

# PUNJAB EDUCATION CODE

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

TWELFTH EDITION

1956

Corrected up to 31st December, 1955



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CHANDIGARH :  
Printed by the Controller, Printing and Stationery, Punjab  
1959

Price :

## FOREWORD

Soon after Partition, the Punjab Education Code was found to be in utter short supply, and it was felt that a reprint or a new edition of it should be made available. The matter was taken up early; but as it was desired that the new edition should cover all later amendments and as amendments to the various Articles of the Code continued to be made in an unending series, the question of bringing out a new edition was postponed from year to year. Another cause of delay was the desire to basically recast and modernise certain portions of the Code. The demand for this indispensable reference book has, however, been so persistent that it has now been thought proper to bring out this 12th edition without any basic changes in its body. It is, in fact, a reprint of the 11th Lahore edition, corrected up to 31st March, 1957. An attempt has been made to incorporate in this edition all such amendments as have been issued by the Government since Partition. This edition, therefore, replaces all previous editions and reprints of the Punjab Education Code.

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Director of Public Instruction,  
Punjab.

CHANDIGARH :

The 1st August, 1958.

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## CHAPTER I

## DEFINITIONS AND CLASSIFICATIONS

1. The regulations in this Code apply to educational institutions (other than those for Europeans) in the Punjab.
2. The definitions and classifications 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 a District Board or a Municipal, Notified Area, Cantonment or Small Town Committee.
5. Inspector means an officer of the Department holding charge of education in boys' schools in a Division.
6. Inspectress means an officer of the Department holding charge of education in girls' schools in a division or circle.
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 education is given in courses prescribed by the University or by a Department of Government.

12. Arts Colleges include—

- (a) English Colleges, in which prescribed courses in Arts or Sciences are studied through the medium of English.
- (b) Oriental Colleges, in which the prescribed courses are studied through the medium of a vernacular language or languages.

13. An Arts College may be—

- (a) A Degree College, teaching a course leading to a University degree; or
- (b) a Second-Grade College, teaching a two years' course to students who have passed the Matriculation examination and leading to the Intermediate examination of the University; or
- (c) an Intermediate college, teaching the courses prescribed for the high department of a school and for the Intermediate examination in Arts or Science of the University.

14. Professional College is a college teaching a course of study recognized by the University or by a Department of Government and qualifying for the pursuit of a profession.

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

16. Continuation school means an institution in which tuition is given to those who do not attend any other school for general education and who are occupied during the day in earning a living, or in learning some art or handicraft.

17. Schools 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 either—

- (a) Municipal Board Schools under the management of Municipal Committees; or
- (b) District Board Schools under the management of District Boards; or
- (c) Schools under the management of Cantonment Committees, Notified Area Committees or Small Town Area Committees.

19. Aided school means a school under private management which receives aid from general revenues or local funds.

20. Schools are for—

- (a) General education; or
- (b) Special education, that is, technical or industrial training.

21. Boys' school means a school in which the curriculum and classification followed are those laid down for a school for boys.

22. Girls' school means a school in which the curriculum and classification followed are those laid down for a school for girls.

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. Recognized school is a public school enrolled on a list of such schools maintained by the Department (See Appendix I).

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

26. Elementary school means a school maintained by a private body or individual which follows an approved course of study of approximately the primary standard.

An elementary school or department may be associated with an advanced school teaching mainly Arabic, Persian, Sanskrit, or any other oriental classical language, or to a school teaching by rote the words of some oriental scripture.

27. Anglo-Vernacular school means a school in which the teaching of English forms an essential part of the course.

28. Vernacular school means a school in which the teaching of English is not obligatory.

29. Public schools for general education are classified according to the standard up to which they teach as under:—

Boys' Schools:

- (a) Elementary Schools.
- (b) Primary Schools.
- (c) Secondary Schools, including—
  - (i) Lower Middle Schools.
  - (ii) Upper Middle Schools.
  - (iii) High Schools.

Girls' Schools:

- (a) Lower Primary Schools.
- (b) Upper Primary Schools.
- (c) Middle Schools.
- (d) High Schools.

30. Public schools for special education include normal schools, industrial schools and other schools of a special character.

31. A training college is an institution in which students are prepared for Anglo-Vernacular mastership in Secondary Schools.

32. A Normal school is an institution in which students are prepared for vernacular masterships in primary and secondary schools.

33. Scholarship means a periodical payment to a pupil, guaranteed for a fixed period on conditions approved by the Department.

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. Close Scholarship means a scholarship, the award or tenure of which is subject to special restrictions.

37. A school meeting is a continuous period of secular instruction. The minimum length of a school meeting shall be, in continuation schools, one hour; in elementary schools, in primary schools or departments, and in girls schools, one hour and a half; in all other schools and departments, 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 the Vernacular Final and Middle School or Matriculation and School Leaving Certificate Examination. (b) for sports duly certified by the manager or headmaster. The period of 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 sum by the number of school meetings for that period.

40. School Year means financial year, viz., from 1st April to 31st March.

Grant year means the twelve months for which school statistics and accounts are submitted to the inspecting officer for the purpose of calculating grant-in-aid for any year, viz., 1st October to 30th September, preceeding the inspection.

41. The term "pay" wherever 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

### Grants to Local Bodies

Educational responsibilities of local bodies.

42. The responsibility for providing and maintaining vernacular education in the area administered by a local body devolves upon that local body, which is also responsible for the payment of grants-in-aid for vernacular education in the area, whether in primary or elementary schools, vernacular middle schools or in the primary departments of aided secondary schools.

Government grants to local bodies.

43. Government will set aside annually a sum of money to be paid from provincial revenues as grants towards the approved expenditure of local bodies on account of vernacular education. Such grants will be made in accordance with a scale determined by Government and up to a prescribed maximum which shall be communicated each year. Approved expenditure shall be held to mean expenditure on objects and a rates which may from time to time be laid down by Government in this regard.

44. Grants may also be made for Anglo-vernacular schools maintained by local bodies, and for buildings for schools maintained by local bodies.

Local bodies receiving grants to observe the rules of the Code.

45. Local bodies receiving grants under the preceding articles shall be deemed to have accepted and shall follow all the provisions of this Code so far as they are applicable to the schools maintained by them and to their other educational activities, and shall be deemed to have undertaken to maintain their schools to the satisfaction of the

Department and to have agreed not to make any changes in the conditions of service and scales of salaries of their teachers without the previous approval of the Department.

46. Government will maintain in each district an District Inspecting Staff, and it shall be the duty of such inspecting staff to inspect the schools maintained by the local bodies in that district.

The advice of the District Inspector in regard to educational matters shall be available to the local bodies in his District, and where he is not a member, arrangements should be made to enable the District Inspector to attend meetings of local bodies when educational matters are to be discussed. The President or Chairman, Vice-president or Vice-chairman or members of an education sub-committee of any local body; the Executive Officer of a Cantonment or of any Municipality to which the Punjab Municipal (Executive Officers) Act II of 1931 has been extended and any magistrate of the first or second class on the Civil Staff of the district in which such school is situated may, at any reasonable time without notice, visit and inspect a local body school and such of its records as are required by the Department to be maintained; provided that such officers excepting inspecting officers, shall not inspect and comment upon the instructional efficiency of the schools and may record their remarks in the 'Visitors Book', and provided further that in the case of girls schools the inspection shall be conducted by the Inspectress or her assistant or by a lady visitor duly authorised. A District Inspector may, however, visit a girls school other than a pardah school at the request of the Circle Inspectress.

The Headmasters of centre schools shall pay surprise visits to local body schools for boys in order to check the roll and attendance in the schools, see their general working, and report about the same to the Assistant District Inspector of Schools.

A member of the Education Sub-committee should on visiting a school send his report to the District Inspector

of Schools in respect of the progress maintained and regular attendance of boys and teachers. The District Inspector of Schools will take into account such reports while endorsing the work of teachers.

Schools committees in villages shall be formed where panchayats do not exist. The committees will see the general working of the schools and help the District Boards in the repairs of school buildings and arrange play-grounds and equipment etc. The function will be purely advisory. The personnel of the committees will be selected by the Assistant District Inspector of Schools concerned with the approval of the District Inspector.

Educational budgets of local bodies.

47. The procedure regarding the framing and passing of the educational budget of a local body, municipal committee or district board is governed by the appropriate sections of the Account Code.

Delegation of powers regarding appointment, etc., of teachers in board schools.

48. Subject to the provisions of section 33 of the Punjab Municipal Act, section 4(a) and (b) (1) and 7 of the Punjab Municipal (Executive Officers) Act II of 1931 and section 19-A of the Punjab District Board Act, questions relating to the appointment, promotion, leave, dismissal, transfer, etc., of teachers employed in schools maintained by local bodies shall be disposed of in consultation with the President, Executive Officer or Chairman of the local body concerned as the case may be, by the Inspector in the case of teachers in boys' anglo-vernacular secondary schools and anglo-vernacular teachers in boys' vernacular middle schools, by the Inspector in the case of teachers in girls high; anglo-vernacular middle and vernacular middle schools, and by the District Inspector in all other cases.

In all educational matters the proposal of the District Inspector of Schools shall go direct to the Chairman or Vice-chairman (only if powers are delegated to the latter).

Appeals against Inspector's orders.

49. All orders under the preceding article shall for purposes of appeal, be deemed to be the orders of the Municipal Committee or District Board concerned.

## CHAPTER III

### Grants-in-aid rules

#### Section A—General

*Note.* For the purposes of the rules in this Chapter, the high classes of intermediate colleges shall be regarded as schools provided that on the conversion of a high school into an intermediate college, managers shall make a new application for grant-in-aid to the high classes, with the necessary information. If, after a review of the new application, it is decided to continue the grant for the high classes, strict observance of the rule in article 72 need not be insisted upon by inspectors at the time of assessing grants. The staff grant in such cases shall be calculated on the expenditure on staff employed in the high classes proportionately to the time devoted to these classes. Staff grants will be admissible in respect of uncertificated teachers in these classes, provided that they hold Master's degree.

#### Section A—General

50. Sums of money are annually set apart from the general revenues or local funds, to be expended, under these rules, in grants-in-aid for the purpose of encouraging and extending enterprise in education. Such grants are given only for purposes connected with secular instruction without reference to any religious instruction.

51. 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. Government reserves to itself the right to allocate (as in the case of grants for vernacular education) to division, districts or other areas the maximum amount of money available in a given year for distribution as grants among secondary anglo-vernacular schools. This allocation having been made, the distribution of grants to schools not already on the grant-in-aid list will take into account for each division, district or other area the claims of backward areas and communities and the proportion of the several communities relatively to the total population.

Right to determine number of schools in an area eligible for grants.

53. Government further reserves to itself the right to determine the number of schools in an area which shall receive grants-in-aid in order to meet the needs of anglo-vernacular education within that area, and to assess and apportion grant-in-aid among the schools in the area accordingly.

Sanction of the Department.

54. Whenever, under these rules, the order or sanction of the Department is required, the order or sanction of the Director is meant, which should be obtained through the Inspector. Whenever the sanction of the Inspector is required and has been granted, the Director has power to revoke such sanction.

Sanction of Government required in cases not provided for.

55. 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.

Authority to inspect aided schools.

56. Any inspecting officer authorised for this purpose, the President or Chairman, or members of an Education Sub-Committee of any local body; the Executive Officer of a Cantonment or of any Municipality to which the Punjab Municipal (Executive Officers) Act II of 1931 has been extended and any magistrate of the first or second class on the civil staff of the district in which such school is situated 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 inspecting officers shall not inspect and comment upon the instructional efficiency of the schools and may record their remarks in the visitor's book, and provided further, that in case of girls schools the inspection shall be conducted by the Inspectress or her assistant or by a lady visitor duly authorised. A district inspector may, however, visit a girls school other than a pardah school at the request of the circle inspectress.

The Headmasters of centre schools shall pay surprise visits to local body schools for boys in order to check the roll and attendance in the schools, see their general working, and report about the same to the Assistant District Inspector of Schools.

A member of the Education Sub-Committee should on visiting a school send his report to the District Inspector of

Schools in respect of the progress maintained and regular attendance of boys and teachers. The District Inspector of Schools will take into account such reports while endorsing the work of teachers.

Schools committees in villages shall be formed where panchayats do not exist. The committees will see the general working of the schools and help the District Boards in the repairs of school buildings and arrange play-grounds and equipment etc. The function will be purely advisory. The personnel of the committees will be selected by the Assistant District Inspector of Schools concerned with the approval of the District Inspector.

57. Grants awarded under the rules of this chapter are payable from provincial revenues on account of secondary departments of aided anglo-vernacular schools and from local funds on account of (a) aided primary schools, and the primary departments of aided secondary schools, and (b) aided vernacular middle schools.

58. Grants are made in the form of maintenance grants, building grants and extraordinary equipment grants.

59. All correspondence with the Department on the subject of grants-in-aid must be addressed to the inspecting officer or officers concerned.

#### Section B—Conditions of Maintenance grants.

60. Maintenance grants are of the following kinds, any or all of which may be earned in the same school:—

- (a) block grants, for attendance, instruction, etc.;
- (b) staff grants;
- (c) provident fund grants;
- (d) boarding house grants;
- (e) special grants.

61. Applications for maintenance grants for consideration in any given school year shall be submitted to the inspecting officer in the prescribed form (appendix II), before the 1st of September. The inspector shall make all necessary enquiries regarding such applications

on the occasion of his visit to the schools during the following cold weather 'tour of inspection, and shall record his opinions and recommendations on the basis of these enquiries. The Inspector will forward all the applications received during the year from school authorities in his division, together with his opinions and recommendations and an estimate of the amount of grant required for the first year after the close of his tour of inspection and before the 1st of July, following, to the authority responsible for the payment of the grant. The decision of that authority regarding the admission or otherwise of the school to the grant-in-aid list shall be communicated to the inspector by the 1st of September and by the Inspector to the school authority concerned.

Conditions on which maintenance grants are given.

62. The following are the conditions on which maintenance grants are given to recognized secondary and primary (as distinct from elementary) schools—

- (a) that there is a managing committee approved by the Department. Any change in the personnel of the committee shall be notified to the Department through the Inspector within one month of the suggested change;
- (b) that there is an average daily attendance of not less than 20 or, in the case of girls, 15 pupils in the school;
- (c) that the school premises are sufficiently commodious to provide at least nine square feet of floor space for each pupil in the primary classes and twelve square feet for each pupil in other classes; are healthy, well-lighted, ventilated and drained, and are supplied with suitable offices;
- (d) that the school is supplied with sufficient and suitable furniture and equipment.
- (e) that the staff is of good 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.

- (f) that the organization, discipline and tone are satisfactory, that the instruction is given in accordance with approved time-tables, and that the text books used are authorised by the Department;
- (g) that the fees levied and concessions allowed are in accordance with the rules laid down by the Department;
- (h) 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; and that these registers and the acquittance rolls of the staff and of scholarship holders, and the file of vouchers for all contingent expenditure are made available to the inspecting officer when called for;
- (i) that the income from subscriptions, edowments and other sources (excluding fees) suffices to ensure that the management can contribute at least 10 per cent of the net expenditure from their own funds after the school is aided;
- (j) that the inter-school rules are observed;
- (k) that all information and returns called for by the Department are furnished;
- (l) that the school in all its departments, recognized or unrecognized, is open to inspection as laid down in Article 56; provided that it shall be no part of the duty of any one inspecting an aided school to examine any pupil, or to enquire into any instruction given, in religious knowledge;
- (m) that the books and periodicals purchased for use in the school are approved by the Department;
- (n) that the rules of this Code so far as they are applicable to aided schools, are complied with;

- (o) that in the case of a secondary school receiving grant-in-aid or recognition for the first time after 1st April, 1926, a provident fund is established and properly administered in accordance with the Standard Provident Fund Rules (appendix III).

