

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(POST FIXATION CELL)

5/c

NO:DE.22/11/PFC/98/220-519

Dated: 6-7-98

To

All D.D.Es of the Districts.

Sub:- Post Fixation for the year 1998-99.

Sir/Madam,

Kindly refer to JDE(F) Letter's No.DE.22/11/PFC/98/102-116 dated 15.5.98 vide which the operation of orders regarding post fixation for the year 1998-99 issued vide this office letter of even no.dated 23.4.98 was kept in abeyance till further orders.

Please find enclosed herewith revised guidelines/norms for post fixation in Govt. & Govt.Aided schools approved by competent authority. You are requested to get the post fixation for the year 1998-99 finalised at the district level and submit the same with the Post Fixation Cell by 20.7.98 positively.

Attached Annexure 'A' with the guidelines wherein the distribution of periods is given for all classes.

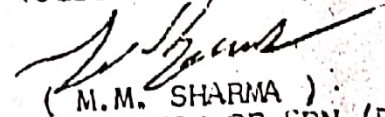
As discussed in the meeting on 21st April 98 the following points specifically need to be taken care of:-

- The enrolment is to be given as on 30th April as indicated in the Post fixation proforma.
- Three language formula is to be implemented up to secondary level.
- Sanskrit will be taught from Class III in six Sarvodaya school each in districts other than New Delhi and two Sarvodaya schools in New Delhi district. The DDE(Distts.) will please send the list of these schools to form a part of the pilot project to A.D.E.(Plg.)

As a follow up all the Heads of the schools may please be directed to send the enrolment of their school subsequently as on 31.8.98 in the first week of September.

This issues with the prior approval of the Director of Education.

Yours faithfully,


(M.M. SHARMA)

ASSTT. DIRECTOR OF EDN. (PLG.)

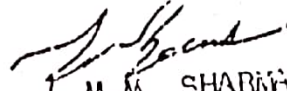
Dated: 6-7-98

Encl: a/a

NO:DE.22/11/PFC/98/220-519

Copy forwarded to:

- All Officers at Headquarters, Dte. of Edn.
- P.S. to Comm.-cum-Secy.(Edn.)
- P.A. to Director of Edn.


(M.M. SHARMA)
ASSTT. DIRECTOR OF EDN. (PLG.)

Roller

4/c

GUIDELINES FOR POST FIXATION IN GOVT. & GOVT. AIDED SCHOOLS

1. NOMENCLATURE OF THE SCHOOL:- The following shall be the nomenclature of the schools:

<u>School having classes</u>	<u>Nomenclature</u>
Classes 0/1 to VIII	Sarv. Kanya/Bal Middle Schools
Classes VI to VIII	Boys/Girls Middle Schools
Classes 0/1 to X	Sarv. Kanya/Bal Sec. Schools
Classes VI to X	Boys/Girls Sec. Schools
Classes 0/1 to XII	Sarv. Kanya/Bal Sr. Sec. Schools
Classes VI to XII	Boys/Girls Sr. Sec. Schools

2. Size of a class room - Normally a class room shall consist of a floor area of not less than 400 sq. ft to seat 40 students.

3. Break-up of sections:

The break-up of sections will be allowed as under:-

- a) At 45, 90, 135, 180 : in pucca building/SPS
- b) At 40, 80, 120, 160 : in pre-fabricated accommodation
- c) At 35, 70, 105, 140 : in tented accommodation

4. Teaching staff:

A) Primary Department

- i) One Nursery Teacher per section for K.G classes
- ii) One Asstt. Teacher per section in Primary Deptt.
- iii) One Additional Asstt. Teacher will be allowed in Primary Deptt. when number of sections is ten or more.
- iv) No extra teacher will be provided to teach Hindi as third language for Non-Hindi medium primary classes.

B) Middle/Secondary/Sr. Secondary Deptt.

- i) Teachers will be allowed at the ratio of 1.5 teacher per section for classes VI to XII. In case of odd number of sections in a school, one teacher shall be allowed against the marginal 1/2 teacher.

