may not undertake private tuition except in accordance with the rules issued by the Department in this regard

and in force for the time being and in private schools, with the permission of the management.

197. Postal Work :

Teachers in girl schools are permitted to undertake postal duties on the understanding that the extra work thus entailed does not materially interfere with their teaching.

SECTION C—INTERNAL ECONOMY

198. School hours :

The hours for opening and closing Government and private schools shall be fixed by the Department, after consideration of the season, locality and class of pupils and subject to other restrictions.

A suitable distribution of time over the several subjects is shown in the scheme of studies issued by the Department/Panjab Education Board. All days of the week are full working days.

199. Time-Table :

A class time table, showing the routine of study for each day of the week, shall be hung up in each class-room and a general time table showing the work of all the teachers and classes, in the headmaster's room and in the staff room.

200. Attendance how registered :

The roll shall be called within a quarter of an hour from the time when the school opens, and again at the close of the second meeting. No blank shall be left and no pupil's attendance shall be marked after the roll has been called. When a pupil leaves school from sickness or any other cause before he has completed two hours of secular instruction, his attendance for that school meeting shall be cancelled.

201. Fine or absence :

Any pupil in the Secondary Department of a recognized school who is absent without leave shall pay a fine of 25 paise for each day or part of a day during which he is so absent. Any pupil in any recognized school who is absent without leave for six consecutive school days or is continuously on sick leave for three calendar months shall be struck off the roll and shall not be re-admitted without payment of a fresh entrance fee. Names of girls shall be struck off the roll for absence without leave after ten consecutive days.

202. Application for leave :

Leave of absence may be granted only by the Headmaster on a written application signed or attested by the parent or guardian.

203. Monitor :

One student in each class should be selected by the Headmaster to act as a monitor and definite duties should be assigned to him.

204. Limit of number in a class :

The number of pupils in a class or section shall not exceed that for which accommodation is available in the class-room (see article 182) nor shall it ordinarily exceed 45. A new section should be formed only if and when in the opinion of the D.E.O. the total number of pupils in a class plus the number applying for admission to that class justifies, on grounds of efficiency and economy the appointment of an additional teacher.

205. Payment of boarding house fees :

All school dues viz tuition fees, science fees, boarding house fees, subscriptions to recognized school funds and fines must be paid simultaneously by the 10th of the month for which they are due. A fine according to the following scale shall be levied for each day after the 10th that the dues remain unpaid, provided that when holidays intervene immediately after the 10th the fine shall be levied from the date of the school reopens.

1. Secondary Schools VI to XII .. 0.25 paise

If the dues, together with the fine or fines imposed, are not paid in full by the 20th of the month for which they are due, the name of the defaulting pupil shall be struck off the rolls, and he shall not be readmitted until all school dues, including, a fresh entrance fee, are paid :

Provided that this penalty shall not be imposed when the delay has been occasioned by the intervention of holidays immediately after the 10th, if the school dues are paid in full within ten days of the reopening of the school.

This rule shall apply to a scholarship holder only when he fails to pay his dues immediately after the disbursement of his scholarship.

The department may sanction a departure from this article in cases in which its observance is likely to cause genuine hardship.

206. Age limit :

The minimum age for admission to a recognised school is five years. No pupil who has attained the age of twenty years may be retained in a recognised school except with the sanction of the D.E.O. and for exceptional reasons, e.g., if the education of a pupil has been unavoidably retarded.

207. Admission tests:

1. "Pupils from recognised primary or middle schools seeking admission to a higher class in a recognised school may only be admitted after passing a test conducted by the Head Master/ Head Mistress of the school to which admission is sought, so as to ensure that they are fit to continue their studies in the higher class.

2. Pupils from unrecognised school seeking admission to Classes I to VIII of recognised schools shall be examined by the Head Master/Head Mistress and placed in the class for which they are found fit. The question and answer papers

of the examination so conducted and the marks awarded shall be shown to the Inspecting Officer at his/her next visit to the school.

3. Pupils from unrecognised schools and private candidates seeking admission to the 9th class shall be allowed to appear in the annual promotion examination of 8th class of such recognised High Schools as are approved and notified by the D.E.O. as the case may be, and if they are declared successful they will be eligible for admission to the 9th class. They shall be required to pay an examination fee not exceeding Rs. 6 per candidate.

The cases not falling under this category may be considered by the D.E.O. concerned and the admissions allowed by them on the merits of each case.

4. Students who have passed Middle School Examination and wish to appear in English only, shall be allowed to appear in this subject at the annual promotion examination only of 8th class of such recognised high schools as are approved and notified by the D.E.O. as the case may be. They shall be required to pay a fee, so as to cover the expenses of the examination including the marking of papers at the rate of Re. 1 per answer-book subject to a maximum of Rs. 10. Students who without having passed the 8th class promotion examination of a recognised school or who having passed the Middle School Examination or who having failed in the 9th class promotion examination from a recognised high school, appear as private students in the Matriculation Examination and fail, shall not be admitted to the 10th class.

208. First admission:

Application for the admission of a child to a recognised school for the first time must be made in the prescribed form (Appendix XIX) and signed by the parent or guardian of the child seeking admission along with proper birth certificate.

209. Transfer Certificates:

A pupil leaving one recognised school may not be admitted to another without the production of a transfer certificate in the prescribed form (Appendix XX) issued by the last recognised school attended. The approved rules governing the issue of transfer certificates are contained in Appendix XXI.

210. Presentation of examination candidates:

Headmasters of recognised schools containing high school classes are required to send up the names of all pupils who may desire to present themselves as candidates for the Matriculation and school leaving certificate examination provided that—

- (a) they are of good conduct;
- (b) they have attended the class preparing for the examination and have made 75 per cent of the possible attendances; or, in the case of candidates who failed in the previous examinations 75 per cent of the possible attendances from the first day of the month succeeding that in which the results were published. For purposes of calculating this percentage attendances shall be counted up to and including the day before the submission of the names.

Note.—No student shall without the previous sanction of the D.E.O. /Punjab Education Board, be allowed to take the final examination of a recognised school unless he has made 75 per cent of the possible attendances in the X Class of a recognised school.

211. Responsibility for age entries:

Headmasters are required to make every endeavour to ensure that the age of a pupil is recorded, with scrupulous accuracy on his first admission to a school and to make it clear to the parent or guardian that the date of birth when once recorded will not subsequently be changed. Headmasters are personally responsible for the accuracy of all subsequent age entries made regarding pupils in their schools, whether in registers, certificates or applications to appear in a public examination.

212. Misrepresentation of age:

A candidate for a public examination misrepresenting his age will not be sent up for that examination and will be liable to expulsion from the school and exclusion from future examinations.

213. Final School Certificate:

Pupils who complete the high school course are entitled to a Final School Certificate in the form prescribed in Appendix XXII. No fee should be charged for this certificate, but in Government schools, a fee of Re. 1 is leviable for a duplicate. In awarding this certificate, special importance should be attached to the entry regarding conduct and character.

214. Vacations in schools:

The summer vacation, spring and winter break in Government and private schools shall be in accordance with the instructions issued by the Government from time to time.

215. Miscellaneous holidays:

The number of miscellaneous gazetted holidays excluding Sundays in accordance with the instructions issued by the Government every year. In addition to this, every school can have five days local and special holidays in a year. Heads of institutions are required to send by the 31st January each year, a list of local holidays to the D.E.O. concerned for approval.

In addition to the above holidays leave to prepare for a board examination may be granted to the examinee classes not exceeding 10 working days in the Tenth class and 15 working days in higher classes. This preparatory leave should not be given as matter of course but only when in the judgement of the head of the institution, the courses have already been adequately studied.

Note.—Schools and colleges may also be closed on the date on which the institutional festivals are actually celebrated.

216. Registers:

The registers enumerated in articles 62 (m) and 106 shall be maintained in every recognised secondary and primary school, respectively. The following registers must also be maintained in secondary schools:—

- (a) Order book;
- (b) School examination register;

- (c) correspondence register (appendix XXIII);
- (d) teachers' attendance register;
- (e) register of the issue of library books (appendix XXIV);
- (f) conduct and punishment register;
- (g) private tuition register.