Refusal of grants.

63. No grant shall be made in respect to a school the income of which from fees and endowments is sufficient to maintain it in efficiency. New grants for anglo-vernacular schools or departments may be refused on the ground that public funds are insufficient.

Partial refusal of grants.

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

Application for new grants necessary in all cases.

65. A school in receipt of grant in one department and desirous of grant in respect of another department shall submit a fresh application regarding the department for which grant is desired.

Block grants how based.

66. Block grants are based on attendance. For the purpose of awarding the block grant each department of a school shall be considered as a unit. The grant shall be based on the average attendance for the proceeding three years or for such shorter period as the school or department has been in existence.

Mode of award.

67. For the purpose of awarding grant a school shall be classified as either (a) excellent or (b) satisfactory, or (c) fairly satisfactory, and in classifying a school the inspector shall take into consideration the discipline and tone as well as the instructional state and general efficiency. The full grant, as prescribed in Articles 68, 69 and 74 shall only be awarded when the school in all its departments is classified as excellent; a school classified as fairly satisfactory shall be awarded 75 per cent of the full rate; and a school classified as satisfactory between 75 and 90 per cent of the full rate. A rate below 75 per cent shall only be awarded when the retention of the school on the grant-in-aid list is in question.

68. The rates of block grant shall be:—

Rates of block grants

*Primary Department*

(a) Rupees 3 per pupil in average attendance in classes I and II;

(b) Rupees 5 per pupil in average attendance in other classes.

(a) Rupees 8 per pupil in average attendance in a vernacular school. (b) Rupees 16 per pupil in average attendance in an anglo-vernacular school. Middle Department.

(a) Rupees 24 per pupil in average attendance in an anglo-vernacular school. High Department.

These rates shall (for the present) be doubled for girl students in girls schools, class III being included in (a) under the Primary Department.

69. Staff grants shall be at the rate of one-third of the pay paid and shall be admissible on account of teachers holding certificates awarded by the Department, and in the case of Mahajani and girls' schools teachers who are considered by the inspecting officer to be sufficiently qualified, provided that:—

(a) if the pay (including allowances and the value of free quarters) or increment paid to a teacher is considerably in excess of the rate current for teachers doing similar work in schools of the same grade under public management and in the neighbourhood, the pay or increment shall for the purpose of calculating the staff grant be reduced to that rate:—

(b) if the proprietor (or manager) of a school is also a teacher in the school, his pay (including allowances and the value of free quarters) shall, for the purpose of calculating the staff grants, be fixed at the same rate as for a teacher performing similar duties;

- (c) if a school entertains the services of a principal or other controlling officer in addition to a headmaster, the pay of these two shall, for the purpose of calculating staff grant, be combined and grant awarded on a single pay estimated at the rate ordinarily paid to the headmaster of a school of the same grade in the neighbourhood; but if their combined teaching work exceeds 18 periods per week a staff grant may be allowed at the ordinary rate for similar work performed by a second master, in respect of the excess;
- (d) if, as in the case of schools maintained by missionary or other charitable societies, teachers render gratuitous services or are paid pay out of proportion to the services rendered by them to the school, their services shall be assessed, for the purpose of calculating staff grants, at the rates obtaining for similar services in the school under public management and of the same grade in the neighbourhood, regard being paid to the time devoted by such teachers, to secular instruction;
- (e) if an uncertificated graduate be employed as a teacher, he shall be considered as holding a certificate for a period of one year from the date of his first employment as a teacher after graduation; provided that this concession shall cease at the end of four years after taking a degree, such period of four years to be reckoned from the date on which the results of the degree examination were published by the university;
- (f) the work of the teachers is reported by the inspectors to be satisfactory.

*Note.*—(1) In the case of 'fairly satisfactory' endorsements, the teachers pay for grants-in-aid purposes shall be calculated on 75 per cent of what he actually received during the year to which the endorsement relates, excluding any increment awarded during the period. This action will be taken only in those cases where three previous similar endorsements have been recorded.

(2) No grant-in-aid shall be allowed under this rule on account of a teacher who has attained the age of fifty-five years except in cases where there are exceptional reasons for a teacher's retention in service after that age. In every case of retention a regular application for the continuance of grant, to be renewed each year, shall be made by the management of the school to Government through the Divisional Inspector in the case of boys' schools and through the Circle Inspectress in the case of girl's schools. In addition, a part or the whole of the grant of a school shall be disallowed in the event of contravention of these orders. This note is in reference to clause (i).

(3) A teacher holding an honours diploma in a classical or a modern Indian language shall be treated as a graduate for a period of two years, within the meaning of clause (e).

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

72. The minimum weekly period of actual secular instruction required to qualify a teacher for full grant shall be not less than that laid down from 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 order to avoid duplication of effort and expenditure, a reasonable measure of cooperation among schools conveniently located for such cooperation is expected. This cooperation can suitably be directed to the provision of instruction in particular elective subjects. No grant will be admissible on account of that portion of the work of a teacher which is devoted to teaching a small number of

pupils who could, in the opinion of the inspector, be conveniently taught in another school in the locality, nor on account of a teacher employed to teach an elective subject newly added to the curriculum of a school unless the previous sanction of the inspector has been obtained to the addition of such elective subject. Application for the addition of elective subjects should invariably be made before the 30th April.

Total grant  
admissible.

74. The total grant awarded to a school under the head of block and staff grants, including all aid from public revenues towards expenditure on tuition, shall not exceed three quarters of the excess of approved expenditure on tuition over the income from tuition fees, calculated on the basis of the actual rates charged, subject to the maximum of the rates levied in the corresponding classes of Government schools.

*Note.* For the purposes of this rule income from tuition fees shall include the income derived from fines of all kinds and from admission and late certificate fees.

If in any grant year the receipts from all sources exceed the total expenditure, the excess must be placed to the credit of the school reserve fund, with a branch of the Imperial Bank of India, with a Post Office Savings Bank, with the Punjab National Bank, Ltd., or with a Co-operative Bank approved by the Registrar, Co-operative Societies, Punjab, and a report to this effect made to the inspector or inspectress concerned. Failure to comply with this rule will render the school liable to reduction of grant. The reserve fund may be spent, partly or wholly, on the school with the previous approval of the Department.

The words "on the school" occurring in the last sentence mean any extraordinary but necessary expenditure on any legitimate requirement conducive to the benefit and improvement of the school, and recommended by the inspector or inspectress concerned. It shall be obligatory on the managing committee of the school to refund such loans to the reserve fund within a reasonable time approved by the Department.

With the previous written approval of the inspector or inspectress concerned, the entire school reserve fund may be invested in Government securities.

75. Approved expenditure on tuition includes expenditure on:— ex- Approved expenditure.

(a) Establishment:—

(i) Teaching staff, including contributions from school funds towards approved provident funds maintained in accordance with rules other than the Standard Provident Fund Rules.

(ii) Servants regarded by the inspector as necessary.

(b) Contingencies, in accordance with a scale approved by the Department on account of:—

(i) Equipment and the repair and renewal of furniture and apparatus.

(ii) Rent (to which no charge on account of upkeep of or repairs to buildings shall be added) at a reasonable rate and actually paid, of school buildings (excluding accommodation for boarders.)

(iii) Ordinary repairs to school buildings in respect of which no rent is included under this article or allowed under article 76(b).

(iv) Reasonable expenditure on account of summoning girls and conducting them from and to their homes.

(v) Petty contingent expenses.

76. For the purpose of determining the maximum grant for which a school is eligible, the inspector may include as approved expenditure on tuition:— Approved estimated expenditure.

(a) the estimated value of services rendered by teachers referred to in article 69(d) assessed as therein provided;

(b) estimated rent, to which no charge on account of upkeep or repairs shall be added, of school

buildings (excluding accommodation for boarders) at a rate to be determined after a review of the value for educational purposes) and cost of the buildings concerned and, in any case, not exceeding Rs 8 per mensem for each approved room necessary for instruction, nor exceeding Rs 200 per mensem for the whole school building;

- (c) the estimated rent of quarters provided rent-free, for and regarded as a part of the emoluments of, any regular member of the staff; provided that in the case of (b) or (c) no grant-in-aid shall be admissible on account of any building, or part of a building; for which a building grant of Rs 40,000 or more from public revenues has already been paid, or for which a grant has been made towards the payment of a debt incurred thereon, or for which rent has been included in contingencies under Article 75(b).

*Note.*—A school which has received the maximum amount of Rs 40,000 in the form of building grant or grants will be ineligible for any grant whatever on account of rent. If a school has received building grants less in amount, then it will be entitled to a maximum rent calculated on the difference between the total building grants awarded in the past and the prescribed maximum of Rs 40,000.

Distribution of expenditure common to tuition and boarding.

77. In cases where expenditure is common to tuition and the boarding house, it should be distributed between the two in proportion to the services rendered or accommodation provided. Where a boarder is charged an inclusive fee for tuition and boarding, the tuition fee shall be held to be that what would have been levied under the rules, had he been a day pupil.

Inspector may reduce or disallow expenditure.

78. The inspector is empowered, for the purpose of assessing the grant to a school, to reduce or disallow expenditure which is obviously lavish or extravagant, whether on account of buildings, equipment, contingencies or menials or on account of teachers who, in the opinion of the inspector 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 maxima may from time to time be laid down by the Department.

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

79. In addition to the maintenance grants earned under the above rules, a provident fund grant will be admissible in an aided school in which a provident fund is established and properly administered in accordance with the prescribed standard provident fund rules (Appendix III). Provident funds grants.

The special provident fund grant shall be assessed annually and shall be an amount equal to half an anna in the rupee of the total pay paid during the previous twelve months to the authorised subscribers to the fund at the time of assessment. The grant will only be awarded if an equal amount has been paid into the fund from other sources by the controlling body.

The special provident fund grant, together with the equal amount paid by the controlling body, shall constitute the contribution of the controlling body for the purposes of the Standard Provident Fund Rules.

80. Maintenance grants, not exceeding three quarters of the excess of approved expenditure over the income from boarding house fees, may be made in respect to school boarding houses in which the average attendance of pupils in residence for the previous twelve months was not less than ten. The full grant on account of a boarding house will only be admissible if the locality is respectable, the sanitation satisfactory, the accommodation sufficient (see article 224, Chapter VII), the rooms adequately ventilated, lighted and furnished and the boarders effectively supervised. For the purpose of assessing grants the rate of fee shall be the fee laid down for boarding houses attached to Government and board schools (Article 115), save where a lower fee is charged with the sanction of the Department. The approved expenditure shall not be in excess of the scale laid down by the Department. Boarding house grants.

The condition relating to the fee shall not be regarded as absolutely essential in the case of boarding houses attached to girls' schools.

The authorities of a school boarding house may for the purpose of grant-in-aid include as approved expenditure the estimated rent of (i) boarding house buildings assessed at the rate of Rs 8 per mensem per 600 square feet of area actually occupied by boarders at 50 square feet per boarder as laid down in article 224 and (ii) kitchen buildings and superintendent's quarters on the basis of Rs 5 per mensem per kitchen and Rs 10 per mensem, respectively, for buildings designed in accordance with and of the same dimensions as in the type plan for the boarding houses issued by the Department.

Grants how paid.

81. Except when otherwise stated, grants are annual grants and take effect from the beginning of the school year following that in which they are assessed. Grants are payable to the manager or correspondent and shall, subject to allotments made under article 50, ordinarily be paid in twelve instalments, each equal to one-twelfth of the total amount awarded by the Department after consideration of the assessment made by the inspecting officer in the preceding year. When a school is newly established, a special temporary grant may be allowed in advance.

If a school or hostel 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 or hostel ceases to be maintained.

Continuance alteration and withdrawal of grants.

82. The continuance, enhancement, reduction, suspension or withdrawal of grants once awarded, depends generally on the condition of the school, as ascertained at the annual inspection.

In the case of primary schools or the primary departments of secondary schools grants may be withdrawn if the inspecting officer reports the school or department as unnecessary.

Average attendance to be reduced in certain cases.

83. The inspecting officer shall, for the purpose of calculating grant-in-aid, reduce the average attendance in the following cases:—

- (a) if it appears that the number of pupils has been unduly swelled by the promotion or inclusion

of pupils unfit for a class, or if pupils have been allowed to remain in the same class for more than two years, the reduction being in proportion to the number of such pupils;

- (b) if the number of admissions to a class has been in excess of the accommodation available so as to cause serious overcrowding, in accordance with the prescribed standards, in that class;
- (c) if it appears that the attendance registers are not trustworthy;
- (d) if the number of school meetings (other than in very exceptional circumstances approved at the time by the inspector) has fallen short of 370.

84. Grants may, under the orders of the Department, be reduced, suspended or withdrawn at any time if the tone, discipline, organisation or 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 explanation, 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.

Powers of the Department regarding grants.

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 a 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 grants at its entire discretion.

Grants for home education classes.

85. Special grants not exceeding half the approved expenditure, may be given for home education or Zanana classes for girls, on condition that the classes are open to inspection, that registers of admission and attendance are maintained and are available for inspection, and that provision is made for imparting suitable instruction.

#### SECTION C—GRANTS TO ELEMENTARY SCHOOLS

Source and object of grants.

86. Grants under this section are administered by local bodies, and are regarded as approved expenditure for the purpose of assessing, within the prescribed limits, the grant payable from provincial revenues to local bodies for venacular education. The object of the grants is to induce and encourage individuals and private bodies to establish elementary schools and to maintain them in a state of efficiency on approved lines.

Conditions of grants.

87. Grants to elementary schools may be awarded on the following conditions:—

- (a) that there is an average daily attendance of at least twenty (or in the case of girls schools ten) scholars;
- (b) that an attendance register, a register for admissions and withdrawals, and a statistical register, in the prescribed forms (appendices IV, V and VI) and a log book (appendix X) are maintained;
- (c) that the school and its records are open at all reasonable times to inspection by the persons authorised in Article 56 to inspect an aided school;
- (d) that the school follows an approved curriculum which shall include reading, writing and elementary arithmetic, and shall approximate as nearly as possible to the course prescribed for board primary schools;

- (e) that the inter-school rules are observed; and
- (f) that the managers and teachers are of good character.

88. Grants are of the following kinds:—

Kinds and Limits of Grants.

- (a) grants for attendance and instruction;
- (b) staff grants;
- (c) grants for buildings, furniture and equipment.

Grants under (a) and (b) may be awarded by a local body annually on the report of the inspecting officer. The total of this grant shall not exceed, in any year, three fourths of the ordinary annual expenditure on a board primary school in the same district and with the same average attendance.

89. The Department is not liable to contribute towards expenditure incurred by local bodies on account of grants to elementary schools in excess of the following rates:—

- (a) Attendance grants Rs 3 in the case of boys, and Rs 5 for girls, per pupil in average attendance.

The full grant shall be given only when a school is reported to be excellent in instruction, discipline and tone; a school reported to be fairly satisfactory shall only be awarded 75 per cent of the full grant and a school reported to be satisfactory, a grant between 75 and 90 per cent, of the full grant. The grant shall be withheld entirely if the registers are unreliable.

An additional grant of Re 1 may be awarded on account of each pupil receiving training in an approved industrial subject, provided that—

- (i) no pupil may earn a grant for more than one industrial subject;
- (ii) the pupil earning the grant shall have made satisfactory progress in reading, writing and arithmetic;

(iii) no grant shall be admissible for an industrial subject on account of pupils in the first class.