Forms of the principal registers are prescribed in the appendices and in the statistical form prescribed for the log-book of recognised schools.

The accounts of provident funds maintained in accordance with rules other than the standard Provident Fund Rules shall be kept in the same form and manner as those of funds under those rules (appendix III) to this code.

217. **Conduct register:**

The conduct register shall be in the charge of the Headmaster /Principa Remarks need only be entered in this register when a pupil is commended for special merit or reported for misbehaviour; if no entry is made against the name of a pupil it would be presumed that his conduct has been satisfactory. Misbehaviour should be understood to include unpunctuality, irregular attendance, idleness, use of bad language and slovenly habits as well as breach of school rules and moral delinquencies generally. The Periodical progress report sent to the parent should include remarks on the conduct of the pupil concerned.

218. **Religious instruction:**

Religious instruction shall not be given in Government schools except out of the school hours, and then only at the express request of the parents or guardians concerned. No teacher employed in a Government school shall be required to give such instruction without his consent, and no charge on account of religious instruction shall be paid from public funds.

219. **Cleanliness to be enforced:**

Cleanliness of person and clothing must be enforced among the pupils of all schools. A pupil presenting himself in such a condition as to be unfit for admission shall be excluded from the school for that meeting and treated as absent without leave.

220. **Tobacco and Intoxicants:**

The use of tobacco or intoxicants by pupils and teachers is strictly forbidden in schools and colleges. It is the duty of teacher to see that these orders are obeyed.

221. **Physical Training:**

An approved scheme of physical training shall be included in the curriculum of every recognized school and the headmaster is required to organize a general system of school games.

222. Curricula text-books:

The courses of study followed and the text-books used in schools shall be those authorised by the Department/Punjab Education Board. Variations from the prescribed courses, and the use of unauthorised text-books is illegal without the sanction of the Director.

SECTION-D—SCHOOL BOARDING HOUSES**223. Boarding Houses:**

Every recognised school which enrolls boarders shall provide and maintain under efficient control, and a suitable building for the accommodation of such boarders. The boarding house shall be in a suitable locality and shall be capable of being closed to the ingress of visitors and the egress of boarders at any time.

224. Dormitories:

Dormitories shall not be less than twelve feet in height and shall provide a floor space of at least fifty square feet for each boarder to be accommodated. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on the dormitory.

225. Resident Superintendents and their duties:

The Headmaster is responsible for the management of the boarding house, but for each separate hostel, a resident superintendent shall be appointed.

Their Duties—The superintendent shall under the direction of the Headmaster maintain discipline in the hostel, control the menial staff and satisfy himself that the boarding house premises are kept in a clean and thoroughly sanitary condition. He will furnish daily report of the attendance of the boarders to the headmaster and will communicate at once with the headmaster regarding matters requiring his immediate attention.

226. Medical attendance, etc.:

Provision shall be made for regular medical attendance, wherever possible a suitably located and well ventilated room should be available as a sick room and a suitably furnished room for the use of the medical officer.

227. Rules for superintendent and boarders:

Two sets of rules shall be drawn up by the headmaster, one for guidance of the superintendent and the other for the guidance of the boarders. These rules shall be shown to the inspecting officer for approval at the time of his annual visit. The latter set of rules shall be displayed in a conspicuous place in the boarding house.

CHAPTER VIII

RULES OF RECOGNITION

228. Definitions:

A school is said to be recognised when it is allowed to present pupils for examinations held under the orders of the Department or by the Panjab School Education Board, to send up candidates for public scholarships, and to admit holders of such scholarships.

229. Recognised Schools:

Recognised schools may be (a) Government and (b) such privately-managed schools as in the opinion of the Education Department, satisfy the conditions laid down in this code.

230. Authorities to recognise schools :

Recognition upto middle standard shall be granted by the District Education Officer. As for High Schools, provisional recognition shall be granted by the Circle Education Officer concerned and permanent recognition by the Director Public Instruction Schools. Affiliation of plus 2 classes is granted to private school by the Punjab School Education Board subject to satisfaction of certain norms and conditions.

231. Conditions for the recognition of high schools :

A high school is said to be recognised when it is permitted to present pupil at the Matriculation and School-Leaving certificate examination of the Punjab School Education Board.

232. The recognition of a middle school or department is governed by the following conditions:—

- (i) that the school is needed in the locality on educational grounds;
- (ii) that it is under a regularly constituted managing body which is approved by the Department and is registered, every change in the management being reported to the Department;
- (iii) that in order to ensure the continued maintenance of the school in an efficient condition the management have deposited, in the name of the school, with a branch of the State Bank of India; or with the Post Office Savings Bank or any other scheduled/nationalised bank, reserve fund equal to at least six months' salary of the staff and that no withdrawals are made without the previous sanction of Circle Education Officer concerned.
- (iv) that the terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher, are as suggested in appendices XXVII and XXVIII ;
- (v) that it has adopted the standard provident fund scheme for its teachers;

- (vi) that the school premises, accommodation, furniture and equipment are sufficient and suitable;
- (vii) that it follows the departmental rules and that inter-school rules are strictly observed;
- (viii) that it follows courses of study prescribed or approved by the Department/Punjab School Education Board.
- (ix) that it has attained and maintains a reasonable standard of efficiency in instruction;
- (x) that its discipline is satisfactory;
- (xi) that the rates of tuition fees and subscriptions to boys' funds charged are in accordance with the scales prescribed or approved by the department;
- (xii) that suitable arrangements are made for compulsory physical training for all pupils except such as are declared unfit by a competent medical authority;
- (xiii) that the headmaster is recognised as the sole authority in all matters connected with the internal organisation of the institution including class promotions, teachers' timetables and assignment of work, discipline, etc. ;
- (xiv) that the records and registers specified in Article 238 are maintained.

233. Conditions for the recognition of primary and elementary schools;

The recognition of primary and elementary schools is governed by the following conditions:—

- (i) that it is needed in the locality on educational grounds;
- (ii) that it is under a manager or managing body approved by the Department;
- (iii) that it has been in existence for at least six months;
- (iv) that it follows the curriculum prescribed by the Department;
- (v) that it has an efficient teaching staff;
- (vi) that it is satisfactorily housed and equipped;
- (vii) that it observes the departmental rules;
- (viii) that it will be open to boys and girls alike except where the circle Education Officer consider this undesirable;
- (ix) that there is at least one whole-time teacher provided for every thirty-five pupils in average attendance;

(x) that it possesses a copy of the Punjab Education Code, and maintains the following records :—

- (a) an admission and withdrawal register;
- (b) daily attendance register of pupils;
- (c) an attendance register of teachers ;
- (d) an acquittance roll of teachers;
- (e) a log book;
- (f) a fee register, if fees are charged;
- (g) a property register.

234. Conditions for the recognition of adult schools:

Deleted.

235. Provisional recognition:

If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognitions may be granted or renewed for a total period not exceeding three years in the case of primary schools and not exceeding four years in the case of upper/primary/secondary/senior secondary schools. In such cases, the orders shall be accompanied by a clear and definite statement of the conditions which should be fulfilled before the school is recognised permanently—provided that in the case of senior secondary schools, the Director of Public Instructions, Punjab, may in every special circumstances, extend the maximum period of provisional recognition to six years with the prior approval of the Government.

236. Refusal of recognition:

Where recognition is refused to a school, a copy of the orders shall be sent to the manager or correspondent of the school stating reasons for which recognition has been refused.

237. General undertaking:

The management of a recognised school shall undertake that all orders of the Government or of the Department relating to the admission and removal of pupils, the promotion of pupils to higher standards, the dates and duration of school terms and holidays, reports, returns, records and registers, the use of authorised text-books, the conditions under which religious instruction may be imparted, the physical training of pupils, school games, school discipline and the appointment, removal and conditions of service of the teaching staff, so far as such orders are applicable to the school in question, shall be strictly observed.

238. School Records:

"Every recognised secondary school shall possess a copy of the Punjab Education Code and shall maintain the following registers :—

- (i) an admission and withdrawal register;
- (ii) daily attendance register of pupils;

- (iii) an attendance register of teachers;
- (iv) a cash book showing all receipts and expenditure;
- (v) a statistical register;
- (vi) an acquittance roll of teachers;
- (vii) an acquittance roll of scholarship-holders;
- (viii) a punishment register;
- (ix) a log book;
- (x) a visitors' book;
- (xi) a fee register;
- (xii) an order book;
- (xiii) a register of private tuition;
- (xiv) a conduct register of all pupils; this also should show whether they live with parents or recognized guardians; or in hostels;
- (xv) a catalogue of library books and a register showing their issue;
- (xvi) a register containing the results of house examinations and departmental and other examinations;
- (xvii) a property register showing separately equipment and appliances purchased with the aid of grants from public funds;
- (xviii) registers relating to all pupils' funds;
- (xix) a correspondence register.

Note.—Forms of the principal registers are prescribed in the appendices.

239. Alteration in standard:

Without the previous sanction of the authority empowered to recognize it, a recognized school shall not open a class or classes either higher or lower than those for which the school has been recognised. When such classes are opened under proper sanction, a formal application for recognition shall be made to the D.E.O./D.P.I by the 1st June (See Article 253) following the date of opening them, and if recognition is not accorded, the classes shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers, shall be observed with respect to such probationary classes.

Note 1.—For the purposes of this rule, the spring summer and winter holidays shall determine the end of a term.

Note 2.—All applications from privately managed schools under this rule should reach the D.E.O./D.P.I. by the 30th June.

240. Withdrawal of recognition:

Recognition may be withdrawn by the authority empowered to grant it.

When a school or any of its departments or classes has ceased to fulfil the conditions of recognition or when permission to close has been given, the recognizing authority shall withdraw recognition from that school or department or class provided that where recognition is withdrawn as a disciplinary measure the management shall be allowed a full opportunity of explanation. If the defects are capable of immediate or early removal, the school authorities shall in the first case be allowed reasonable time, to be fixed by the recognized authority, within which to remedy them, and if they are remedied to the satisfaction of that authority, recognition shall not be withdrawn.

Under laxity in granting promotions, if it continues after the due warning will be considered sufficient reason for the withdrawal of recognition from any school or department which suffers from this defect.

241. Political activities:

Recognition is liable to be withdrawn from a school if the management or the staff of the school take part in agitation directed against the authority of Government, or disseminate opinions tending to excite feelings of disloyalty or disaffection against Government or of enmity and hatred between different classes or if the pupils are permitted to attend political meetings or to engage in any form of political or communal agitation. Recognition will not be withdrawn under this provision without giving opportunity to the school authority concerned to show cause why recognition should not be withdrawn.

241-A. Government reserves to itself the right, anything in the rules of this code notwithstanding, to grant, refuse or withdraw recognition at its entire discretion.

242. Restoration of recognition:

A school or class from which recognition has been withdrawn shall not be restored to that privilege until the recognizing authority has been satisfied that the defects which led to the withdrawal of recognition have been removed, and that in all other respects, the school or class fulfils the prescribed conditions.

243. Lapse of recognition and recognition of branch schools:

The recognition of a school or department shall lapse if:—

- (a) a recognised school or department ceases to exist; or
- (b) a school is transferred to a different buildings or locality not already approved by the Department ; or
- (c) school is transferred to a different managing body not already approved by the Department; or
- (d) in case of provisional recognition, the conditions imposed under Article 235 of this Chapter are not fulfilled on the expiry of the

period of provisional recognition; or an application for permanent recognition is not received, on the proper form, in the office of the D.E.O./D.P.I. three months before the expiry of the said period; provided that recognition shall not lapse in the middle of a school year but only at the end of it.

If the recognition of a school or a department has lapsed under this article, then for the purposes of future recognition, it shall be treated as a new school or department.

Branches opened by the management of a school already recognised shall also be treated as new schools or classes for the purposes of recognition.

244. Appeal regarding recognition:

An appeal against an order refusing or withdrawing recognition will in all cases lie to the Director of Public Instructions.

245. Recognised schools open to all castes and creeds:

In a recognised school, no pupil shall be refused admission on account of his caste or religion. No pupil who has once been admitted to a recognized school shall be treated differentially from the other pupils of the school so as to cause disabilities on account of his caste or religion.

246. Religious instructions and exercises:

No pupils of a recognised school shall be compelled to attend a class in which religious instruction is given or take part in any religious exercises if the parent or guardian has formally communicated to the school authorities his wish that the pupil should not be so compelled.

A pupil absenting himself from religious instruction or religious exercises under the above paragraph shall suffer no disability on that account.

No pupil shall be refused admission to a recognised school because exemption from attendance religious exercises or religious instruction is claimed under this clause.

No pupil shall be compelled to attend the school on any day set apart for religious observance by the community or sect to which his parents or guardians belong nor shall he be compelled to attend school on recognised holidays of his religion, included in the list of gazetted holidays.

Any representation made by guardians under these rules must be in writing.

247. Liability to inspection:

Every recognised school with its account books, registers and other records shall be open to inspection at all reasonable hours by the authorised officers of the Department, by the Officers of Government authorised to inspect schools, by the Director or Assistant Surgeon or health officer deputed by or acting under the general orders of Government, to examine the health of the students or the sanitary condition of the building and premises.

248. Reports and returns:

Every recognised school must periodically and in the prescribed form submit such annual and periodical returns and such other reports as may be required by the Department.

249. Text-Books:

No books (other than books for religious instruction) not authorised by the Department or the Panjab Education Board shall be used in any recognised school; Government reserve to themselves the right to forbid or to prescribe the use of any book or books or other publications in recognised schools.

250. Residence of pupils :

Every pupil of a recognised school shall reside with his parent or with guardians recognised by the school authorities and the parents in a recognised hostel or boarding house.

251. Authorities to recognise hostels:

Deleted.

252. Conditions of recognition of hostels:

Deleted.

253. Applications for recognition:

All applications for recognition should be in the form prescribed in appendix-I. Such applications from schools applying for recognition for the first time should reach the D.E.O./D.P.I. on the 30th June each year. Applications from provisionally recognised schools, for the grant of permanent recognition or for the extension of provisional recognition should reach the D.E.O./D.P.I. by the 30th June.

254. Lapse of recognition of a hostel:

Deleted.

255. Recognition of branch hostels:

Deleted.

APPENDICES

APPENDIX I

(Chapter VIII, Article 253)

To

Sir/Madam,

I have the honour to request you to recognize this school, Necessary particulars are given below:—

Dated

Signature of Manager.

Headings	Managers report	Remarks of inspecting officer
1	2	3
<p>Name of school</p> <p>Date of first opening of school</p> <p>(a) Standard of recognition desired Senior Secondary, High, Middle or Primary</p> <p>(b) In the case of Senior Secondary, High, Middle, the subjects for which recognition is sought</p> <p>Constitution of the management of the school together with the names of the managers and their occupations</p> <p>Is the management registered ?</p> <p>School premises (number and dimensions of rooms). Plans should be attached</p> <p>Dimensions of play-grounds</p> <p>Library and equipment. In the case of subjects requiring special appliances detailed statements of appliances provided should be attached</p> <p>Has the school adopted the Standard Provident Fund Scheme for its employees ?</p>		

APPENDIX I—contd

Average attendance of scholars for the last six months and rate of fees levied in each class	Classes	Average attendance	<i>Rates of Fees</i>
	Senior Secondary		
	XII Class		
	XI Class		
	High		
	X Class		
	IX Class		
	Middle		
	VIII Class		
	VII Class		
	VI Class		
	V Class		
	Primary		
	IV Class		
	III Class		
	II Class		
	I Class		

Financial condition of school during preceding six months	<i>Average monthly income from</i>			Average monthly expenditure	Reserve fund
	Fees	Other sources (nature of sources should be specified)	Total		

APPENDIX I—concl'd.