(B) Staff grants:—

I—Men—

(a) Certified teachers—half salary up to a maximum of the approved scale or grade obtaining in the district;

(b) Untrained and uncertificated teachers—

(i) Rs 5 per mensem for those who have passed an Oriental Title examination; or the eighth class of either a vernacular or an anglo-vernacular school.

(ii) Rs 4 for other approved teachers.

II—Women—

(a) Trained teachers—as above.

(b) Untrained teachers—

(i) Rs 8 per mensem for those who have passed the Middle School examination; or an Oriental Title examination;

(ii) Rs 6 per mensem for those who have passed the Upper Primary examination.

(iii) Rs 5 per mensem for other approved teachers.

Staff grant shall not be awarded for more than one teacher in a school with an average daily attendance of between 20 or 40 pupils nor for more than two teachers if the average attendance does not exceed 80. Grants may be awarded for additional teachers at the rate of one for every additional 40 pupils in average attendance.

**90.** The inspecting officer shall, in assessing the grant, reduce the average attendance on account of:—

Average attendance may be reduced.

(a) any pupil who has been in the same class for more than two years;

(b) any pupil whose name has not been on the rolls for at least three months previous to 1st October, in the case of those schools whose financial year for the purpose of grant-in-aid calculations is from October 1st to September 30th, or any other corresponding date, if the year of expenditure is different.

**91.** The managers of a school desirous of receiving grants under the rules of this section shall apply to the local body within whose jurisdiction the school is situated and shall state in the application the location of the school, the subjects in which, and the language and character through which instruction is imparted, the number of pupils enrolled and the names and qualifications of the teachers employed.

Application for grants.

**92.** The local body shall forward the application to the district inspecting officer who shall, within a reasonable time, inspect the school and submit report together with an estimate of the amount of grant which will be admissible under these rules for the first year. Subject to these rules and to budget provisions the local body shall award grants at rates not exceeding the maximum laid down in this section in accordance with the report of the inspecting officer. The decision regarding the application shall be communicated to the managers of the school.

Inspecting Officers' report.

**93.** Each local body shall maintain a list of the aided elementary schools within its jurisdiction: and any elementary school admitted to a grant shall be entered on this list.

List of aided elementary schools be maintained.

**94.** A local body may, at any time withdraw, reduce or suspend a grant if:—

Grants may be withdrawn.

(a) the conditions of award cease to be complied with;

(b) there is reasonable ground for believing that the registers are unreliable;

(c) the inspecting officer reports the school as unnecessary, inefficient or undeserving of encouragement provided that in every case in which withdrawal or suspension of grant is proposed, the manager shall be afforded an opportunity of explanation.

Alteration of rates.

95. A local body may, for the calculation of grants to elementary schools within its own jurisdiction fix rates within the maxima laid down in these rules; provided that such rates shall apply to all elementary schools on the list referred to in article 93, and that clear notice of any alteration in the rates be given to all such schools twelve months before such rates are applied.

#### SECTION D—GRANTS FOR BUILDING AND APPLIANCES.

96. Grants may be made for the following purposes, to schools qualified to receive maintenance grants, except in so far as paragraph (c) of article 62 is concerned, provided that the management of the school in each case is a registered body.

(a) the purchase, erection or extension of school or hostel building;

(b) the execution of extraordinary repairs to school or hostel buildings;

(c) the payment of debts incurred in purchasing, erecting or extending school or hostel buildings or,

(d) the provision of books, furniture and apparatus.

No grant is admissible under this section for the ordinary repair and upkeep of a school building nor for ordinary renewals and additions to school equipment, and grants under (c) and (d) will be made only in special cases.

Application for grants.

97. Applications for building and equipment grants must be made in the prescribed form (appendices VII and VIII) and shall be submitted to the Inspector before the 1st of July. Plans and Estimates must accompany each application for a building grant and a detailed list showing the cost of each item must be submitted with each application for an equipment grant.

Report of Inspector on application.

98. The Inspector shall, after scrutiny and enquiry, record his recommendation on each application and forward it to the Director or to the local body concerned, in sufficient time for the inclusion of the item, if sanctioned in the budget for the following year.

99. The order passed, upon each application, together with the date on which it is to take effect, shall be communicated to the controlling body of the school concerned. Communication of order.

100. The Department will not consider applications for grants on account of buildings erected without its previous approval and the following instructions must invariably be complied with when submitting an application for a building grant:— Conditions of a building grant.

(a) the application shall be made in the form prescribed (see appendix VII);

(b) rough plans and approximate estimates should be attached to the application. If the applicant desires that these should be prepared by the Public Works Department, he should apply to the Divisional Officer, who will be entitled to levy fees on the scale in the municipal works rules;

(c) it should invariably be stated what portion of the grant applied for is on account of buildings for secondary, and what portion for primary education;

(d) satisfactory evidence must be produced that:—

(i) a building of the nature and size contemplated is required in the locality;

(ii) the proposed rooms provide accommodation in accordance with the standards prescribed;

(iii) there is a likelihood of the school being permanently maintained in a state of efficiency;

(iv) the school will observe code regulations and will always be open to inspection by the Department;

(v) there is a reasonable probability of the funds necessary to complete the building being forthcoming;

- (e) in the case of a building to be erected within the jurisdiction of a municipal committee or other local authority exercising control over the erection of buildings, the sanction of that authority to the proposals set forth in the plans must be previously obtained;
- (f) the opinion of the Deputy Commissioner and in the case of a building estimated to cost more than Rs 5,000, the opinion of the Commissioner, on the proposals shall have been obtained.

Bond to be executed.

**101.** No portion of any grant for a building shall be paid until the controlling authority of the school has executed and registered a bond in the approved form which may be obtained from the Inspector, securing to Government or the local body awarding the grant a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be applied to the purpose of a public school of the grade specified in the application or of any other grade approved by the Department, or in the event of the school ceasing to be open to inspection, or ceasing to be maintained in a state of reasonable efficiency.

*Note.* All first grants paid to schools, irrespective of the amount, shall be subject to the provisions of this article, but for subsequent grants towards extensions or alterations to a building on which Government already holds a lien, the school authorities shall not be called upon to execute a fresh deed when the amount of the grant is less than Rs 500.

Conditions of payment of building grant.

**102.** No grant for a building shall be paid in full nor can payment of any portion of the grant be claimed as of right until the Department is satisfied that the building has been satisfactorily completed in accordance with detailed plans and estimates, approved and signed by the Local Divisional Officer of the Public Works Department (Buildings and Roads Branch), which must be submitted to the Director of Public Instruction, Punjab, through the Inspector or Inspectress, as the case may be, and his final approval obtained, before the work is commenced. Advances, may, however, be made from time to time, out of the grant sanctioned; if the Department is satisfied that the work is proceeding satisfactorily and provided, that the total sum actually expended thereon bears at least the same proportion to the advances so made as the total estimated cost bears to the grant sanctioned.

In all cases where the total amount of the grant exceeds Rs 500, the completion of a building to the satisfaction of the Department shall be held to mean the production of a completion certificate in the form prescribed in Appendix XXIX signed by a responsible officer of the Public Works Department. The school or college authorities should apply direct to the Divisional Officer of the Public Works Department, for this certificate stating that to the best of their knowledge the works or portion of the work for which the grant or portion of the grant is desired have been duly completed according to the plans and estimates approved by the Public Works Department.

**103.** No portion of a grant for the purchase of books, furniture or appliances, shall ordinarily be paid until the Department is satisfied that the purchases in aid of which the grant is made have actually been completed, and that the books, furniture or appliances purchased have been approved by the inspector. Condition of payment of equipment grant.

**104.** No grant shall ordinarily exceed half the total expenditure in aid of which it is given, including, in the case of buildings the purchase of the site. The maximum amount that will be paid to a school in the form of building grant or grants shall be Rs 40,000. This maximum will, however, be awarded only in exceptional cases. Total grant admissible.

#### SECTION E—REGISTERS AND RETURNS

**105.** Every school receiving a grant shall provide out of school funds— Registers etc. to be maintained.

- (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 (Appendix IX);
- (e) a log-book (Appendix X);
- (f) acquittance rolls of staff, menial, servants and 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.

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.** The inspecting officer shall examine the registers, log-books, and accounts of the school at least once a year and shall report as to the manner in which they are kept.

**107.** The reports and remarks of inspecting officers shall be recorded in the log-book. All others authorized to inspect schools under Article 56 may record their remarks in the visitors' book.

**108.** The school authority shall submit to the inspecting officer 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 form as to show readily the division of the staff, expenditure, etc., between the two parts.

In the return of expenditure (Appendix XIII) and the register of statistics (Appendix IX), only disbursements actually made shall be shown.

#### CHAPTER IV

##### Fees

##### TUITION FEES IN GOVERNMENT COLLEGES.

**109.** Tuition fees shall be levied in Government colleges at the following monthly rates for twelve months in the year:—

	Rs
Intermediate classes	... 10
B.A. and B.Sc. classes	... 12
M.A. and M. Sc. classes	... 15

An additional fee of Rs 2 per mensem shall be levied on students taking an honours paper or papers in the B.A. Examination.

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 recognized University.

##### (b) SPECIAL FEES IN GOVERNMENT COLLEGES

In addition to the above, special fees at the following monthly rates shall be levied on students taking science subjects:—

Students taking	Intermediate classes		B.A./B.Sc. classes		M.A./M.Sc. classes	
	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.
Chemistry	...	1 8 0	2 8 0		5 0 0	
Physics	...	1 4 0	2 0 0		3 8 0	
Biology	...	1 4 0	0 0 0		0 0 0	
Geography	...	1 0 0	1 8 0		2 0 0	
Botany	...	0 0 0	2 0 0		3 8 0	
Zoology	...	0 0 0	2 0 0		3 8 0	
Experimental Psychology	...	0 0 0	1 8 0		2 8 0	
Astronomy	...	0 0 0	3 0 0		3 0 0	
Geology	...	1 4 0	2 8 0		0 0 0	

The rates of tuition fees in professional institutions shall be as follows:—

(i) M. Ed. class	Rs 21	}	Per mensem per scholar for twelve months in a year.
(ii) B.T. class	Rs 15		
(iii) Post-Matriculation clerical classes	Rs 4		

**110.** In aided Colleges, the rates of tuition fees charged shall not be less than 75 per cent of the rates charged for corresponding classes in Government Colleges.

Half rate fee  
in colleges.

**111.** 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 Punjab University.

This does not apply to the high classes of an Intermediate College.

*Notes.*—1. Students enjoying the half fee concession who take an honours paper or papers in the B.A., shall be charged additional fee for the honours paper or papers at half the rate.

2. A fraction of one-half and over should be counted as one in calculating the number of fee concessions.

Entrance fee  
in colleges.

**112.** An entrance fee of not less than Rs 4 shall be levied upon each student on first admission to a Post-Matriculation class in a Government or aided institution except Government Degree Colleges in the mufussil where the rate of entrance fee shall be Rs 5: Provided that students who seek admission to the intermediate class of a four-year institution after passing the Matriculation and School Leaving Certificate Examination from the same institution shall not be required to pay a fresh admission fee. 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.

Fees in vernacular  
schools.

**113.** The scale of fees to be levied monthly from pupils in Elementary Board Schools for boys shall be as under:—

	nP.
Class I	6
Class II	12
Class III	19
Class IV	25
Class V	47
Class VI	56
Class VII	66
Class VIII	75

The above rates shall not be applicable to schools situated in the erstwhile Pepsu State.

**114.** The scale of fees from pupils in Government and Board Secondary Schools with English for boys shall be as follows:—

Fees in Government and Board Anglo-Vernacular schools.

	Rs nP.
Class V and VI	... 3.0
Classes VII and VIII and special Classes	... 4.50
Classes IX and X	... 6.0

Fees at these rates shall be leviable from pupil's studying English as optional subject in Board Middle Schools and from pupils in the IX and X classes of Government Intermediate Colleges.

The scale of fees to be levied in co-educational secondary schools shall be as follows:—

1. From girls at the rates prescribed for girls schools.
  2. From boys at the rates prescribed for boys schools.
- The scale of fees for girl pupils in Government and Board Secondary Schools for girls shall be as follows.

	Rs nP.
Class IV	... 0.75
Class V and VI	... 1.50
Classes VI and VIII and Special Classes	... 2.25
Classes IX and X	... 3.0

The girl pupils reading English as an optional subject in Government and Board Vernacular Middle Schools for girls or reading in IX and X classes of Government Intermediate Colleges shall be charged fees at these rates:—

Kindergarten fees of Naya Paise twelve quarterly shall be charged from each student in classes I, II and III of Secondary Schools for girls. Boys attending girls schools shall pay tuition fees at the rates prescribed for boys schools of similar status, provided that no fees shall be charged if the school attended is situated in a compulsory area and the tuition fees at the rates noted below

shall be charged, if English is taught in the school from 1st class:—

	Rs. nP.
Classes I and II	... 1.0 p.m.
Classes III and IV	... 1.50 p.m.

The fees payable in the primary classes of Government and Board Secondary Schools shall not be less and may be higher than those laid down for primary classes in Elementary Schools.

An additional fee of Naya Paise 37 per mensem shall be levied from students taking science in the high classes of boys and girls schools.

The above rates shall not be applicable to schools situated in the erstwhile Pepsu State.

Boarding  
house fees.

115. 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 in Anglo-vernacular Institution shall bear all charges for lighting and messing except pay of cooks and kahars in the boarding houses attached to all Government institutions for the training of teachers and Government schools for girls.

Fees leviable  
for twelve  
months.

116. 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 Inspector's or in respect of vernacular schools the District Inspector's sanction is necessary, except in case of re-admission within 20 days of the announcement of failure in a public examination. In the case of girls' school the sanctioning authority in respect of (b) and (c) shall be the circle inspectress.

In the case of high classes of an Intermediate College, the Principal shall exercise the same powers as Divisional Inspector for the purpose of this article.

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.

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

117. Deleted.

118. No aided school shall levy higher or lower rates of fees than those levied in the corresponding classes of Government and Board Schools except with the special sanction of the Department.

*Note.*—No reduction in rates of tuition fees actually levied in aided schools on the 1st April, 1931, shall be allowed.

119. An admission fee of one rupee shall be charged on the first admission of a pupil to the secondary department of all Government, Board or Aided Schools. 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 fee at the usual rate on his/her re-admission.

*Note.* Promotion from the primary to the 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.

120. The following concessions, which should be withdrawn for serious misconduct, idleness, or irregular attendance, are granted to pupils of ability whose parents are too poor to pay the prescribed tuition and Science fees:—

- (a) half-rates and complete exemption from the payment of fees for anglo-vernacular pupils in secondary schools and the secondary departments of Intermediate Colleges up to a limit of 10 per cent in each case of the number of anglo-vernacular pupils on the rolls on the 31st May,

last; provided that the proportion may be varied at the discretion of the head of the institution, and that the equivalent of 15 per cent exemptions is not exceeded;

- (b) exemption from the payment of fees up to a limit of 25 per cent of the number of pupils on the rolls of a vernacular school or the primary department of an anglo-vernacular school on the 31st May, last.

*Note.* 1. For the purposes of these calculations pupils taking optional English in a vernacular school shall be treated in the same way as pupils of the secondary department of an anglo-vernacular school.

2. In vernacular schools, to the primary departments of which the Punjab Primary Education Act, 1919, has been applied, the percentage of exemptions shall be calculated only on the number of pupils in secondary classes.