	<i>Staff</i>	Date of appointment	Posts	Qualifications, including training	Pay	Class and subjects taught
No.	Name					

General remarks

Decision of the recognising authority

Forwarding authority.

APPENDIX II

(CHAPTER III, ARTICLE 61)

Application to be brought on the grant-in-aid list.

- A. Name, calling and residence of each of the managers.
 B. Name of School.
 C. Situation of School.
 D. Class of School (a).
 E. Source and amount of income exclusive of grant.

Nature	Annual Amount Rs. (b)		Remarks
	Present	Proposed	
	Rs	Rs	
Endorsement ..			
Subscription ..			
Fees ..			
Other Sources ..			
Total ..			

(a) Here show whether (1) Boys' or Girls'. (2) Senior Secondary, High, Middle, Primary or Industrial etc.,

(b) Both columns to be filled in only when it is Proposed to expand or improve on existing school on receipt of a grant.

(c) Here state the nature of the endowment, if any, and show how far and why the subscriptions, if any, are likely to be Permanent.

APPENDIX II—CONTD

F—Expenditure

Nature	Annual amount Rs. (a)		REMARKS
	Present	Proposed	
	Rs	Rs	
Teaching Staff ..			
Non-Teaching Staff ..			
Provident Fund ..			
Contingencies ..			
Total			

G—Detail of Staff

Appointment	Monthly pay Rs. (a)		Qualifications Highest school or college exami- nation passed. Departmental certificates held	Trained or not	Senior Secondary	Number of periods spent weekly in secular instruction in each Department			
	Present	Proposed				High	Middle	Primary	Infant
Total									

(a) Both columns to be filled in only when it is proposed to expand or improve any existing school on receipt of grant.

APPENDIX II—CONCLD

H—Number of pupils on the roll

Department	Class	Number		Average attendance for the last three school years or for the period (if smaller) the school or any department of it has been in existence	REMARKS
		Present	Expected		
Total					

K—Extent and nature of accommodation provided.

Here state the dimensions of each class room, the total cubic and superficial space, and the number of pupils accommodated.

L—Ground for application.

N—Agreement.

We, the undersigned managers of the _____ School, declare that we have read the rules contained in Chapter III of the Education Code, and apply for the above school to receive a maintenance grant under those rules, and we hereby agree to be bound in all respects by those rules so long we may continue to receive such grant under them.

Signed (a)

(a) All the Managers must sign or, if the school is managed by an association, the signatures of the local President and Secretary will be sufficient.

APPENDIX III.

(Chapter III, Article 79.)

Standard Provident Fund Rules for Teachers.

1. In the following rules :—

- (1) "Pay" means monthly pay and does not include personal pay, travelling or other allowances. For the purpose of these rules the monthly rate of pay of a teacher during any school year shall be taken to be that at which he draws his pay for the first month of the school year.

Note.—The school year is from 1st April to 31st March.

- (2) "Teachers" includes every certificated trained teacher holding a non-pensionable permanent post in a recognised school and school clerk appointed substantively to a permanent post. It also includes all aforesaid members of the staff appointed on probation to permanent posts.
- (3) "Depositor" means a teacher on whose behalf a deposit is made under these rules.
- (4) "Interest" means the interest which is paid on a deposit at a Government Savings Bank or Nationalised Bank under the rules in force for such institutions or on Government securities.
- (5) "Committee" means the committee of management of the school concerned.
- (6) "Family" means—
- (i) in the case of a male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber ;
 - (ii) in the case of a female subscriber the husband and children of a subscriber and the widow or widows and children of a deceased son of the subscriber,

Note.—"Children" means legitimate or adopted children provided that in the case of the latter it is proved to the satisfaction of the "Controlling Officer" that under the personal law of a subscriber adoption is legally recognised so conferring the status of a natural child.

2. These rules shall apply—

- (i) to all teachers holding non-pensionable posts in Primary and secondary schools for Indian boys and girls which receive a grant-in-aid, and
- (ii) to all teachers of secondary schools for Indian boys and girls which had adopted the Standard Provident fund Rules for teachers and
- (iii) to such teachers of other secondary schools as may be permitted by the Director of Public Instruction and may elect to come under these rules with the sanction of the authority having financial control of the school.

Delete rule 3.

4. The control of the fund shall vest in the Government. The Government may however, delegate its powers under this rule to such officers as it may appoint in this behalf. Officers so appointed shall be called "controlling officers" for the purposes of these rules.

Note :—These powers will be vested in the District Education Officer or any other officer to whom such powers are delegated by the Director of Public Instructions.

APPENDIX III—*contd.*

Appendices

Every subscriber must on joining the fund sign a certificate in form "C" appended to these rules.

5. Every teacher subject to these rules shall be required to subscribe at the rate of Ten Paise per rupee of his pay to the provident fund. Fractions of a rupee of pay should be omitted.

6. The committee shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding rule. Such contribution shall be credited to the fund, month by month, in favour of such teacher together with the amount deducted from his pay. The contribution will be charged in the school accounts to the sub-head "Provident Fund".

7. (1) The sums credited to the depositors monthly under rule 5 and 6 in the Provident Fund Ledger maintained by the school committee shall be paid duly into the post office savings bank or into a National Bank. Such payment should, whenever possible, be made into the bank between the 1st and 6th of each month, in order that interest may accrue. The bank account for each individual contributor shall be kept separately in the name of the manager of the school on behalf of the contributor and separate pass books should be issued in each case.

(2) Money cannot be withdrawn from such bank except as provided in rules 9, 11 and 17.

(3) Accounts of investments made under this rule must be maintained in form "D" annexed hereto.

Note.—Notwithstanding rule 7(2) above deposits up to a maximum of 75 per cent, may with the consent of the contributors and the Government or controlling officer be withdrawn and invested in Government securities.

8. Every depositor shall be required to nominate in form E appended the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that, where such depositor has a wife or children, such wife or children shall be nominated as beneficiaries in preference to any other person or persons.

The committee will not be bound by or recognize any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations of a depositor who dies before retirement.

9. The deposits and contributions, with interest thereon at the credit of any teacher, or such part of them as he may be entitled to, may, with the sanction of the Government or controlling officer, be withdrawn by the committee from the post office savings bank or approved Nationalised bank or Government securities in the following cases :—

(1) On the death of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or if no nominated beneficiary survives him to his legal heir or heirs.

APPENDIX III—CONTD.

(2) On his retirement for physical unfitness for further service when the amount shall be paid to the depositor himself. (A teacher granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leave.)

(3) On his resignation, when (subject to the provisions of rule 11) he shall receive.—

(i) After less than three years' service his own deposits, together with 5 per cent of the balance in the fund standing to the credit of his account.

Note—The term "Service" or "completed service" occurring in this rule means the length of such service from the date of joining the Provident Fund.

NB—This balance will consist of the committee's contributions (which include any grants from Government for this purpose) together with interest on such contributions and interest on teachers deposits.

(ii) After three years' completed service his own deposits, together with 30 per cent of the balance as above.

(iii) After four years' completed service his own deposits, together with 40 per cent of the balance as above.

(iv) After five years' completed service his own deposits, together with 50 per cent of the balance as above, and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the Fund to the credit of his account.

(4) If a teacher's services are dispensed with through no fault of his own e. g., owing to reduction of establishment he shall be paid the full balance at his credit without any reduction.

(5) To make temporary advances as provided in rule 17.

10. In case a teacher resigns with a view to take up an appointment in another school, or is transferred to another school which has a provident fund, the balance at the credit of his provident fund account, notwithstanding any thing contained in rule 9 above, shall instead of being paid to him be transferred to the credit of a similar account in his name in the new school.

11. If a teacher is dismissed or leaves a school in contravention of a written agreement the committee may with the consent of the Government or controlling officer pay to him, only his own deposits, together with 5 per cent of the balance of his credit in the fund and may withhold from him the whole or a part of any further sum to which he would ordinarily be entitled under rule 9. The depositor's own deposits cannot be forfeited.

12. A separate account with the bank concerned shall be opened in the name of the committee for depositing any sum of money withheld from a teacher under the preceding rules. This account shall be called the "Teachers Provident Fund Account". Money at the credit of this account may, with the approval of the Government or controlling officer, be utilised for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents.

13. A separate account, in form A, appended, shall be kept and written up in the office of the school committee for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

14. Amount credited or debited to the provident fund shall, on the same day, be posted into the provident fund ledger, in Form B, appended, in full detail. The figures for column 8 of the ledger must be calculated yearly upto 31st March, and the net balance of each account entered in columns 5 and 9; but the figures in these columns should be compared once a year with the savings bank pass-books. Great care should, therefore, be taken to make the monthly calculations according to the rules in force in the post office or in the Nationalised Bank as the case may be. The provident fund ledger should have separate pages for each month's transactions.

15. No voluntary deposits from teachers will be credited to the provident fund.

16. Teachers are not entitled to subscribe to the provident fund while absent on leave other than privilege leave.

17. (1) The committee shall have power, with approval of the Government or controlling officer, to allow temporary advances not exceeding three months' pay to any subscriber from the amount of deposits at his credit in the fund, provided that he has no other resources at his disposal, for the following purposes :—

(a) To pay expense incurred in connection with the illness of himself or a member of his family;

(b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

(2) When an advance has already been granted to subscriber, a subsequent advance shall not be granted to him until at least twelve months have elapsed since the complete repayment of the last advance taken.

(3) (a) Advances will be recovered at the discretion of the committee is not less than twelve or more than twenty-four instalments. A subscriber may, however at his option make repayment in less than 12 instalments or may repay two or more instalments at the same time.

(b) In determining the advance to be sanctioned, due regard should be paid to the amount lying to the credit of the applicant in the provident fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupee, the advance applied for being raised or reduced, if necessary, to enable instalment to be thus fixed.

(c) Recoveries will be made monthly commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from a teacher while he is on leave of any kind, except privilege leave.

(d) The instalments will be paid by compulsory deductions from pay, and will be in addition to the usual deposits.

(4) When the advance is repaid in twelve instalments or less, a thirteenth instalment, representing interest and equivalent to 4 per cent of the amount of the advance, shall be paid in the month following that in which the last instalment is paid. Similarly, an additional instalment equivalent to 8 per cent of the total amount of the advance shall be paid when the advance is repaid in more than twelve instalments. In calculating the 4 per cent/8 per cent interest as above, a fraction of a rupee should be taken at the next higher whole rupee if it exceeds 50 Paisa and should be ignored if it does not. The repayments shall be credited to the account of the teacher concerned.

18. On a depositor leaving a school, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn within one year it shall be written off as a dead account, and repaid only under the order of the Government or controlling officer.

19. When an account becomes "dead" the balance at the credit thereof must be credited to the teachers provident fund account of the schools as a miscellaneous receipt.

APPENDIX III—CONTD.

Form B(I)

Provident Fund Ledger

Date of receipt	Credits								Remarks	
	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	School Committee contribution	Interest	Total		
	1	2	3	4	5	6	7	8		9
				Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		When payments are made the date of payment and the amount will be entered in the column of remarks.

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APPENDIX III—CONTD.

Form B (2)

Register of debts or Provident Fund

Date of receipt	DEBITS														REMARKS	
	Number of depositor	Name	Appoint-ment	Service	Opening balance		Withdrawn		Credited to committee		Paid to depositor		Closing balance			
					Rs	P.	Rs	P.	Rs	P.	Rs	P.	Rs	P.		
1	2	3	4	5	6	7	8	9	10	11						

APPENDIX III— CONTD.

Form C

(To be filled in and signed by every subscriber on admission to the fund)

I hereby agree to abide by the Standard Provident Fund Rules, laid down in Appendix III to the Punjab Education Code,

Dated the _____ 19 .

Signature of teacher _____

Name of School _____

Town or District _____

Witness :—

Signature _____

Address _____

APPENDIX III—CONTD.

Form D

Provident Fund Investment Account

—————School

Serial No.	Date of purchase	Description of investment	Number and date of sanction of the Controlling Officer schools	Amount			Place where securities are lodged	REMARKS (Give date when cashed)
				Rs		P.		

Provident Fund Investment Account

—————School

61

Serial No. in provident fund investment account	INSTALMENTS OF INTEREST DUE			Date of Receipt	INSTALMENTS OF INTEREST RECEIVED			REMARKS
	Date	Amount			Date of credit in the post office savings back or to the teachers account	Amount		
		Rs	P.			Rs	P.	

**APPENDIX III—CONCLD
Form E**

Depositor No. _____

FORM OF DECLARATION

Provident Fund for teachers employed in schools under private management

(For* _____ Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Teachers Provident Fund of _____ school, _____ shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is a minor at the time of my death should be paid to the person whose name appears in column 5 :—

*Name and address of nominee or nominees	Relationship with the subscriber	Whether major or minor, if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column No. 5	Remarks
1	2	3	4	5	6	7

*Here state unmarried, married or widower.
Two witnesses to signature of subscriber.

Witness No. I

Witness No. II

Signature _____

Signature _____

Signature of subscriber _____

Occupation _____

Occupation _____

Occupation of subscriber _____

Address _____

Address _____

Address of subscriber _____

Station _____

Dated _____

APPENDIX IV
[CHAPTER III, ARTICLE 105 (b)]
Register of daily attendance in the _____ class of the _____ school at _____

Serial No. in the Admission Register	Agriculturist or Non-Agriculturist	Number	Class and name of student	DAILY ATTENDANCE FOR THE MONTH OF _____ 19 .	
				1st Meeting	2nd Meeting
1				1st Meeting	2nd Meeting
2				1st Meeting	2nd Meeting
3				1st Meeting	2nd Meeting
4				1st Meeting	2nd Meeting
5				1st Meeting	2nd Meeting
6				1st Meeting	2nd Meeting
7				1st Meeting	2nd Meeting
8				1st Meeting	2nd Meeting
9				1st Meeting	2nd Meeting
10				1st Meeting	2nd Meeting
11				1st Meeting	2nd Meeting
12				1st Meeting	2nd Meeting
13				1st Meeting	2nd Meeting
14				1st Meeting	2nd Meeting
15				1st Meeting	2nd Meeting

DAILY ATTENDANCE FOR MONTH OF _____ 19 —concld

16	1st Meeting			
	2nd meeting			
17	1st Meeting			
	2nd Meeting			
18	1st Meeting			
	2nd Meeting			
19	1st Meeting			
	2nd Meeting			
20	1st Meeting			
	2nd Meeting			
21	1st Meeting			
	2nd Meeting			
22	1st Meeting			
	2nd Meeting			
23	1st Meeting			
	2nd Meeting			
24	1st Meeting			
	2nd Meeting			
25	1st Meeting			
	2nd Meeting			
26	1st Meeting			
	2nd Meeting			
27	1st Meeting			
	2nd Meeting			
28	1st Meeting			
	2nd Meeting			
29	1st Meeting			
	2nd Meeting			
30	1st Meeting			
	2nd Meeting			
31	1st Meeting			
	2nd Meeting			
	Number of attendances for the month		Number of attendances brought forwarded	
				Total No. of attendances

Number of students on rolls at the beginning of the month.
 Number of students on rolls at the end of the month.
 Number of school meetings during the month.
 Total of attendances during the month.
 Average daily attendances during the month.
 A.—Presence should be indicated by a letter P absence without leave by the letter A, absence on sick leave by S. & absence or other leave by L.
 N.B.—All changes should be attested by the Head Master.

Amount collected during the Month on Account Of

Fees					Funds												Arrears Due		Remarks
Admission Fee	Tuition Fee	Fines	Arrear of Fee	Total	Amalgamated Fund	Health Funds	R. C. Fund	A. V. Fund	Sports Fund	Building Fund	Science Fund	Any other Fund	Total	Fees	Funds				
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.				

Amount realised and credited

First instalment on

Second instalment on

Total

Amount realised after credit of the last instalment and to be accounted in the next month, if any.

Signature of the teacher in charge

Checked by

Head of the institute.