3. In calculating the number of fee concessions a fraction of one half and over shall be counted as one.

Other fee concessions.

**121.** The children of the following classes of persons shall be exempt from the payment of tuition fees in primary classes of all recognised schools in the Punjab:—

- (i) Owners and tenants of land, provided they engage in person in the work of cultivation and not through agents.
  - (ii) Agricultural labourers, village artisans and Kamins.
  - (iii) Soldiers, retired soldiers and deceased soldiers.
2. The children of the said classes of persons residing in the poor and backward areas noted below shall pay fees at half the usual rates in secondary classes of Government and Board Schools with English or Government Intermediate Colleges, as also in the optional English classes of Government or Board Middle Schools; provided the parents pay less than Rs 50 per annum as land revenue and their annual income is less than Rs 2,000.
- (i) Fatehabad and Bhiwani tehsils in the Hissar District.
  - (ii) Jhajjar tehsil in the Rohtak District.
  - (iii) Kaithal tehsil in the Karnal District.
  - (iv) All tehsils in the Kangra District.

(v) Una tehsil in the Hoshiarpur District.

(vi) Pathankot tehsil in the Gurdaspur District.

(vii) Nuh and Ferozepore-Jhirka tehsils in the Gurgaon District.

(viii) Naraingarh tehsil in the Ambala District.

3. When two or more brothers or sisters attend the same school or college or such institutions under the same management in the same town and do not enjoy any concession under the preceding rules, the child in the highest class shall pay the full prescribed fee and the others one-half of the full fee. For the purpose of this paragraph, the Board Middle School with English and a Government Intermediate College, if any, in the same town shall be regarded as a single school.
4. In schools, in the IX and X classes of Intermediate Colleges and in Post-Matriculation Clerical and Commercial classes one child of each teacher employed in a college or recognised school, whose total income does not exceed Rs 50 per mensem or retired teacher whose total income is not in excess of Rs 50 per mensem or deceased teacher, whose total income at the time of his death did not exceed Rs 50 per mensem, if he died after retirement or Rs 100, if he died in active service, shall be exempt from the payment of fees, and any other children of the same teacher shall be admitted at only half of the full rates of fees. For the purpose of this paragraph, the expression 'recognised school' shall be held to include a school, recognised by the Department of Industries, Punjab. A retired teacher not in receipt of pension shall be considered to be in receipt of an income exceeding Rs 50 per mensem if his pay at the time of retirement exceeded Rs 100 per mensem. The children of a teacher whose pension is reduced to Rs 50 per mensem or less in consequence of commutation of a part of the pension shall not be eligible for these concessions.

5. Children belonging to scheduled tribes, scheduled castes or to the backward classes as determined by the Punjab Government from time to time shall be totally exempt from payment of fees in primary classes and from half the fees in the secondary classes of all institutions.
6. The concessions admissible under this article are independent of and in addition to those referred to in the previous article provided that the same pupil shall not enjoy concessions under both articles. They should be withdrawn for serious misconduct, idleness, or irregular attendance.

**122.** Scholarship-holders shall not be eligible for fee concessions save in very exceptional circumstances, and then only with the express sanction of the Inspector, Inspector or Principal as the case may be.

*Note.* This rule does not apply to the military scholarship-holders in the primary and middle classes.

Local bodies may alter rates.

**123.** Deleted.

**124.** Local bodies may with the sanction of Government, fix for particular schools or classes of schools or pupils, a scale of fees or a proportion of free pupils or pupils at half rates different from that prescribed in these rules.

Payment of fees by school authorities.

**125.** 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.

Concessions to Muslim pupils

**126.** Fee concessions in recognized schools shall be awarded by the head master of the school, subject to the control of the Divisional Inspector.

In Government and Board schools, half of the fee concessions which may be available shall be allotted to poor Muslim pupils and the other half to poor pupils of Hindu, Sikh and other parentage; provided that poor Muslim pupils shall be held to be eligible for any number of concessions in excess of one-half not taken up within a period of two months by poor Hindu, Sikh or other students, and vice versa. This rule should not apply to institutions maintained by Hindus or Sikhs or Muslims or any other religious community.

## CHAPTER V

### Scholarships

#### SECTION A—GENERAL RULES

**127.** 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.** 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 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 Divisional Inspector or the Divisional Inspector of Schools, as the case may be, for middle school scholarships;
- (ii) the Director of Public Instruction, Punjab, through the Divisional Inspector or the Divisional Inspector, as the case may be, for high school scholarships; and
- (iii) the Director of Public Instruction, Punjab, for college scholarships.

If any such candidate be unable to furnish the required certificate, the scholarship 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 a 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.

Alteration in Scholarships.

**129.** 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 is made.

Close scholarship

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

Two or more scholarships held together

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

A scholarship paid from public funds 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 latter is awarded for proficiency in some specific object and not on the general results of the examination.

Periods for which scholarships may be drawn.

**132.** 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 scholarship 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 scholarship from one institution to another not situated in the same town.

*Note.* 1. In the case of a college scholarship, so long as 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 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 and middle school scholarships for boys 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.** 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 <sup>in Lapse of</sup> <sub>of scholarship.</sub>

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 a school or college at which this 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.

Forfeiture of scholarship.

**134.** 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 a scholarship shall be reported in the form prescribed in appendix XIV to the Inspector or the Inspectress concerned in the case of a middle school scholarship and to Director in the case of a high school 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 the institution certifies that the failure was due to laziness.

Certificate to accompany bill for scholarships.

**135.** A certificate in the following terms signed by the head of the institution shall accompany all bills for 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 scholarships are tenable."

Transfer of scholarships.

**136.** 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.

**137.** 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 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 reward to the end of the period for which the scholarship was originally awarded.

Scholarships not ordinarily re-awarded.

**138.** 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 others seeking admission at the same time.

Preferential claims to admission.

**139.** Scholarships payable from public funds are tenable in recognised institutions only. 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.

Scholarships paid from public funds where tenable.

#### SECTION B—MIDDLE SCHOOL SCHOLARSHIPS FOR BOYS.

**140.** Open middle school scholarships for boys formerly awarded by local bodies are of the value of Rs. 4 per mensem. They are tenable for four years in the middle department of any recognized school, situated in the area administered by the local body concerned. These shall be paid from the provincial revenues or the local funds, as the case may be.

Value and term of scholarships.

The payment of a scholarship to a student reading in a school outside the area, when such payment is for the benefit of the inhabitants of the area of the local body concerned will be subject to the sanction of Divisional Inspector/Inspectress of schools concerned.

**140 A.** 32 open middle school scholarships for boys shall be award in the five Districts of erstwhile Pepsu State by the Inspectors of schools concerned on the result of middle school scholarship examination. These are of the value of Rs. 4 per mensem each and are tenable in the

middle department of any recognized school. Their distribution will be as under:—

District Patiala	...	12
District Sangrur	...	7
District Bhatinda	...	5
District Kapurthala	...	4
District Mohidngart	...	4
Total	...	<u>32</u>

Distribution  
by tehsils.

**141.** An examination for middle school scholarships shall be held annually at a convenient centre or centres in each tahsil, and the number of candidates permitted to appear from each school shall be determined by the Inspector. The examination will be conducted by a district inspecting officer under the orders of the Inspector 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 tahsil.

Age limit.

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

Award.

**143.** As soon as convenient after the completion of the examination, and before the close of the school year the award of scholarships by tahsils, will be announced by the District Inspector after confirmation by the Inspector. A pupil to whom a scholarship has been awarded has no claim to the payment of the scholarship unless he joins the middle department of a 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 head master to the District Inspector who shall inform the Divisional Inspector/Divisional Inspectress concerned.

#### SECTION C—HIGH SCHOOL SCHOLARSHIPS.

Number and  
value.

**144.** Open high school scholarships for boys are payable from provincial revenues and are of the value of

Rs. 6 per mensem. The allocation of scholarships for various districts will be as under:—

(1) Ambala District	12 (4 for Simla)	
(2) Rohtak District		} 8 for each
(3) Gurgaon District.		
(4) Hissar District.		
(5) Karnal District.		
(6) Ferozepore District.		
(7) Amristar District.		
(8) Ludhiana District.		
(9) Jullundur District.		
(10) Gurdaspur District.		
(11) Hoshiarpur District.		
(12) Kangra District.		
(13) Patiala District	...	
(14) Sangrur District	...	12
(15) Bhatinda District	...	8
(16) Mohindergarh District	...	7
(17) Kapurthala District	...	7

These are awarded on the result of the middle school examination.

**145.** Scholarships on the results of the Middle School Examination shall be tenable for two years from the beginning of the school year in the high department of a recognized secondary school. Tenure of high school scholarships.

**146.** Deleted.

**147.** No open high school scholarship shall be awarded to a candidate whose age at the close of the school year in which the Middle School Examination is held exceeds seventeen years. Age limit.

**148.** When the award of scholarships is complete, the Director of Public Instruction, Punjab, shall furnish a copy of the award roll in the form prescribed in appendix XV to each school from which pupils have won scholarships. On receipt of the award roll the head of the institution shall intimate to each successful pupil the fact of his Procedure in awarding a scholarship.

having been awarded a scholarship and supply him with a certified extract from the award-roll. The scholar will have no claim to the payment of the scholarship unless within a month of the date of issue of the award-roll he joins the high department of a recognized secondary school. The scholar shall hand over the certified extract from the award-roll to the head of the institution to which he is admitted.

Submission  
of the Joining  
Reports  
of  
Scholars.

**149.** On the expiration of a month from the date of issue of the award-roll the head of each institution to which scholars have been admitted shall prepare lists in the form prescribed in appendix XVI of scholars who have joined the school within the appointed time and shall forward them to the Director of Public Instruction through the Inspectors of the division in which the scholarships have been awarded.

Final award  
roll.

**150.** On the receipt of the list referred to in the preceding article the Director of Public Instruction shall prepare the final award roll in the form prescribed in appendix XVII and shall furnish a copy to each school from which any of the scholars named therein was sent up for the examination.

Scholarship  
bills to be  
presented

**151.** The amount due to a school on account of open high school scholarships shall be payable monthly direct to the head of the institution on the presentation of bills in the form prescribed in appendix XVIII.

#### SECTION D—COLLEGE SCHOLARSHIPS.

Number and  
value

**152.** Forty college scholarships are awarded annually on the results of the Matriculation and School Leaving Certificate Examination and thirty-three on those of the Intermediate-Examination.

The monthly value of each scholarship is Rs. 10 plus the tuition fee and Science fee of the college in which the scholar elects to study, and the period of tenure is twenty-four months. The period of tenure is raised to 36 months in the case of scholars joining an honours school. These scholarships are payable from provincial revenues.

Stipends for  
Professional  
Colleges

Ten scholarships of the value of Rs. 40 per mensem each tenable for nine months shall be awarded to students

undergoing the course of Physical Training at Government College of Physical Education at Rupar.

Two scholarships each of the value of Rs. 25 per mensem shall be awarded to girl students for the encouragement of the study of medicine. These shall be awarded for the full duration of the course. Scholarships to girls for study in medicine.

*Note.* When the holder of a Government scholarship is appointed to assist in the library or in the teaching of English or Science in a Government College, the amount of the tuition fee, which is ordinarily deducted from the scholarship bill, should be drawn and paid to him in recognition of his services.

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

**154.** A college scholarship is tenable in any institution which is affiliated to or recommended by the Punjab University up to the standard of the examination next higher than that on the results of which the scholarship is awarded or with the sanction of the Director in the corresponding class of a college approved by the Department. Tenure.

**155 to 157.** Deleted.

#### SECTION F—DISTRICT BOARD AREA SCHOLARSHIPS

**158.** These are awarded from provincial revenues to students whose parents reside in the District Board areas of the State. Purpose

##### *District Board Areas Scholarships*

**159.** One hundred and sixty and one hundred and ten District Board Area Middle School Scholarships are awarded to boys and girls respectively from provincial revenues. The tenure of the scholarships in the case of boys and girls will be four and three years respectively. These shall be awarded by the Divisional Inspector/Inspectress of schools concerned on the result of scholarships examination in each tehsil. The value of each scholarship will be Rs. 4 per mensem. These shall be tenable in the middle department of the recognized schools. D. B. area Middle School scholarships

**160.** One hundred and seventy-four District Board area high schools scholarships are payable from provincial D. B. area High School Scholarships

revenues according to the following allocation:—

<i>District Board High School Scholarships for boys</i>		
(1) Simla	...	2
(2) Ambala	...	13
(3) Rohtak	...	18
(4) Gurgaon	...	10
(5) Hissar	...	14
(6) Karnal	...	14
(7) Ferozepur	...	20
(8) Amritsar	...	18
(9) Ludhiana	...	11
(10) Jullundur	...	13
(11) Gurdaspur	...	11
(12) Kangra	...	14
(13) Hoshiarpur	...	16
		174
Total	...	174

The award shall be made on the results of the Middle School Examination subject to the provisions of Article 128 to a candidate of the classes specified in Article 158, who has not gained an open high school scholarship. These scholarships are of the monthly value of Rs. 6 in the case of boys and Rs. 8 in the case of girls and are tenable in secondary schools on the conditions applicable to open high school scholarships. No age limit is fixed.

#### *Scholarships for boys*

D. B. area  
college  
Scholarships

Twenty and twelve scholarships to be awarded on the result of the Matriculation and Intermediate Examination respectively to students whose parents/guardian is a resident of a District Board Area. The value of each scholarship will be Rs. 20 per mensem. These shall be awarded according to the provisions of the Punjab education code for the award of other scholarships.

#### *Scholarships for girls*

Nineteen and thirteen scholarships to be awarded on the result of the Matriculation and Intermediate Examination respectively to students who are eligible under the conditions specified in the case of boys. The value tenure of

scholarship and conditions for award shall also be the same.

Section G(b)—Scholarships for the children of officers of the Provincial Services who die before they retire on a pension and leave their families in straitened circumstances.

Four primary scholarships of Rs. 3 (Rupees three only) per mensem each tenable for four years in primary schools or primary departments of recognised secondary schools; Number, value and Tenure of scholarships.

Four middle school scholarships of Rs. 3 (Rupees three only) per mensem each tenable for four years in middle departments of recognised secondary schools;

Three high school scholarships of Rs. 10 (Rupees ten only) per mensem each tenable for two years in high departments of recognised high schools and intermediate colleges;

Three college scholarships of Rs. 15 (Rupees fifteen only) per mensem each tenable for four years in institutions affiliated to the Punjab University or approved by the department for the purpose.

2. The application for the award of a scholarship should be forwarded to the Director of Public Instruction Punjab, by the Head of the Department under whom the deceased officer was serving before death and should be supported by the following documents signed by the officer forwarding the application:— Documents to accompany the application.

- (i) a certificate to the effect that no compassionate gratuity has been granted to the bereaved family;
- (ii) a statement of the assets and liabilities of the bereaved family together with a certificate to the effect that its income is below Rs. 2,000 per annum and that it does not pay more than Rs. 500 per annum as land revenue;
- (iii) a certificate to the effect that no other child of the deceased is in receipt of a scholarship;

- (iv) a certificate, in the case of a college scholarship to the effect that the candidate has secured not less than the second division in each promotion or public examination.

#### SECTION H—ENDOWED SCHOLARSHIPS TENABLE IN SCHOOLS.

Endowed  
scholarships.

**161.** Endowed scholarships tenable in recognised schools are vested and administered in accordance with conditions determined upon by the Director in consultation with the donors. Information regarding the number, value, conditions of award and tenure of these scholarships may be obtained from the inspector of the division.