APPENDIX V

[(CHAPTER III, ARTICLE 10 5(c))]

Admission and withdrawal register of the _____ School at _____

Date of admission	Serial No.	Name of the student	Date of birth by the Christian era (in words as well as in figures)	Father's name	Religion (caste, sub-caste or tribe)	Father's occupation	Residence	Class to which admitted	Class from which withdrawn	Date of withdrawal	Remarks

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Note.—The age entries should be recorded in words and any change in such entries should be initialled by the Head Master, and explained in the remarks column. The date of birth should be recorded on the authority of birth certificate from the Registrar. (Birth & Death).

APPENDIX XI

[Chapter III, Article 105(g)]

Property Register of the _____ school

Serial No.	Date of receipt	Name of article	Rate	Amount	Source from which paid for	Authority for purchase	This column should be used for remarks or when an article is struck off the register the reasons why it has been removed from the Register and the authority for doing so should be entered

APPENDIX XII

[(CHAPTER III, Article 105(h)]

Register of Library Books.

Serial No.	Name of books	Number of copies	Price per copy	Amount	When received	Date of receipt of the book	REMARKS

APPENDIX XIV

(CHAPTER V, ARTICLE 134)

Memorandum of Lapsed or Forfeited Scholarships Held in School or College and Payable by the

Serial No.	Kind of Scholarship	Name of scholarship holder	College or School from which passed	Examination passed	Monthly Value of Scholarship	PERIOD FOR WHICH CURRENT		Date from which lapsed or forfeited	Cause of lapse or forfeiture
						From	To		

“In case of Middle School Scholarships, to be sent to the D.E.O. in whose District the lapses or forfeitures occur and to the Director of Public Instruction, Punjab, in the case of Post-matric school or college scholarship.”

 Manager _____ School _____
 or _____
 Principal _____
 College _____

APPENDIX XIV-A

(CHAPTER V,—ARTICLE 128)

Certificate

I _____ resident of _____
 father
 and by occupation _____
 guardian of _____
 pupil of the _____
 School
 College

and a candidate for the _____
 Middle School Scholarship Examination
 Post-Matriculation Scholarship Examination
 do hereby declare that my income is below _____ per annum
 Dated _____ 19 _____ (Sd.) _____

Parent or Guardian,

Certified that to the best of my knowledge this declaration is correct.

Dated _____ 19 _____ (Sd.) _____

Designation

The Principal of an affiliated college or the
 headmaster or the headmistress of a recognised
 high school and countersigned by the D.E.O.

Note 1.—The term “income” used in this certificate means the income taxable under the Income Tax Act.

Note 2.—“A pupil’s lawful and *defacto* guardian may sign this document only when the father is dead”.

APPENDIX XIX

(CHAPTER VII,—ARTICLE 208)

Form of Application for Admission to a Recognised School

To

The Headmaster,

School.

I request the favour of your admitting my son/ward named _____
 _____ to your school,
 The required particulars are given overleaf.

I submit his leaving certificate/Birth certificate.

I hereby declare that he has hitherto attended no recognized school.

Dated _____

Father or Guardian,

APPENDIX XIX—CONCLD

Name of Student	Date of birth by the Christian era (in words as well as figures).	Father's name	Religion	Caste, sub-castes or tribe	Father's occupation	Monthly income of the father or guardian	Residence	Medium of Instruction	REMARKS

Certified that the date of birth given above is, to the best of my belief, correct and that it accords with birth certificate from Registrar birth and death.

Signature of Parent or Guardian.

Certified also that the contents of the above certificate were read by or were read out and explained to the Parent/Guardian who accompanied the child and who was literate/illiterate.

Note.—No change of the date of birth given in the above statement can be made subsequently.

2. 'A pupil's lawful and *de facto* guardian may sign this document only when the father is dead.

To be used
in duplicate

APPENDIX XX
(CHAPTER VII,—ARTICLE 209)

_____ School
_____ District.

TRANSFER CERTIFICATE

Pupil's name _____ File No. _____

Date of birth _____

No. in Admission Register _____

Certified that _____, son/daughter of _____, attended this school up to the _____, has paid all sum due to the school, and was allowed on the above date to withdraw his name. He was reading in the _____ Class _____ Department, and passed/failed in the examination for promotion to the _____ Class.

The following particulars are certified to be correct according the registers of this school and certificates produced from previous schools attended during the school year :—

No.	School	DATE OF ADMISSION			PERIOD OF ATTENDANCE DURING THE CURRENT SCHOOL YEAR			Possible attendances during the current school year	Actual attendances during the current School year	Leave taken during the current school year
		(a) to school	(b) to department	(c) to class	Date of withdrawal	From	To			
1	This School									
2										
3										
4										
	Total..									

Date of issue _____

Headmaster

FOR SCHOLARSHIP HOLDERS ONLY

Kind of scholarship _____ Value _____

Year of award and the district from which awarded. _____ Date up to which drawn _____

By whom payable _____ Leave taken at each school—

1. _____
2. _____
3. _____
4. _____

Headmaster

APPENDIX XX—CONCLD

Certified that _____, son of _____
 _____ and a student of the _____ class, who left the _____
 _____ school, district _____, with transfer
 Certificate No. _____, dated _____, has joined the
 _____ class of _____ school, district _____
 on _____.

His date of birth as entered in the transfer certificate is _____.

 Headmaster.

Note.—This certificate should be filled in, detached and returned by the headmaster of the school which the pupil joins to the head master of the school from which the transfer certificate was issued where it should be pasted on the office copy of the transfer certificate in the school file.

APPENDIX XXI

(CHAPTER VII, ARTICLE 209)

Rules governing the issue of transfer certificates

1. (i) No scholar who leaves a recognized school shall be admitted to another unless he produces a leaving certificate from the school in which he was last reading.

(ii) On migration from one recognized school to another a scholar shall not be placed in a class higher than that in which he was in the school he has quitted, except with the special sanction of the inspector, or in the case of girls schools the inspectress.

Note.—In every school the transfer certificates of pupils admitted from other schools should be kept in a file and given the serial number of the pupil in the admission register.

2. Transfer certificates shall be issued as a matter of course to scholars of good character who wish to change their school at the termination of the course of reading in any department of the school and at other times for good reasons shown.

Note.—The wish of the parent or guardian, expressed in writing, should invariably be accepted without question, as a sufficient reason for granting a certificate under this rule and no fee should be charged for a transfer certificate.

3. Applications for transfer certificate shall in every case, be made in writing by the parent or guardian of the scholar, and if the certificate is refused the reason for such refusal shall be stated on the application in writing.

The certificate shall be withheld from scholars of bad character and from those who have not paid all fees, fines and other money due to the school and also from those who absent themselves without leave from the M. S. L. C. Examination. Where a certificate is withheld on account of money due to the School the various items and the circumstances under which and the dates within which these outstandings were incurred, shall be given in detail in the letter of refusal to the parent or guardian.

Note :—Applications for transfer certificates should ordinarily be made within one month of the date of withdrawal except in the case of the candidates in the M. S. L. C. Examination when the month should count from the date of publication of the results.

After the lapse of one month a fee of one rupee must be charged for the issue of a transfer certificate. When a transfer certificate has been lost, and a duplicate copy is applied for, a fee of one rupee must be charged for the issue of such duplicate.

Unless applied for in the month of April a transfer from one school to another situated in the same town is not permissible without the consent of the heads of the two institutions. The head of the institution issuing the transfer certificate will add a definite note on the certificate and duly sign it showing —

(a) that he has no objection to the admission of the student to a local school,

or

(b) that he objects to such admission for reasons which should be specified.

Note.—Pupils must not be allowed to evade this rule by temporarily joining a school elsewhere and afterwards returning to a school in the same town. The object of this rule is to check all such migration during the year, unless there is a adequate reason for it.

4. In case a certificate is refused on what may seem insufficient grounds any scholar may be admitted to a school with the previous sanction of the D. E. O. The D. E. O. will also call upon the school, which the scholar last attended to issue the transfer certificate.

5. Heads of recognized schools, are required to send up the names of all pupils who may desire to present themselves as candidates for the M. S. L. C. Examination, provided that—

(a) they are of good conduct;

(b) they have attended the class preparing for the examination and have made 75 per cent of the possible attendances ; or i.e. the case of candidates who failed in the previous examination, 75 per cent of the possible attendances from the first day of the month succeeding that in which the results were published. For purposes of calculating this percentage attendances shall be counted up to and including the day before the submission of the names.

6. Scholars attending recognized schools who have been admitted to the class preparing for the M. S. L. C. examination except in very special cases and with the previous approval of the D. E. O.

7. Scholarships can be drawn only for the periods noted below :—

(a) days and attendance ;

(b) Sundays, sanctioned holidays, and vacations ;

(c) absence without leave, not exceeding two days in a calendar month if shown to be unavoidable ;

(d) sick leave not exceeding six days at a time or one month in the scholastic year ;

(e) ordinary leave for not more than six days at a time and not more than fourteen days in the scholastic year granted by the head of the institution ;

Note,—If Sundays or holidays occur within the period for which leave is granted under clauses (c) (d) and (e), those days are not reckoned in the period of leave, but if the absence exceeds the number of working days admissible the scholarship ceases to be due for any part of the period of absence.

(f) to the close of the month in which a public examination takes place for which the scholarship holder is sent up by the head of the institution ;

(g) in case of transfer of a scholarship from one school to another not situated in the same town, during the time of transfer up to a limit of one week.

Note :—M. and S. L. C and Intermediate scholarships can be drawn up to the end of April of the year in which the holder has appeared in the prescribed examination and without attendance after such appearance, if permitted to be absent by the head of the institution.

8. A scholarship lapses if it is not taken up within a month of its award or in case of college scholarship, three weeks; or if the scholar is absent without leave for six consecutive school days; or with ordinary leave for more than one month or with sick leave for more than three months at one time, or if the scholar on transfer from one school to another fails to join the second school within fourteen days of leaving the former school or if the scholar ceases to attend a school or college at which the scholarship is tenable or to read the course for which it is granted and not otherwise.

9. A scholarship shall be forfeited for gross misconduct, laziness or irregularity of attendance on the part of the scholar and not otherwise. and the head of the institution in which the scholarship is held shall be responsible that payment of the scholarship is discontinued to a scholar who has thus forfeited it.

The lapse or forfeiture of a scholarship shall be reported in the form prescribed in appendix XIV, to the D. E. O. in the case of a scholarship held in a school and to the Director in the case of a Post Matric scholarship held in a Senior Secondary or College examination.

The reasons for lapse or forfeiture shall, in all cases be stated.

10. An application for the transfer of a scholarship from one institution to another shall be submitted, together with the transfer certificate, through the head of the institution to which the scholarship is to be transferred to the officer by whom the scholarship was awarded. The awarding officer after satisfying himself that the scholarship is still current shall notify the transfer to the head of the institution and also to the paying authority concerned. The latter will note the transfer on the award roll.

11. No student of an unrecognized institution shall be eligible for a scholarship payable from public funds and scholarships are tenable only in recognized institutions. It is also required in unaided schools and colleges that tuition fees at not less than 50 per cent of the rates charged in Government schools and colleges shall be levied from all holders of scholarships paid from public funds.

APPENDIX XXII

(CHAPTER VII,—Article 213)

Final School Certificate

-----School-----
 This certificate is granted to-----, son of-----
 resident of-----Tahsil-----District-----
 Date of birth-----

1. Period of study (in this school) ;
2. Conduct and character ;
3. Diligence ;
4. Attainment in the various branches of study :—

Subject	Remarks	Subject	Remarks

Dated-----

Headmaster./Principal

*Here give the name of the school, and state whether it is a Government aided or unaided institution.

†Here enter the name of the locality in which the school is situated.

APPENDIX XXIII

[CHAPTER VII,—Article 216(c)]

Receipt Despatch Register (Separate)

Sr. No. Receipts & Despatch	From or To	Letter		Received from to addressed to	Brief abstract to be given here
		No.	Date		
	From ..				Requested that A.B. be directed to proceed to _____ on transfer.
	To ..				Forwards pay bill of the month of _____

APPENDIX XXIY

[CHAPTER VII—Article 216 (e)]

Register of the issue of Books from the Library

Date of issue	Name of book	To whom lent and in what condition	Receiver's initials	Date of return and initials of the Librarian	REMARKS

APPENDIX XXVII

[CHAPTER VIII, ARTICLE 232 (IV)]

Rules of service for employees in recognised schools under private management.

(1) An agreement stating in clear terms the conditions under which a teacher is engaged shall be executed between the teacher on the one side and the school authorities on the other. A draft form of agreement which will serve as a model is given in Appendix XXVIII.

(2) A copy of each agreement duly executed shall be filed in the school office and shall be available at any time for inspection by the inspecting officers of the Education Department.

(3) Among other things the agreement shall particularly state :—

(a) the nature of the post showing whether it is temporary or permanent— in the latter case the period of probation shall be specified ;

(b) the initial and maximum pay of the post, and the rate of annual increment ;

(c) vacation pay ; and

(d) conditions of termination of service.

(4) The agreement may be terminated by either party on giving three months notice in writing or paying three months salary in lieu thereof unless the agreement provides for a shorter or longer notice.

(5) The management may dismiss, reduce in rank, inflict any other punishment on a teacher in the event of Gross misconduct, after rigidly following the provisions of Punjab Aided Schools (Security of Services rules 1974 as amended from time to time).

(6) Salaries shall be paid monthly within ten days of the termination of the month for which they are due. No deductions shall be made from salaries except in the following cases : —

(a) payment of income tax ;

(b) contributions to or repayment of advances from the provident fund ;

(c) payment to a court of law on an attachment order.

(7) Except in cases where teachers are definitely employed in temporary vacancies upto the beginning of long vacation, a teacher who has worked continuously for 10 months before the long vacation or in case his service before vacation is less than 10 months and this period is completed by continuous service after the vacation, shall be entitled to the full vacation salary, and salary

for each subsequent vacation shall be paid after putting in further 10 months continuous service. Teachers, who quit service or whose services are terminated by the management in accordance with the terms of some agreement without completing 10 months' service, shall receive reduced vacation pay in proportion to the period for which they have served ; provided that a teacher who has served for a total continuous period of less than three months excluding vacation period before the termination of his services shall not be entitled to any vacation pay.

Note.—The period of notice on either side shall not coincide with the period of Vacation.

(8) The duties of teachers shall be such as are usual and customary in schools for boys in the Punjab, and shall consist in teaching in class, supervising during play-hours and such other duties as headmaster of the school, shall from time to time, allot to them. Teachers shall not undertake private tuitions or any other duties likely to interfere with their school work without the written permission of the management.

(9) Any dispute that may arise between the teachers and the management may be referred to an Arbitration Board consisting of the C.E.O./D.E.O. or his/her nominee and a representative each of the management and of the teachers. If the parties concerned fail to reach an agreement, the decision of the C.E.O./D.E.O. shall be final and binding on both the parties.

APPENDIX XXVIII

[CHAPTER VIII, ARTICLE 232 (IV)]

The agreement contemplated under Article 232 (iv), Chapter VIII, Punjab Education Code, need not necessarily be the same in all schools, but should contain nothing repugnant to the rules in Appendix XXVII.

It should be noted that Government considers that when a teacher is appointed on probation, the maximum period of such probation should be one year.

The following is a draft form of agreement which will serve as a model: —

AGREEMENT made the _____ day of _____ one thousand nine hundred and _____ BETWEEN (school authority) of the one part and _____ (teacher) of the other part.

Whereas the said (school authority) have agreed to engage the said (teacher) to serve the _____ (name of school) and (place) in the capacity of a teacher and at the salary hereinafter mentioned.