#### SECTION I—SCHOLARSHIPS FOR GIRLS.

Award  
of  
Middle  
School  
scholarships

**162.** One hundred and six open middle school scholarships of the value of Rs. 4 per mensem each will be awarded annually according to the allocation made by the Director of Public Instructions. The period of tenure of each scholarship will be three years.

An examination for middle school scholarships shall be held annually at a convenient centre or centres in each tahsil and the number of candidates permitted to appear from each school shall be determined by the inspectress. The examination will be conducted by an assistant inspectress under the orders of the inspectress and the record of marks awarded will be retained for reference. Scholarships will be awarded in accordance with the order of merit in each tahsil.

163. Deleted.

164. Deleted.

High School  
scholarships

**165.** Forty-two high school scholarships each of the value of Rs. 8 per mensem, are awarded annually from provincial revenues to girls who complete the middle school course. These scholarships are tenable for two years in the high departments of recognized secondary schools, and will be drawn in the same way as the corresponding scholarships for boys. Candidates who pass the

middle school examination privately are also eligible for the award of these scholarships.

The distribution of the scholarship division-wise is as under:—

Division	
Ambala	... 12
Jullundur	... 16
Patiala	... 7
Sangrur	... 7
	...
Total	... 42
	...

No open High School scholarships will be awarded to a candidate whose age at the close of the school year in which the Middle School Examination is held exceeds seventeen years.

**166.** Nineteen college scholarships of Rs. 10 per mensem plus tuition fee and seventeen college scholarships of Rs. 10 per mensem plus tuition fee are awarded annually from provincial revenues to girls who pass the Matriculation and School Leaving Certificate and Intermediate Examination, respectively. These scholarships are tenable for two years in any institution affiliated to the Punjab University or approved by the Department for the purpose. The period of tenure is raised to 36 months in the case of scholars joining an honour school.

**167.** High School scholarships will be awarded by the Director of Public Instruction, Punjab, on the results of the Middle School Examination and college scholarships on the recommendation of the Punjab University.

#### SECTION J—STIPENDS IN TRAINING INSTITUTIONS.

**168.** Provision is made for the payment from the provincial revenues of stipends to teachers under training in Government institutions. The number, value and tenure of such stipends shall be as determined by Government

from time to time. The period of tenure and the monthly value of stipends at present sanctioned are :—

(a) For men teachers :—

Basic training (two years) ... Rs. 15

(b) For women teachers :—

Basic training (two years) .. Rs. 15.

169. A student in a training institution is not entitled to draw his stipend for days on which he is absent in excess of :—

(a) one working day of ordinary leave in any one calendar month ;

(b) six working days of sick leave in any one calendar month.

The payment of the stipend shall only be admissible in the case of six days under (b) if the student remains in the hostel attached to the institution.

Stipends to women students shall be payable for days of absence without leave, if shown to be unavoidable, not exceeding four working days and with leave not exceeding twelve working days in any calendar month.

*Note.* In case of confinement stipends may be paid for a period not exceeding three months.

170. Teachers in Government service who are untrained, or who being trained, are desirous of undergoing a further course of training may be granted leave for

this purpose under the ordinary rules with such allowances as are admissible under the rules.

*Note.* The provisions of the above Article shall not apply in the following cases :—

(a) women teachers required to undergo a duly authorised course of training approved by competent authority ;

(b) teachers in intermediate colleges required to undergo teachers training at Government colleges; and

(c) teachers and assistant district inspectors of schools required to undergo a course of physical training.

#### SECTION K—Jubilee Scholarships

171. These Jubilee Scholarships have been created in commemoration of the Silver Jubilee of His late Majesty George V, King Emperor.

##### *Scholarships for girls*

One scholarship of the value of Rs. 25 per mensem shall be awarded annually to a girl candidate who undertakes a course in teachers training, domestic science training or physical training.

These shall be awarded by the Director or Public Instruction, Punjab, on the recommendation of the Divisional Inspectress or the Principals of the colleges concerned.

Candidates for these scholarships must have at least passed the Senior Cambridge or F.A. or F.Sc. examination. In the case of domestic science of a three years course of study is necessary an extension of the scholarship for another year will be considered.

Two scholarships of the value of Rs. 60 per mensem shall be awarded to women candidates undertaking advanced studies in Art, Physical training or Kindergarten training. The tenure of each scholarship shall vary according to the length of the course and shall be awarded to another candidate only if it is released by the previous allottee. A notification will be issued when any of these scholarships is vacant.

SECTION M—SCHOLARSHIPS IN POST-MARTICULATION,  
CLERICAL AND COMMERCIAL CLASSES MAINTAINED BY  
GOVERNMENT.

**171-B.** Five scholarships of the value of Rs. 10 per mensem each tenable for one year, with effect from the date of joining to the end of the month in which the public examination takes place will be awarded on the results of the Martication Examination subject to the condition that the candidates concerned are unable to take the course without the assistance of the scholarship.

CHAPTER VI.

TEACHERS' CERTIFICATES.

Kinds of  
certificates.

**172.** Teachers' Certificates are awarded candidates who pass the prescribed examinations conducted by the Department, or the B.T. examination of the Punjab University. Special certificates may also be awarded to teachers, who have not so qualified, in accordance with rules which may, from time to time, be laid down in this regard by the Department. Such certificates, except for the teaching of a specified subject, will not be issued to teachers joining the staff of a recognized school for the first time after the 1st April, 1925. The teaching qualifications conferred by a certificate shall be stated thereon.

Certificate  
examination.

**173.** The Department shall publish from time to time the regulations governing the conduct of certificate examinations, the admission of candidates thereto and the courses prescribed, and these regulations and courses shall be held to be in force for the time being.

Issue of certi-  
ficates

**174.** Certificates are issued under the signature of the Director, or an officer of the Department appointed by the Director for this purpose.

Provisional  
and perma-  
nent certi-  
ficate.

**175.** The certificate issued to a candidate on passing a certificate examination conducted by the Department or the B.T. degree of the Punjab University is a provisional certificate, and may be made permanent after five years of continuous approved service in a school or intermediate college recognised by the Department or, in the case of a teacher who passed the examination on the completion of a course of training, three years of such service. This period shall begin to be reckoned from the first day of the month following the completion of the examination.

**176.** Special certificates are provisional in the first instance, and may be made permanent, after five years approved service. Junior Special Certificates are awarded by the Inspector with the sanction of the Director and senior special certificates by the Director. Special certificates qualifying the holder to teach a specified subject are not awarded except for the teaching of subjects for which no course of training is arranged or approved by the Department. It shall be open to the Department to award a diploma to an uncertificated teacher who has distinguished himself as a teacher of a particular subject in the secondary department of a school or college; such diploma shall be awarded only in cases of outstanding merit.

Special  
certificates.

**177.** Senior certificates, signed by the Deputy Directress, are awarded to women teachers who have passed the Middle Standard Examination, undergone a course of training for at least two years and passed the corresponding examination. Special senior certificates may be granted to women teachers who have passed the Matriculation and School Leaving Certificate Examination, but have not undergone a course of training.

Certificate  
for women  
teachers.

Junior Certificates are awarded to those who have passed the Upper Primary examination, have undergone a course of training for two years and have passed the corresponding examination.

Special certificates may be awarded by the Deputy Directress to persons who in her opinion are qualified to teach in the primary, or middle department of a girl's school and who on account of age or for other special reasons are unable to undergo a course of training.

**177-A.** Every person who has passed the Honours Examination of the Punjab University in Persian, Arabic, Sanskrit, Urdu, Hindi or Punjabi is eligible for a provisional special certificate which will entitle him to teach his special subject in secondary schools after he has put in not less than two years' continuous and approved service as a teacher of that subject in the secondary department of a recognised school.

A—Holders  
of University  
Diploma  
eligible for  
special certi-  
ficates.

**178.** Endorsements recording the quality of service rendered by a teacher shall be made annually on his provisional or permanent certificate by the inspecting officers.

Endorse-  
ments.

Other certificates not recognised.

179. Certificates other than those issued by the Department are not recognised by the Department, and will not be endorsed, but it is open to a teacher holding such a certificate to apply to the Department for a special certificate of an equivalent grade.

Certificates may be refused etc.

180. A certificate may, notwithstanding anything contained in this chapter, be at any time refused, suspended, reduced or cancelled by order of the Director. Before such action is taken the holder, unless he has been finally convicted in a court of law, shall be given an opportunity of explanation.

*Note.* If the whereabouts of the holder of a certificate are not known, or if there is reason to believe that he is absconding or is deliberately refusing directly or indirectly, to submit his explanation, it will be assumed that he has been afforded an opportunity to explain and has no satisfactory explanation to offer.

Duplicate Certificates.

181. Duplicate certificates may be issued on payment of the following fees:—

	Rs.
Senior Anglo-Vernacular Certificates	... 8
Junior Anglo-Vernacular Certificates	... 4
Senior Vernacular Certificates	... 4
Junior Vernacular Certificates	... 2
All other certificates.	2

In order to render the issue of duplicate certificates possible, each inspecting officer will maintain a record of all endorsements made on the certificates of the teachers working within his jurisdiction.

## CHAPTER VII

### GENERAL RULES.

*Note.* 1. In these rules, the term 'head master' includes principal or head mistress where either of these is applicable.

2. For the purposes of the rules in this chapter, the high classes of Intermediate Colleges shall be regarded as schools, but with respect to such classes the authority vested in the inspector under articles 185, 189, 198, 201 (footnote), 204, 206 and 214 shall be exercised by the principal.

#### SECTION A—SCHOOL BUILDINGS, FURNITURE AND APPARATUS.

182. 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 playgrounds are provided. Dimensions  
Location etc

Local bodies and the managers of recognized schools are expected to consult the inspector before erecting or altering school buildings, and the claims of economy and efficiency should invariably be considered.

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

184. The duty of providing necessary furniture and equipment rests, in the case of all recognized schools, with the local authority or school managers concerned. Duty of supplying equipment

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

Science apparatus.

**186.** Schools will not be recognized for the teaching of physical 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.

Removal of school property from register.

**187.** No article may be struck off the school property register and no book removed from the register of library books, unless previously condemned as unfit for further use by some responsible person deputed by the controlling body for this purpose.

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.

#### SECTION B—TEACHING STAFF

College council.

**187-A.** In each Government College there shall be a council constituted for the purpose of consultation on all matters concerning the teaching and discipline of the college.

In Government College, Lahore, this council will consist of the principal and professors, and in other Government colleges of the principal, professors and senior lecturers.

In colleges where the number of officers, designated as 'professors' or 'senior lecturers' is inadequate lecturers may also be included in the college council which should consist of at least five members.

General duties of the headmaster.

**188.** It is the duty of the head master 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 prescribe text books; 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 shall be made by the headmaster 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 Inspector of Schools in the case of boys studying in anglo-vernacular schools and by the district inspectors in the case of scholars in vernacular schools in their districts.

**190.** All pupils' funds shall be managed by the headmaster 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 moneys 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, with a branch of the Punjab National Bank Ltd., or Bank of Patiala and Allahabad Bank Ltd., with a Co-operative Bank approved by the Registrar, Co-operative Societies. Only in absolutely unavoidable circumstances may balances be retained in hand.

**191.** In upper middle and high departments of recognized schools or boys corporal punishment for misconduct may be administered by the headmaster 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 or schools and in Government Intermediate Colleges or in privately managed intermediate colleges, the matriculation classes of which are recognized.

**191-A.** The Headmaster of a Government or board school may impose fines not exceeding one rupee in any one case for breaches of school discipline.

**192.** The penalty of expulsion or rustication of a student for serious misconduct may be imposed in the case of (i) Government Colleges by the college council, (ii)

Government and local body schools by the Inspector or Inspectress as the case may be, and (iii) privately managed schools by the Managing Body of the school. Inspectors or 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 Inspector or Inspectress, and (ii) Managing Body shall be forwarded to the Director; and Inspector or Inspectress, 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 Punjab University calendar. In the case of schools the period of rustication or expulsion shall not exceed one academic year.

Attendance  
of teachers.

**193.** The attendance of teachers 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.

Pecuniary  
dealings with  
pupils

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

Extramural  
duties.

**195.** It is the duty of all members of the staff of a 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.

Private tuition.

**196.** Teachers in Government and board 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.

Postal work

**197.** Teachers in board vernacular 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.** The hours for opening and closing Government School hours schools shall be fixed by the Inspector, and for other recognized schools by the local bodies or managers concerned in consultation with the Inspector, after consideration of the season, locality and class of pupils and subject to the restriction (excluding the time allotted to drill and recess) does not exceed the following limits:—

	Hours
Class I	.. 16
Class II and III	.. 19
Class IV	.. 24
Secondary classes	.. 30

A suitable distribution of time over the several subjects is shown in the scheme of studies issued by the Department.

A weekly half-holiday may be given.

**199.** A class time table, showing the routine of study Time-table. 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.** The roll shall be called within a quarter of an Attendance hour from the time when the school opens, and again at how regis- the close of the second meeting. No blank shall be left tered. 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.** Any pupil in the Secondary Department of a Fine recognized school, who is absent without leave shall pay absence. a fine of six Naya Paise for each day by or part of a day during which he is so absent. Any pupil in any recognized schools 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.

Application  
for leave.

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

Monito .

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

Limit  
number in a  
class

204. 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) not shall it ordinarily exceed 45. A new section should be formed only if and when in the opinion of the Inspector 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.

Payment of  
boarding  
house fees

205. 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 re-opens.

(1) Anglo-Vernacular Schools:—

	<i>Naye Paise per day</i>
(1) Secondary Schools and Optional English Classes ...	6
(2) Middle Schools without English ...	3
(3) Primary Schools or Primary Department of Secondary Schools ...	2

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 re-admitted until all school dues, including, in the case of a pupil in the secondary department of an anglo-vernacular school, 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 re-opening 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. The minimum age for admission to a recognized school is five years. No pupil who has attained the age of twenty years may be retained in a recognized school except with the sanction of the inspector, and for exceptional reasons, e.g., if the education of a pupil has been unavoidably retarded. Age limit.

207. 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. Admission tests.

2. Pupils from unrecognised schools 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 Inspector/Inspectress of Schools, 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 Inspectors/Inspectresses of schools concerned and the admissions allowed by them on the merits of each case.

4. Students who have passed Middle School Examination for boys and Middle Standard Examination for girls without English 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 Inspector/Inspectress of schools, 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 annas 4 per answer book subject to a maximum of Rs 6. Students who without having passed the 8th class promotion examination of a recognised school or who having passed the middle school Examination for boys or the Middle Standard Examination for girls 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."

First admission.

**208.** 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.

Unless ordered by a court of Law admissions to the infant class of recognised schools may be made only in the months of April, May, June, October and November.

Transfer certificates.

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

Presentation of examination candidates.

**210.** Headmasters of recognized schools and colleges containing high school classes are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular final and middle school

or 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 inspector of schools, be allowed to take the final anglo vernacular middle school examination of a recognized school unless he has made 75 per cent of the possible attendances in the VIII Class of a recognized school.

**211.** 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.** 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.** 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 and board schools a fee of eight annas is leviable for a duplicate. In awarding this certificate special importance should be attached to the entry regarding conduct and character.

**214.** The summer vacation in:—

1. (i) Government Schools (except schools at Chandigarh).

Vacations in school and colleges.

- (ii) Local body schools (District Board, primary and middle schools excepted); and
- (iii) Schools under public management shall be two calendar months commencing from about the 3rd week of July. Such schools in hilly tracts shall be closed for winter vacation instead of summer vacation for two calendar months from about the middle of December every year. (Exact dates shall be determined by the Divisional Inspector/Inspectress of Schools or local body concerned).
- (iv) The schools at Chandigarh shall close for summer vacation for two calendar months commencing from the 16th June.
- (2) The above-mentioned schools in plains shall be closed for a spring recess of fifteen days from the 1st April every year. Schools situated in hilly tracts will observe autumn break instead of spring recess allowed in plains for fifteen days from the middle of September every year. (Exact dates will be fixed by the Inspector/Inspectress of Schools of the Division or local body concerned).
- (3) District Board Primary and Middle Schools for boys and girls in plains shall be given two harvest vacations instead of the summer vacation and spring recess provided that the total duration thereof does not exceed seven weeks in the aggregate. Such schools may, however, close for summer vacation and spring recess in lieu of harvest vacations if local needs so require and approval of the Divisional Inspector/Inspectress of Schools concerned is obtained by local body concerned. Such Schools, shall, however, observe winter vacation and autumn break in hilly tracts.
- (4) Winter recess in all schools in plains shall be from the 25th December, to 1st January, every year.
- (5) All Government (Art and Training) Colleges in the State shall close for purposes of various

vacations in accordance with the instructions issued by the Punjab University.

NOTE. Special periods may be fixed under paragraph 1 above with the sanction of the Department, i.e., with the sanction of the Minister for Education.

215. The number of miscellaneous holidays shall not exceed 38 in the year, exclusive of Sundays. The following holidays are authorized for the Government and local body educational institutions:

Name of Holidays	Date on which they fall	No. of Holidays
New year's day	1st January	1
Republic Day.	26th January	1
Mahatma Gandhi's Martyrdom Day.	30th January	1
Independence Day	15th August	1
Mahatma Gahdhi's Birthday	2nd October	1
Death Anniversary of Lala Lajpat Rai.	17th November	1
Lohri.		1
Maghi.		1
Basant Panchmi.		1
Guru Ravi Dass Birthday.		1
Shivratri.		1
Holi.		1
Hola.		1
Ram Naumi.		1
Bisakhi.		1
Guru Arjan Dev's Martyrdom Day.		1
Solono.		1
Janam Ashtmi		1
Dusehra.		4
Dewali.		2
Guru Nanak's Birthday.		1
Guru Teg Bahadur's Martyrdom Day		1
Guru Govind Singh's Birthday		1
Good Friday.		1
Christmas holiday.		1

Maharishi Balmik's Birthday.	1
Mahavir's Jyanti.	1
Id-ul-Fittar.	1
Id-ul-Zuha.	1
Local and Special holidays.	5
	<hr/>
Total	38

NOTE. 1. District Inspectors and Head Masters are required to send by the 15th January each year a list of local holidays to the inspector for information.

NOTE. 2. In the case of girls schools, the number of local and special holidays may be increased to 8 by the Inspectress of schools concerned.

In addition to the above holidays leave to prepare for a university examination may be granted not exceeding ten working days in the 10th Class and 15 working days in college classes. This preparatory leave should not be given as a matter of course but only when in the judgment of the head of the institution, the courses have already been adequately studied.

A holiday may also be given on the last Saturday of every month, either for school sports or to enable teachers to attend meetings of teachers associations in places where such may exist. These associations shall keep a record of their proceedings which should be placed before the inspecting officer during his visit.

NOTE. Government schools and colleges will close on the dates on which the festivals are actually celebrated.

Registers.

216. The registers enumerated in articles 62(h) and 105 shall be maintained in every recognized 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 recognized 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. The conduct register shall be in the charge of the Headmaster. 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 shall not be given in Government or board 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 or board 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 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. The use of tobacco or intoxicants by pupils is strictly forbidden in schools and colleges. It is the duty of teachers to see that these orders are obeyed.

Physical Training.

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

Curricula text-books.

222. The courses of study followed and the text-books used in schools shall be those authorised by the Department. Variations from the prescribed courses, and the use of unauthorised text-books require the sanction of the Director.

#### SECTION D—SCHOOL BOARDING HOUSES.

Boarding-houses.

223. 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.

Dormitories.

224. Dormitories shall be not 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.

Resident Superintendents

225. 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 a 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.

Medical attendance, etc.

226. 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.

Rules for superintendent and boarders

227. 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. 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 Punjab University, to send up candidates for public scholarships, and to admit holders of such scholarship. Definitions.

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

230. Recognition to vernacular schools shall be granted in the case of boys' schools by the divisional inspector, and in the case of girls schools by the circle inspector. Authorities to recognise schools.

All other schools shall be recognised by the Director of Public Instruction. The conversion of a vernacular school into an anglo-vernacular school, and the addition of optional English or special classes also shall require the sanction of the Director of Public Instruction.

231. A high school is said to be recognised when it is permitted to present pupils at the Matriculation and School-Leaving certificate examination of the Punjab University. Conditions for the recognition of high schools.

The authority competent to recognize high schools is defined in section X-A, Part III, Chapter V, of the Punjab University Calendar.

The conditions governing the granting of recognition to a high school are defined in Section X-A, Part III, Chapter V of the Punjab University Calendar.

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 maintenances 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 Bank of Patiala and Allahabad Bank Ltd., with a Co-operative Bank approved by the Registrar, Co-operative Societies, reserve fund equal to at least six months' salary of the staff and that no withdrawals are made without the previous sanction of the Divisional Inspector or Circle Inspectress 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;
- (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 recognized as the sole authority in all matters connected with the internal organisation of the institution including class promotions, teachers' time-tables and assignment of work, discipline, etc.;

(xiv) that the records and registers specified in Article 238 are maintained.

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

Conditions for the recognition of primary and elementary schools.

- (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 inspectress and the divisional inspector 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.

Conditions  
or the re-  
cognition of  
adult schools,

234. Adult schools for men and women shall be recognized by the Divisional Inspector and the Circle Inspector, respectively.

The recognition of an adult school is governed by the following conditions:—

- (i) that it follows courses of studies approved by the Department;
- (ii) that no pupil shall be admitted who is under fourteen years of age;
- (iii) that no pupil who is not on the registers shall be allowed to attend the school;
- (iv) that the number of pupils in average attendance is not less than fifteen;
- (v) that the number of pupils in average attendance is in the opinion of the department sufficient;
- (vi) that suitable seating accommodation and sufficient school equipment is provided and lighting arrangements are satisfactory;
- (vii) that an admission and withdrawal register and registers of daily attendance, of income and expenditure and a time-table showing the distribution of work among the staff, are maintained;
- (viii) that the school shall hold at least one hundred and sixty meetings during one year, that is to say, that it shall be in session for at least eight months; five meetings being held per week except during recognized holidays;
- (ix) that a school meeting shall not be less than one and a half hours.

Provisional  
recognition.

235. If a school is promising enough to deserve encouragement but does not satisfy all the conditions of recognition, provisional recognition may be granted for a period not exceeding two years. In such cases the orders

shall be accompanied by a clear and definite statement of the conditions which should be fulfilled before the school will be permanently recognized.

236. 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. <sup>Refusal of recognition.</sup>

237. The management of a recognized 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 authorized 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. <sup>General undertaking</sup>

238. Every recognized secondary school shall possess a copy of the Punjab Education Code and shall maintain the following registers:— <sup>School Records.</sup>

- (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 examination;
- (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.

Alteration in standard.

**239.** 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 recognized. When such classes are opened under proper sanction, a formal application for recognition shall be made to the Inspector or Inspectress concerned 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 Easter, Summer and Christmas holidays shall determine the end of a term.

NOTE. 2. All applications from privately managed schools under this rule should reach the inspector or inspectress concerned by the 30th September, and the Director of Public Instruction by the 31st December each year.

Applications from local body schools should reach the Inspector or Inspectress concerned by the 15th February and the Director of Public Instruction by the 7th March, each year.

In so far as local body schools are concerned classes recognized by a competent authority may not be closed

without the sanction of the authority that originally recognised them.

**240.** Recognition may be withdrawn by the authority empowered to grant it. Withdrawal  
of recogni-  
ion.

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 recognising authority, within which to remedy them, and if they are remedied to the satisfaction of that authority recognition shall not be withdrawn.

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

**241.** Recognition is liable to be withdrawn from a school if the management of 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. Political  
activities.

**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.** 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. Restoration  
of recogni-  
tion.

243. Lapse of recognition and recognition of branch schools.

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

- (a) a recognized school or department ceases to exist; or
- (b) a school is transferred to a different building 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 Inspector or Inspectress concerned 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.

Appeal regarding recognition.

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

Recognised schools open to all castes and creeds.

245. 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.

Religious instructions and exercises

246. No pupil of a recognized 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 at 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 recognized holidays of his religion, included in the list of gazetted holidays.

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

247. 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 Executive Officers of Government authorised to inspect schools, by the Director or Assistant Director of Public Health and by any Civil Surgeon, 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 buildings and premises. <sup>Liability to inspection.</sup>

248. 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. <sup>Reports and returns.</sup>

249. No books (other than books for religious instruction) not authorised by the Department or the University shall be used in any recognized school; Government reserve to themselves the right to forbid or to prescribe the use of any book or books or other publications in recognized schools. <sup>Text-Books.</sup>

Residence of pupils.

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

Authorities to recognize hostels.

**251.** Hostels intended for the residence of pupils of vernacular schools shall be recognized in the case of boys by the Divisional Inspector, and in that of girls by the Circle Inspectress. All other hostels will be recognized by the Director of Public Instruction.

Conditions of recognition of hostels.

**252.** The recognition of a hostel is governed by the following conditions:—

- (i) the buildings and sanitary arrangements shall be approved by a competent sanitary authority;
- (ii) the minimum space to be allotted to each boarder in a dormitory shall be fifty superficial feet and six hundred cubic feet a statement showing the area and content and the number of boarders allowed being placed in each dormitory;
- (iii) there shall be satisfactory arrangements for medical attendance and supervision;
- (iv) management of the hostel shall be in the hands of a superintendent approved by the recognizing authority;
- (v) there shall be fixed times for morning and evening roll call, study, meals, lights-out, and the closing of the hostel at night;
- (vi) suitable arrangements shall be made for recreation;
- (vii) the following records shall be kept:—
  - (a) an admission register showing the date of admission and home address of each boarder and the name of his parent or guardian.
  - (b) attendance registers;

- (c) a sick register;
- (d) accounts of income and expenditure;
- (e) a property register.

**253.** All applications for recognition should be in the form prescribed in appendix I or I-A as the case may be. Such applications from schools applying for recognition for the first time should reach the Inspector or Inspectress concerned on the 1st June and the Director of Public Instruction on the 1st October, each year. Applications from provisionally recognised schools, for the grant of permanent recognition or for the extension of provisional recognition should reach the Inspector or Inspectress concerned by the 1st December and the Director of Public Instruction on the 31st January each year.

**254.** Should a recognized hostel once cease to exist or be transferred to a different locality or to a different managing body, not already approved by the Department, its recognition will lapse and for the purposes of future recognition it shall be treated as a new hostel.

**255.** The provisions of paragraph 2 of Article 243 shall also apply to branch hostels.

**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
Name of school	..	
Date of first opening of school	..	
(a) Standard of recognition desired (High, Upper Middle, Lower Middle, Primary or Adult)		
(b) In the case of High, Upper and Lower Middle, the subjects for which recognition is sought	..	
Constitution of the management of the school together with the names of the managers and their occupations		
Is the management registered?		
School premises (number and dimensions of rooms). Plans should be attached		
Dimensions of play-grounds		
Library and equipment. In the case of subjects requiring special appliances detailed statements of appliances provided should be attached		
Has the school adopted the Standard Provident Fund Scheme for its employees?		

## APPENDIX I—CONTD

Average attendance of scholars for the last six months and rate of fees levied in each class	Classes	Average attendance	Rates of Fees	
			Agriculturists	Non-agriculturists
(a) Number of students not residing with their parents or guardians (b) Arrangements made for their residence	High			
	X Class			
	IX Class			
	Upper Middle			
	VIII Class			
	VII Class			
	Lower Middle			
	VI Class			
	V Class			
	Primary			
	IV Class			
III Class				
II Class				
I Class				

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

## APPENDIX I—CONCLD

Staff		Date of appointment	Posts	Qualifications, including training	Pay	Classes and subjects taught
No.	Name					

General remarks

Decision of the recognising authority

Forwarding authority.

## APPENDIX I-A

(CHAPTER VIII, ARTICLE 253)

To

SIR/MADAM,

I have the honour to request you to recognize this Boarding House. Necessary particulars are given below:—

Dated—

Signature of Manager.

1	2	3
Headings	Managers report	Remarks of inspecting officer
Name of boarding house		
Date of first opening of the boarding house		
Names of schools to which the boarding house is affiliated and wheather they are recognized by the Department		
Constitution of the management of the boarding house together with the names of the managers and their occupations		
Is the management registered?		
Boarding house premises (number and dimensions of rooms with the number of boarders accommodated in each and the minimum space accepted to each boarder). Plans should be attached		
Its sanitary arrangements		
Has the building and sanitary arrangements been approved by a competent medical authority? If so, by whom?		

## APPENDIX I-A—contd.

Average number of boarders for the last six months and rates of boarding house fees levied	Classes in which the boarders read	Average number of boarders	Rates of fees		
1	2	3	4		
	High X class				
	IX class				
	Upper middle VIII class A. V. Ver.				
	VII class A.V. Ver.				
	Lower Middle VI class A.V. Ver.				
	V class A.V. Ver.				
	Primary—IV class				
	III Class				
	II Class				
	I Class				
(a) Arrangements made for—					
(i) Medical attendance	..				
(ii) Supervision	..				
(iii) Recreation	..				
(iv) Meals	..				
(v) Night study	..				
(Supervision and lighting arrangements)	..				
Financial condition of the boarding house during the preceding six months	AVERAGE MONTHLY INCOME FROM			Average monthly expenditure	Reserve fund
	Fees	Other sources (nature of sources should be specified)	Total		

## APPENDIX I-A—CONCLD

Times fixed for—

- (i) morning and evening roll call ;
- (ii) study ;
- (iii) meals ;
- (iv) lights out ;
- (v) closing of the Boarding house at night.

General remarks

Forwarding authority

Decision of the recognizing 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 (c)
	Present	Proposed	
Endowment ..	Rs	Rs	
Subscription ..			
Fees ..			
Other sources ..			
Total ..			

(a) Here show whether (1) Boys' or Girls' ; (2) High, Middle, Primary or Industrial, etc., (3) Vernacular or Anglo-Vernacular. (4) Day or Night.

(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	
Teaching Staff ..	Rs	Rs	
House-rent ..			
Contingencies ..			
Total ..			

## G—Detail of Staff.

Appointment:	Monthly pay Rs (a)		Qualifications Highest school or college examination passed. Departmental certificates held	Trained or not	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 a 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 teacher holding a non-pensionable permanent post in a recognised school and also every whole-time superintendent of a boarding house 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 Co-operative Bank approved by the Registrar of Co-operative Societies 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 secondary schools for Indian boys and girls which receive a grant-in-aid or recognition for the first time after the first day of April, 1926; and
- (ii) to all teachers of secondary schools for Indian boys and girls which had adopted the Standard Provident Fund Rules for teachers on or before the first April, 1926; 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 Local Government. The local 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.—Under the Punjab Government (Ministry of Education) Notification No 7077-G, dated the 4th May, 1927 and memorandum No. 20772-G, dated the 20th October, 1933 powers under this rule have been delegated to divisional inspectors of schools and circle inspectresses of schools in the Punjab who have been appointed "controlling officers" for the purposes of these rules in regard to boys and girls schools respectively, within their jurisdiction.