NOW THESE PRESENTS WITNESS and the parties hereto do hereby mutually covenant, contract and agree in manner following, that is to say: —

- (1) That the said (school authority) shall employ the said (teacher) and the said (teacher) shall serve the said (school authority) as a teacher in the (name) school at (place) from the date of his taking charge of such appointment until such employment shall be determined as hereinafter provided,

That except it be in a purely temporary vacancy the said (teacher) shall be on probation for a period of twelve months from the date of his first taking charge of his appointment during which period it shall be open to the said (school authority) to dispense with his services without giving notice or without assigning any reasons.

- (2) That the said (teacher) will employ himself honestly, efficiently and diligently under the orders and instructions of the Head of the Institution under whom he shall from time to time be placed as teacher in the said (name) school in which capacity he will discharge all such duties appertaining to that office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and will make himself in other respects generally useful as may be required of him.
- (3) That he will not on any pretence absent himself from his duties without first having obtained the permission of his superior officer authorised in this behalf or in case of sickness or inevitable accident without forwarding a medical certificate satisfactory to the officers aforesaid as may be required by the leave rules of the said school.
- (4) That he will devote time to the duties of the said employment and will not on his own account or otherwise either directly or indirectly carry on or be concerned in any trade or business whatsoever without having first obtained the permission of his superior officers authorised in this behalf.
- (5) That he will conform to all the rules and regulations in force in the said school inclusive of leave rules—a copy of which is appended—and will obey all such lawful orders and directions as he shall from time to time receive, from any authorised officer of the said school.

ANNEXURE I

Declaration in respect of person having family income less than Rs. 1,000 (now Rs. 6,000) per annum.

I s/o
 Resident of Village Tehsil
 District Solemnly affirm and declare as under :—

- (i) That my family income from all sources (including land) is less than Rs. 1,000 (now Rs. 6,000) per annum and
- (ii) I am classed as Backward in terms of Punjab Government Letter No. 2662-SWG 11-63/6934 dated the 20th April, 1963.

Deponent

 (Father/Guardian)

Iabove named deponent Solemnly affirm and declare that Whatever is Stated above is true and Correct and I have kept nothing concealed therein.

Deponent

 (Father/Guardian)

Attested :—

Head of the Institution with the Seal of office.

Note 1 :—The Heads of Secondary Schools/Colleges may obtain, if necessary the Verification about caste and family income from a Sarpanch, Tehsildar/Magistrate/M. L. A./M. L. C./M. P. or Gazetted Officer or Member of the Local Body.

Note 2 :—In case the declaration given above is found to be false or incorrect the applicant will render himself liable to be prosecuted under Section 182, Indian Penal Code.

ANNEXURE II

Declaration in respect of Person already declared as Backward and whose family income does not exceed Rs. 1800 (now Rs. 6000) Per annum.

I s/o
 Resident of Village Tehsil
 District Solemnly affirm and declare that :—

- (i) I belong to caste which has been declared a Backward Class in Punjab State.
- (ii) My family income from all sources (including land) does not exceed Rs. 6000 Per annum and
- (iii) I am classed as Backward in terms of Punjab Government Letter No. 2662 SWGII-63/6934 dated 20th April, 1963 read with letter No. 53.6 SWG-II-63 dated the 4th July, 1963.

Deponent

(Father/Guardian)

I above named deponent Solemnly affirm and declare that whatever is stated above is true and correct and I have kept nothing concealed therein.

Deponent

(Father/Guardian)

Attested :—

Head of Institution with the Seal of office.

Note 1 :—The Heads of the Secondary School/Colleges, may obtain if necessary the Verification about family income from Sarpanch, Teshildar/Magistrate, M. L. A., M. L. C., M. P. or a Gazetted Officer or a member of Local Body.

Note 2 :—In case the declaration given above is found to be false or incorrect, the applicant will render himself liable to be prosecuted under Section 182 Indian Penal Code.

LIST OF SCHEDULED CASTES**(Punjab Integrated State)**

- | | |
|---|------------------------------|
| 1. Ad Dharmi | 20. Rhatik |
| 2. Balmiki, Chura or Bhangi | 21. Kori or Koli |
| 3. Bengali | 22. Marija or Marecha |
| 4. Barar, Burar, Berar | 23. Mazhabi |
| 5. Batwal | 24. Megh |
| 6. Bauria, Bawaria | 25. Nat |
| 7. Bazigar | 26. Od |
| 8. Bhanjra | 27. Pasi |
| 9. Chamar, Jatia Chamar or Rehgar,
Raigar, Ramdasi or Ravidasi | 28. Perna |
| 10. Chanal | 29. Pherera |
| 11. Dagi | 30. Sanhai |
| 12. Darain | 31. Sanhal |
| 13. Deha, Dhaya, Dhea | 32. Sansi, Bhedkut or Manesh |
| 14. Dhanak | 33. Sansoi |
| 15. Dhogri, Dhangri or Siggri | 34. Sapela |
| 16. Dumana, Mahasha or Doom | 35. Saiera |
| 17. Gagra | 36. Sikligar |
| 18. Gandhila or Gandil Gondola | 37. Sirkiband |
| 19. Kabirpanthi or Jhulsha | |

Govt. of India Act No. 108 of 1976), dated 20th September, 1976)

UP-TO-DATE LIST OF BACKWARD CLASSES, SO FAR DECLARED IN THE STATE

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Aheria, Aheri, Heri, Naik, Tohri, Turi 2. Berra 3. Beth, Hensi or Hesi 4. Changar 5. Chirimar 6. Daiya 7. Gwaria, Gauria or Gwar 8. Kanjar or Kanchan 9. Kurmi 10. Nar 11. Rehar, Rehara, Rar 12. Ghirath, including Chahng and Bhati 13. Darain 14. Ghaai 15. Kahar, Ihinwar or Dhinwar 16. Ghasi, Ghasiara or Ghosi 17. Bagaria 18. Raigar 19. Weaver (Jullaha) 20. Lubana 21. Nais (Kuleen Brahman) 22. Gorkhas 23. Kumhars 24. Dhobi Community 25. Kamboh Community (declared for indefinite period in case income is | <p>less than 3600 P. A. (Now Rs. 6000),—<i>vide</i> P.G. Memo No. 1235 (SWA-3)—79/2249 dated 27th April, 1979.</p> <ol style="list-style-type: none"> 26. Rai Sikh 27. Barwar 28. Barai, Tamboli 29. Baragi, Bairagi 30. Batterha 31. Bharbhuja, Bharbhuja 32. Bhat, Bhatia, Darpi, Ramiya 33. Bhuhalia, Lohar 34. Chang 35. Chimba, Chippi, Chimba, Darzi 36. Dakaut 37. Dhimar, Malah, Kashyap, Rajputs 38. Dhosai, Dosali 39. Faqir 40. Gadaria 41. Gwala, Gowala 42. Hajjam, Nai 43. Jhangra, Brahman 44. Khati 45. Jogi Nath 46. Kangehra 47. Rachbard 48. Thathera, Tamera 49. Kuchband |
|--|---|

50. Vanzara P.G. Letter No. 5 (111)—SWA-3-81/153 dated 7th January, 1982.
51. Lakhera, Manihar
52. Lohar
53. Madari
54. Mirasi
55. Mochi
56. Nalband
57. Noongarh
58. Pinja, Penja
59. Shorgir
60. Shinghikant, Shingiwala
61. Soi
62. Teli
63. Christians
64. Sunar, Suniara, Zargar Bradaria (up to 29th January, 1983 ,—*vide*
65. Daula or Soni Bradri.
66. Arain (*vide* P.G. Letter No. 4836-6 SW-74/29 BC-19535 dated 22nd May, 1974.
67. Gujjar (12th July, 1974 to 11th July, 1979 ,—*vide* P. G. Letter No. 6816-6SW-12 BC-74/13359 dated 12th July, 1974.
- Note (1) Khatri 'Sansis' have nothing in common with 'Sansis' who are member of Scheduled Castes are not members of such a caste and are not therefore entitled to the privileges allowed to such castes.
- Note (2) Caste Passi Serial no. 27 of the List of Scheduled Castes has nothing in common with Passi (Khatri) and the Latter are not, therefore, entitled to the benefits allowed to such castes.

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