## APPENDIX III—CONTD.

## APPENDICES.

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

5. Every teacher subject to these rules shall be required to subscribe at the rate of one anna in the rupee or 6½ per cent 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 rules 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 co-operative bank approved by the Registrar, Co-operative Societies. Such payment should, whenever possible, be made into the bank between the 1st and 4th 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) Monies 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 local 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 local Government or controlling officer, be withdrawn by the committee from the post office savings bank or approved co-operative bank or Government securities in the following cases:—

- (1) On the decease 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 local Government or controlling officer pay to him only his own deposits, together with 5 per cent of the balance at 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 local 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 up to 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 Co-operative Bank approved by the Registrar of Co-operative Societies 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 local 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 expenses 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 a 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 in 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 instalments 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 8 annas, 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 local 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 A**  
*Provident Fund Ledger*

Number of Account		Name of subscriber											Folio number of Establishment check register						REMARKS	
19	19	Deposit			Contributions			Total			Withdrawals			Monthly Balance on which interest, if calculated			Monthly balance of withdrawals on which loss of interest is calculated			
1	2	3			4			5			6			7			8			
		Rs	A.	P.	Rs	A.	P.	Rs	A.	P.	Rs	A.	P.	Rs	A.	P.	Rs	A.	P.	
Opening balance																				
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
January																				
February																				
March																				
Total																				

Interest for 19\_\_\_\_\_ 19\_\_\_\_\_

Balance on 31st March 19\_\_\_\_\_.

**APPENDIX III—CONTD**  
**Form B(1)**  
*Provident Fund Ledger*

Date of receipt	Credits								REMARKS
	Number of depositor	Name	Appointment	Opening balance	Deduction from pay	School Committee contribution	Interest	Total	
	2	3	4	5	6	7	8	9	
1				Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	10

When payments are made the date of payment and the amount will be entered in the column of remarks



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 Inspector of schools	Amount			Place where securities are lodged	REMARKS (Give date when cashed)
				Rs	A.	P.		

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Provident Fndd Investment Account

— School

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 bank or to the teachers' account	Amount		
		Rs	A.			P.	Rs	

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 or 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

103

\*Here state unmarried, married or widower.

Two witnesses to signature of subscriber :—

Witness No. I

Witness No. II

Signature \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_

Signature of subscriber \_\_\_\_\_  
Occupation of subscriber \_\_\_\_\_  
Address of subscriber \_\_\_\_\_  
Station \_\_\_\_\_  
Dated \_\_\_\_\_

**APPENDIX IV**  
(CHAPTER III, ARTICLE 87 (b) AND 105 (b))

Register of daily attendance in the \_\_\_\_\_ school at \_\_\_\_\_  
class of the \_\_\_\_\_

Serial No. in the admission register	Agriculturist or non-agriculturist	Number	Class and name of student	DAILY ATTENDANCE FOR THE MONTH OF _____ 19__																		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
				1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting			
				DAILY ATTENDANCE FOR THE MONTH OF _____ 19__ <i>concl'd.</i>																		
				16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Number of attendances for the month	Number of attendances brought forward	Total No. of attendances
				1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting	1st Meeting	2nd Meeting			

104

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 attendance during the month.  
 N.B.—Presence should be indicated by a down stroke, absence without leave by the letter A, absence on sick leave.  
 All changes should be attested by the Head Master.  
 (Punjab Education Code, XI Edition, reprints 1932, 1934 and 1939).

**AMOUNT COLLECTED DURING THE MONTH ON ACCOUNT OF**

Fees				Funds				Arrears Due		REMARKS
Admission fee	Tuition fee	Arrears of fee	Total	Fines fund	Union fund	Medical fund	Total	Fees	Funds	
Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	

105

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 \_\_\_\_\_  
 Headmaster \_\_\_\_\_  
 Leave by the letter S, and absence on other leave by the letter L, at each roll call in the column provided for the purpose.

**APPENDIX V**

(CHAPTER III, ARTICLES 87(b) AND 105(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 (agriculturist, non-agriculturist or zamindar)	Religion (caste, sub-caste, or tribe)	Father's occupation	Residence	Class to which admitted	Class from which withdrawn	Date of withdrawal	REMARKS

*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.

**APPENDIX VI**



## APPENDIX VII

(CHAPTER III, ARTICLE 97)

Application for grant for building purposes, under Articles 96—102

For\*

Name of School \_\_\_\_\_

Situation of School \_\_\_\_\_

Class of School \_\_\_\_\_

Sources and amount of expenditure†

Nature	Amount	REMARKS‡
1. Endowments ..		
2. Subscriptions ..		
3. Other private sources (to be specified) ..		
4. Grant applied for (should not exceed the expenditure from 1, 2, 3 sources)		
Total§ ..		

Certified—

- (1) that there is a reasonable probability of the school being permanently maintained in efficiency ;
- (2) that the school will always be open to inspection by the Department ;
- (3) that there is a reasonable certainty of the funds necessary to complete the work being forthcoming ;
- (4) that plans and estimates for the work are sent herewith.

(Sd.) ||

\*Here note the object, which should be (a), (b), or (c) as below :—

- (a) the purchase, erection or enlargement of school buildings ;
  - (b) the execution of extensive repairs to school buildings ;
  - (c) the paying off of debts incurred in purchasing, erecting or enlarging school buildings.
- This is allowed in special cases only.

†The expenditure actual or contemplated, as the case may be, on building (including purchase of site in the case of erection) should be shown in this statement.

‡If the grant applied for is in behalf of an existing school building, it should be stated what amount of building grant has already been received, and in what year.

§Should agree with the total amount of expenditure entered in the estimates.

||All Managers, or, if the school is managed by an Association, the Secretary and President, must sign.

Note.—Grants for the objects of this application can be made only to those schools which are entitled to maintenance grants-in-aid.

## APPENDIX VIII

(CHAPTER III, ARTICLE 97)

Application under Article 26(d) for a grant towards providing a school with books, furniture or appliances

Name of School \_\_\_\_\_

Situation of School \_\_\_\_\_

Class of School \_\_\_\_\_

Amount of grant-in-aid applied for \_\_\_\_\_

\*Rs

Total amount of expenditure on (state here the object for which the grant is desired) \_\_\_\_\_ †Rs

I (or we, as the case may be) agree to refund the amount of grant that may be allowed on this application in the event of the school ceasing to exist within three years of the date of payment of the grant. (This should be scored out if the grant does not exceed Rs 25).

(Sd.) ‡

\*The grant must not ordinarily exceed half the total expenditure in aid of which it is given (Article 105).

†A detailed list, with the cost of each item, must accompany this application.

‡All Managers, or, if the school is managed by an Association, the Secretary and President must sign.

**APPENDIX IX**

[CHAPTER III, ARTICLE 105(a)]

Statistical Register on the \_\_\_\_\_ School at \_\_\_\_\_  
for (b) \_\_\_\_\_ (a) \_\_\_\_\_ for the year ending 31st March, 195 , maintained by (c) \_\_\_\_\_

	I	II	III	IV	V	VI	VII	VIII	IX	X	Total	Average daily attendance	Number of residents in approved hostels	Number of girls in boys' schools and of boys in girls' schools included in column 11	REMARKS
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
(1) Number of pupils on roll on 31st March .....															
(2) Number of pupils on roll on 31st March according to race and creed—															
Europeans and Anglo-Indians .....															
Indian Christians .....															
Hindus—															
(a) Higher Castes .....															
*(b) Weaver class and the special classes .....															
Muslims .....															
Buddhists .....															
Parsis .....															
Sikhs .....															
Jains .....															
Others .....															
(3) Number of agriculturists at the close of the school year .....															
(4) Number of non-agriculturist kamins at the close of the school year .....															
(5) Number of pupils at the close of the school year learning—															
English .....															
Urdu .....															
Hindi .....															
Hindi Lande (Mahajani) .....															
Punjabi .....															
Arabic .....															
Persian .....															
Sanskrit .....															

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6) Number of scholarships and stipends at the close of the school year payable from—															
<i>Provincial revenues</i>															
Open Scholarships .....															
Close Scholarships .....															
Victoria Scholarships .....															
Zamindari Scholarship .....															
Other Scholarships .....															
Stipends .....															
<i>District funds</i>															
Open Scholarships .....															
Close Scholarships .....															
Victoria Scholarships .....															
Zamindari Scholarships .....															
Other Scholarships .....															
Stipends .....															
<i>Municipal funds</i>															
Open Scholarships .....															
Close Scholarships .....															
Victoria Scholarships .....															
Zamindari Scholarships .....															
Other Scholarships .....															
Stipends .....															
<i>Other Sources</i>															
Close Scholarships .....															
Stipends .....															
(7) Total number of Scholarships .....															
(8) Total number of Stipends .....															

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\*The following are included under the head "Weaver class and the special classes".  
 (a) Anglo-Vernacular High, Vernacular High, Anglo-Vernacular Upper/Lower Middle Vernacular, Upper/Lower Middle, Primary or Special. Special schools include industrial and other technical schools. (See Article 30, Chapter I, of the Punjab Education Code), Training Schools are not to be entered in this register.  
 (b) Boys or girls as the case may be.  
 (c) Government, District Board, Municipal Committee, or Private Body (Aided or Unaided), as the case may be.

Statistical Register of the \_\_\_\_\_ (a) \_\_\_\_\_ School or Schools \_\_\_\_\_

maintained

Expenditure from the following source(d) on Establishment and Contingencies

1	Government funds	District funds	Municipal funds	Fees	Sub- scription	Endowments and other sources	Total
	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.
1. Secondary Department							
Primary Department							
2. Secondary Department							
Primary Department]							
3. Secondary Department							
Primary Department							
4. Secondary Department							
Primary Department							
5. Secondary Department							
Primary Department							
6. Secondary Department							
Primary Department							
7. Secondary Department							
Primary Department							
8. Secondary Department							
Primary Department							
9. Secondary Department							
Primary Department							
10. Secondary Department							
Primary Department							
11. Secondary Department							
Primary Department							
12. Secondary Department/Primary Department							
Total Expenditure on Secondary Department(s)							
Total Expenditure on Primary Department(s)							
Grant Total							

114

(a) Anglo-Vernacular High, Vernacular High, Anglo-Vernacular, Upper-Lower/Middle, Vernacular Middle Upper/Lower, Primary or schools are not to be entered in this register.

(b) Boys' or girls' as the case may be.

(c) Government, District Board, Municipal Committee or Private Body (Aided or Unaided), as the case may be.

(d) If the income of any aided school exceeds the expenditure, the excess shall be proportionately deducted from the sub-heads "Subscription" shown in full.

(e) The expenditure on establishment should be distributed in proportion to the time spent by teachers in secondary and primary departments.

Instructions.—In the case of unaided schools columns 2, 3 and 4 should be left blank.

(f) In the case of girls' school the average attendance of both the upper primary classes, should be entered in the column for the 4th

IX—CONTD

ARTICLE 105 (d)

at \_\_\_\_\_ for (b)

for the school year ending 31st March, 195

by (c)

(f) AVERAGE DAILY ATTENDANCE

Total number on rolls at close of the month	(f) AVERAGE DAILY ATTENDANCE							Total Secondary and Primary Departments	NUMBER OF BOARDERS			REMARKS	
	Secondary Department				Primary Department				Secondary Department	Primary Department	Total		
	High Department	Upper Middle Department	Lower Middle Department	Total	IV Class	I, II and III Classes	Total						
9	10	11	12	13	14	15	16	17	18	19	20	21	

115

Special, Special schools include industrial and other technical schools. (See Article 30, Chapter I, of the Punjab Education Code). Training

and "Endowments and other sources". The actual receipts from "Government funds" from District and Municipal funds and fees should be entered, and that on contingencies according to the average attendance of pupils in each department.

primary class.

**APPENDIX IX—CONCLD.**  
[CHAPTER III, ARTICLE 105 (d)]

Statistical Register of the \_\_\_\_\_ (a) School at \_\_\_\_\_  
for (b) \_\_\_\_\_ for the school year ending 31st March, 195 ,  
maintained by (c) \_\_\_\_\_

Objects of indirect expenditure	From Government funds	From District funds	From Municipal funds	From fees	From subscriptions	From endowments and other sources	Total
1	2	3	4	5	6	7	8
<i>Scholarships (d) and stipends held in</i>							
Secondary Department							
Primary Department							
<i>Expenditure on boarding house (e)</i>							
Secondary Department							
Primary Department							
<i>Extraordinary expenditure on furniture (f) apparatus and libraries</i>							
Secondary Department							
Primary Department							
<i>Expenditure on school-buildings</i>							
Secondary Department							
Primary Department							
<i>Miscellaneous</i>							
Secondary Department							
Primary Department							

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- (a) Anglo-Vernacular High, Vernacular High Anglo-Vernacular Upper/Lower Middle, Vernacular Upper Lower/Middle, Primary or Special, Special schools include industrial and other technical schools. (See Article 30, Chapter I of the Punjab Education Code). Training schools are not to be entered in this register.
- (b) Boys' or girls' as the case may be.
- (c) Government, District Board, Municipal Committee or Private Body (Aided or Unaided), as the case may be.
- (d) Scholarships paid from District or Municipal funds should not be entered.
- (e) In order to determine the expenditure on secondary and primary departments, separately, the total expenditure should be distributed in proportion to the average number of boarders belonging to each department.
- (f) In order to determine the expenditure on secondary and primary departments separately, the total expenditure should be distributed in proportion to the average attendance of pupils in each department.
- Instructions—**
- Expenditure on boarding houses should be excluded from the returns of direct expenditure on tuition, but should be shown in a separate statement and reported to the Inspectors.
  - Ordinary expenditure on apparatus, furniture and libraries can be entered under the head of establishment and contingencies.
  - Extraordinary expenditure on apparatus, furniture and libraries is not considered a tuition charge and must not be included under the head of Establishment and Contingencies, but should be entered in a separate statement and reported at the close of the year to the inspector.

**APPENDIX X**  
[Chapter III, Article 87(b) and 105(e)]  
**FORM A**  
**LOG BOOK, PART I**

Statistics of the \_\_\_\_\_ Primary School at \_\_\_\_\_ inspected on \_\_\_\_\_

Particulars	NUMBERS							NUMBERS PASSED											
	Roll	Present	I Class	II Class	III Class	IV Class	Total	Increase or decrease since last visit of	*Upper Primary Examination (for girls only)	No. of Candidates	Hindus (Higher castes)	Hindus (Weavers Class and the special classes)	Sikhs	Muslims	Buddhists	Parsis	Others	Total	
Average attendance for the school year																			
Hindus (High castes)																			
Hindus (weaver class and the special classes)																			
Sikhs																			
Muslims																			
Buddhists																			
Parsis																			
Others																			
Agriculturists																			
Number of boarders																			
Income from fees for the twelve months preceding the inspection																			

117

TEACHERS			
Name	Pay	Qualification	Class and subjects taught
For remarks see page _____			
			Inspector.





**APPENDIX XIII**

**FORM A**

**SCHEDULE OF ATTENDANCE AND EXPENDITURE ETC.**

*(To be filled up by the Manager, excepting columns 9—13, which will be filled up by the Inspecting Officer)*

Classification	Number of pupils on the first day of inspection		Average attendance* for last three years or for the period (if smaller) the school or any of its Department has been in existence						Amount of Block grant Article 68	Deductions, if any under articles 74 and 78	Net Amount earned	REMARKS
	On Rolls	Present	Ist Year	II Year	III Year	Total	Average	Merits of each Department (Article 67)				
1]	2	3	4	5	6	7	8	9	10	11	12	13
<b>High Department—</b>									Rs A. P.	Rs A. P.	Rs A. P.	
<b>X Class</b> ..												
<b>IX Class</b> ..												
<b>Total</b> ..												

122

<b>Middle Department—</b>												
<b>VIII Class</b> ..												
<b>VII Class</b> ..												
<b>VI Class</b> ..												
<b>V Class</b> ..												
<b>Senior Special Class of Vernacular Middle passes</b> ..												
<b>Total</b> ..												
<b>Primary Department—</b>												
<b>IV Class</b> ..												
<b>III Class</b> ..												
<b>Total</b> ..												
<b>Primary Department—</b>												
<b>II Class</b> ..												
<b>I Class</b> ..												
<b>Total</b> ..												

123

\*To be entered against the total of each Department.

**APPENDICES  
APPENDIX XIII—CONTD  
FORM A—concld**

**SCHEDULE OF ATTENDANCE AND EXPENDITURE, AND.—concld**  
(To be filled up by the Manager, excepting columns 9-13, which will be filled up by the inspecting officer)

Classification	Number of pupils on the first day of inspection		Average attendance for last three years or for the period (if smaller) the school or any of its Departments has been in existence						Merit of each Department (Article 67)	Amount of Block Grant (Article 68)	Deductions, if any under articles 74 and 78	Net amount earned	REMARKS
	On Rolls	Present	I Year	II Year	III Year	Total	Average						
1	2	3	4	5	6	7	8	9	10	11	12	12	
Mahajani Department ..	..	..	..	..	..	..	..	..	Rs. A. P.	Rs. A. P.	Rs. A. P.	..	
Grand Total ..													

124

Number of school meetings during the past school year

Add Total Expenditure ..

High Department ..

Middle

Mahajani

(a) For estimated value of honorary teachers.  
(b) For estimated value of low paid teachers.  
(c) Estimated rent of school buildings held rent free.

(d) Estimated rent of free quarters staff.

Total expenditure from various sources during the past school year

Provincial revenues  
District funds  
Municipal funds  
Fees  
Other sources

Grand Total ..  
Subtract for lavish expenditure

Net paid Total  
Signature of the Inspector.

Grand Total  
Signature of the Manager.

Division.  
Dated 19 .

19

To be entered against the total of each Department.

**APPENDICES  
APPENDIX XIII—CONCLD  
FORM B**

**SCHOOL STAFF  
SCHOOL STAFF**

STAFF OF \_\_\_\_\_ SCHOOL AT \_\_\_\_\_ IN THE DISTRICT OF \_\_\_\_\_  
(To be filled up by the Manager, excepting columns 21 and 22 which will be filled up by the inspecting officer)

Serial No.	Name	TRAINED TEACHERS WITH THE FOLLOWING EDUCATIONAL QUALIFICATIONS					UNTRAINED TEACHERS				WORK ASSIGNED						REMARKS				
		A degree	Passed Matric or School Final	Passed Middle School	Passed Primary School	Lower qualifications	Possessing a degree		Possessing a degree		Primary Department		Middle Department		High Department						
							Certificated	Uncertificated	Certificated	Uncertificated	Class	Subject	Number of periods per week devoted to secular instructions	Class	Subject	Number of periods per week devoted to secular instructions		Class	Subject	Number of period per week devoted to secular instructions	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
																				Rs. A. P.	

125

Note.—In case of an uncertificated graduate, note the year of his graduating and the date of his first appointment in any recognised School.  
Signature of the Manager. Inspector of Schools, Division.

The 19 .

Division.

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	PASSED		Monthly Value of Scholarship	PERIOD FOR WHICH CURRENT		Date from which lapsed or forfeited	Cause of lapse or forfeiture
				with english classes	without english classes		From	To		

"In case of Middle School Scholarships, to be sent to the Inspector or the Inspector in whose Division the lapses or forfeitures occur, and to the Director of Public Instruction, Punjab, in the case of high school or college scholarships."

Manager—High School  
or  
Principal  
College

APPENDIX XIV-A

(CHAPTER V,—ARTICLE 128)

Certificate

I \_\_\_\_\_ resident of \_\_\_\_\_  
and by occupation \_\_\_\_\_  
father \_\_\_\_\_  
guardian of \_\_\_\_\_

pupil of the \_\_\_\_\_ School  
College \_\_\_\_\_

and a candidate for the \_\_\_\_\_  
High School Scholarship Examination  
Middle School Scholarship Examination  
Matriculation Examination  
Intermediate Examination

do hereby declare that my income is below Rs 5,000 per annum, and that I do not pay more than Rs 1,000 as land revenue.

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 divisional inspector or divisional inspectress of schools concerned.

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

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



**APPENDIX XVII**

(CHAPTER V, ARTICLE 150)

**Final Award Roll of Open, Victoria on Zamindari High Schools, Scholarships**

Name of school at which scholarship is held	Name of scholarship holder	School from which passed	Monthly value of scholarship Rs	PASSED IN		PERIOD FOR WHICH CURRENT		Source of payment	REMARKS
				Anglo-verna- cular	Vernacular	From	To		

The \_\_\_\_\_ 19\_\_\_\_\_

Director of Public Instruction,  
Punjab.

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**APPENDIX XVIII**  
(CHAPTER V, ARTICLE 151)

*Bill*

**Chargeable to 37-Education (Excluding European and Anglo-Indian Education) -E-(p)  
Scholarships**

SERIAL NO. AND YEAR OF AWARD		Kind of Scholarship, or stipend	Name of Scholarship or stipend holder	Monthly value of scholarship or stipend	No. of days for which claimed	Authority sanctioning the scholarship or stipend	Total No. of possible attendance	Actual No. of attendance	Amount claimed	REMARKS
No.	Year									
1	2	3	4	5	6	7	8	9	10	11
									Rs A. P.	

College open, High Girls, Middle,  
(In words) \_\_\_\_\_

Deduct balance undisbursed from last month.  
Balance due

I hereby certify that the scholarship or stipend holders named in the Bill have been regular in attendance, and have conformed to the rules under which their scholarships or stipends are tenable.  
Certified also that the scholarships or stipends drawn on the last Bill with the exception of those refunded by deduction have been paid to the proper persons, and their receipts taken in acquittance rolls kept in my office.

Pay \_\_\_\_\_ (Rupees.....)

Treasury Officer  
(For use in Accountant-General's office).

Principal \_\_\_\_\_ College,  
Manager \_\_\_\_\_ School

Received payment  
Rs. \_\_\_\_\_  
Rupee \_\_\_\_\_

Gazetted Officer  
Superintendent

Rs. \_\_\_\_\_  
Admitted \_\_\_\_\_  
Objected to \_\_\_\_\_ Auditor.

Principal  
Headmaster.

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## 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

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

2. I also solemnly declare :—

(i) that I \_\_\_\_\_ am  
assessed to Income tax on Rs 2,000 or more ;  
am not

(ii) that I \_\_\_\_\_ pay  
land revenue amounting to Rs 500 or more per annum.  
do not pay

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	Agriculturist, non-agriculturist or Zamindar	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 that given in the horoscope and the Municipal and Chowkidars's birth register.

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.

- (3). Should the declaration regarding income be proved to be false the student concerned will be liable to expulsion for two years. A fresh declaration shall be submitted annually in April in respect of each student in the secondary department of a Government Board or Aided Anglo Vernacular Schools.
3. "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 \_\_\_\_\_ Agriculturist or non-Agriculturist \_\_\_\_\_

No. in Admission Register \_\_\_\_\_

Certified that \_\_\_\_\_, son of \_\_\_\_\_, attended this school up to the \_\_\_\_\_, has paid all sums 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 to 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

APPENDICES

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 to 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 moneys due to the school, and also from those who absent themselves without leave before the Vernacular Final and Middle School, Middle Standard Examination for Indian Girls or the M.S.L.C. Examination. Where a certificate is withheld on account of moneys 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 Vernacular Final and Middle School, Middle Standard Examination for Indian Girls and 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 eight annas 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 eight annas 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 the 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 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 inspector in the case of boys' schools and by the circle inspectress in that of girls' schools or to the high classes of an intermediate college by the principal subject to subsequent confirmation by the inspector or inspectress, as the case may be. The inspector or inspectress will also call upon the school, which the scholar last attended, to issue the transfer certificate.

The authority given to the inspectors and inspectresses under this rule extends to district inspectors and assistant inspectresses in respect of the vernacular schools open to their inspection.

5. Headmasters, recognized schools, are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular Final and Middle School, Middle Standard Examination for Indian Girls or M. and 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 in 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 Vernacular Final and Middle School, Middle Standard Examination for Indian Girls or M. and S.L.C. Examination shall not be degraded to a lower class except in very special cases and with the previous approval of the inspector or in the case of girls' schools the inspectress.

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

(a) days of 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) 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 scholarships, three weeks ; or if the scholar dies ; 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 inspector or inspectress in the case of a scholarship held in a school, and to the Director in the case of a scholarship held in a college, if the scholarship lapsed or forfeited is payable from local funds, the local body concerned shall be informed, through the Director in the case of college scholarships and through the inspector or inspectress in other cases.

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 and Board schools and colleges shall be levied from all holders of scholarships paid from public funds.

## APPENDIX XXII

(CHAPTER VII,—ARTICLE 213)

## Final School Certificate

\_\_\_\_\_ \*High 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
English	..	Mathematics	..
Classical Language	..	Drawing	..
History and Geography	..	Physical Science	..
‡Games, Drill, etc.,	..		

Dated \_\_\_\_\_

Headmaster.

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

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

‡Games and drill should be regarded as an obligatory subject and should be specially commended on.

## APPENDIX XXIII

[CHAPTER VII,—ARTICLE 216(c)]

## Correspondence Register

Receipts	From or To	LETTER		Received from or addressed to	Brief abstract to be given here
		No.	Date		
	From	40	12-3-86	Deputy Commissioner, Multan	Requested that A. B. be directed to proceed to _____ on transfer.
	To	105	20-9-86	Secretary, Municipal Committee, Multan	Forwards pay bill of the month of _____

## APPENDIX XXIV

[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 XXV

(CHAPTER V,—ARTICLES 162—1657

Scholarships awarded to Girls under Chapter V, Article 162 to 165 of the Punjab Education Code, in the District of \_\_\_\_\_

No.	Name	Father's name	Amount of scholarship awarded in rupees	Name of school from which the candidate passed the examination	Name of school in which the scholarship is to be held

The \_\_\_\_\_ 195 .  
 Inspectress of Schools,  
 Circle.

## APPENDIX XXVI

[Chapter III, Article 62 (h)]

Statement of income of \_\_\_\_\_ School for each month of the year  
 ending 31st March, 19 . maintained by (a) \_\_\_\_\_

Serial No.	Month of the School year		GRANT							REMARKS		
	Name	Department	Provincial revenues	District funds	Municipal funds	Fees	Subscription	Endowments	Other sources		Total	
1		Secondary	..									
		Primary	..									
2		Secondary	..									
		Primary	..									
3		Secondary	..									
		Primary	..									
4		Secondary	..									
		Primary	..									
5		Secondary	..									
		Primary	..									
6		Secondary	..									
		Primary	..									
7		Secondary	..									
		Primary	..									
8		Secondary	..									
		Primary	..									
9		Secondary	..									
		Primary	..									
10		Secondary	..									
		Primary	..									
11		Secondary	..									
		Primary	..									
12		Secondary	..									
		Primary	..									
		Total for the Secondary Department										
		Total for the Primary Department										
		GRAND TOTAL ..										

(a) District Board, Municipal Committee as the case may be.

## APPENDIX XXVII

[CHAPTER VIII, ARTICLE 232 (IV)]

*Rules of service for employees in recognized 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 month's 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 a teacher without notice in the event of such gross misconduct as in the opinion of the management shou'd be brought to the notice of the Department for action under Article 71 and 186 of the Punjab Education Code. The salary payable in such cases shall be that due up to the day of dismissal.

(6) In case of dismissal the teacher shall before dismissal be called upon to submit his defence in writing for which he shall be given one week from the receipt of the letter calling upon him for his defence, within which he should submit his defence to the management. In the event of such defence not being submitted within the said week, the management may proceed to dismiss him without further delay.

(7) All cases of dismissal shall be reported in the case of men teachers to the inspector and in that of women teachers to the circle inspectress, together with a full statement of the case and a copy of the teacher's defence, if one has been submitted. If the inspector or the circle inspectress disagrees with the decision of the management he or she shall refer the case to the Director of Public Instruction for final decision.

(8) 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.

(9) 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.

(10) 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.

(11) Any dispute that may arise between the teachers and the management may be referred to an Arbitration Board consisting of the Divisional Inspector and Inspectress of schools 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 Divisional Inspector/Inspectress of schools 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 at (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 headmaster 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 his whole-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.

- (6) That this agreement may be terminated at any time by either party on giving to the other (here enter the period provided in rule 4 of the Rules of Service, Appendix XXVII) calendar months' notice in writing of such intension to determine the same, or by paying (here enter the period provided in rule 4 of the Rules of Service, Appendix XXVII) months' salary in lieu of such notice provided that (school authority) can dismiss (the teacher) without notice in the event of such gross misconduct as in the opinion of the management should be brought to the notice of the Department for action under Articles 71 and 180 of the Punjab Education Code.

In such a case the teacher before dismissal will be called upon for his defence in writing for which he shall be given one week from the receipt of the letter calling upon him for his defence, within which he should submit his defence to the management. In the event of such defence not being submitted within the said week, the management may proceed to dismiss him without further delay.

- (7) That if the said (teacher) shall observe and comply with all the provisions of these presents there shall be paid to him, for such time as he shall be in the service of the said school and actually perform his duties, a salary of Rs. \_\_\_\_\_ per mensem for the first year of his service, which shall be increased each subsequent year of his service by Rs. \_\_\_\_\_, per mensem up to a maximum of Rs. \_\_\_\_\_ but that in the event of his temporary absence from duty by reason of sickness or leave or otherwise he shall be paid such salary only as shall be determined by the rules in force in the said school.

Provided always that the teacher shall get salary for the long vacation period as required by rule 9, appendix XXVII, Punjab Education Code.

- (8) That it shall be lawful for the school authority at any time if satisfied of medical evidence that the said teacher is unfit and is likely for a considerable period to continue unfit by reasons of ill-health for the discharge of his duties as such teacher to determine his service under these presents on paying him three months' salary less any amount which may have been paid to him as leave allowance after the date of his last appearance in the school for the regular discharge of his duties as teacher (the decision of the school authority as to the unfitness of the teacher being final and conclusive) and thereupon his service shall absolutely cease and determine.

IV IN WITNESS where of \_\_\_\_\_ and have hereunto set their hands the day and year first above written.

Signed by \_\_\_\_\_  
in the presence of \_\_\_\_\_  
Signed by \_\_\_\_\_  
in the presence of \_\_\_\_\_

## APPENDIX XXIX

[CHAPTER III, ARTICLE 102]

*Completion Certificate*

Certified that to the best of my knowledge the work of \_\_\_\_\_, or a portion thereof, for which the building grant is required has been completed at a cost of Rs. \_\_\_\_\_ in accordance with the detailed plans and estimates approved and signed by the local divisional officer of the Public Works Department, Buildings and Roads Branch, and that the work is up to the required standard.

Executive Engineer,

\_\_\_\_\_  
Provincial Division.