- ii) Out of total number of Teachers calculated according to Rule 4(B) (i), one lecturer in each of the subject taught in classes XI & XII will be allowed.

- iii) If number of periods in class XI & XII in a subject is more than 32, additional lecturer in the subject will be allowed at the rate of 33 periods or part thereof. Rest of the teachers will be in TGT scale where a grade lower than that of TGT grade exist in respect of category of subject teachers, only one teacher shall be in the TGT grade and all others will be in the lower grade. As a guideline distribution of period is given in Annexure A.

contd...2

iv) One extra teacher for Regional language shall be allowed if the No. of periods in the language is not less than 18.

v) With the Cabinet decision all schools are to adopt three language formula upto class X. As such, schools have to put in their requirement of language teachers accordingly.

vi) Extra teacher at the rate of 1/2 teacher for each of the four subjects viz., Drawing, Physical Education, music and Domestic Science shall be allowed.

vii) One extra PET in Co-Educational Secondary & Sr. Secondary school shall be allowed for Girl students. One PET is to be deducted in lieu of lecturer (Physical Edn.) being allowed in class XI & XII.

viii) One additional TGT(Sc.) will be allowed in all Sr. Secondary schools where the number of Science sections in classes XI & XII is four or more and from IX to XII is ten or more.

ix) One extra teacher for Work Experience for the following subjects will be provided over & above the teaching staff calculated above.

a) Tailoring (b) Electrical Gadget (c) Photography (d) Electronics (e) Music (f) Wood Craft (g) Batik (h) Typewriting (i) Spinning & weaving (j) Basic Engineering (k) Leather Work (l) Paper craft (m) Meal planning (n) Bakery (o) Needle work

5) One post of Yoga Teacher will be given to every school over & above the norms.

6) Supervisory Staff:

(i) Primary Deptt. in Secondary & Sr. Sec. Schools:-
One Head Master (Primary) shall be provided in Sarv. Sec. or Sr. Secondary Schools having Primary Deptts. This would be on the condition that the strength in the Primary Deptt. will not be counted while determining the post of Vice-Principal in the Sr. secondary school.

ii) Middle Schools: - One Head Master will be provided against the post of a teacher calculated under Rule 4 above

Contd. ... 3

iii) Sec. Schools:-

a) One Vice Principal will be provided to the school. However, half teacher in lieu thereof shall be deducted out of the No. of teachers calculated under Rule 4 above.

b) One Head Master will be provided to the school if the enrolment is 800 or more. However, half teacher in lieu thereof shall be deducted out of the No. of teachers calculated under Rule 4 above.

iv) Sr. Sec. Schools:-

a) One Principal will be provided to the school. However, half teacher in lieu thereof shall be deducted out of the total No. of Teacher calculated under Rule (4) above.

b) One Vice-Principal will be provided to the school irrespective of the enrolment in the school. However, half teacher in lieu thereof shall be deducted out of the number of teachers calculated under Rule 4 above.

7) Ancillary Staff:-

a) One part time Tabla Player will be allowed in the school if Music as a subject is being taught there.

b) One Librarian & two Lab Asstts. (one for Physics & Life Science Group and one for Chemistry) will be allowed to Sec. Schools..

c) One Librarian & three Lab Asstts. (one each for laboratory of Physics Chemistry & Biology) will be allowed to Sr. Secondary schools.

8) Ministerial Staff:

Secondary & Sr. Secondary schools will be provided Ministerial Staff as follows:-

a) Office Supervisory Staff- One Supdt. will be provided to every Sec. & Sr. Secondary Govt. Schools.

b) Other Ministerial staff will be provided as under:-

Enrolment (Including that of attached schools)	Ministerial staff			
	H.C	U.D.C	L.D.C	TOTAL
i) Below 700	1	1	-	2
ii) Between 700-1200	1	1	1	3
iii) Over 1200	1	2	1	4

contd...4

9) Class IV staff (Group D):

a) Middle Schools- Class IV employees will be allowed in Middle schools as follows:

Enrolment	Peon	Chowkidar	Sweeper	Waterman
upto 400	1	1	1 (part time)	1 (part time)
over 400	1	1	1 (part time)	1 (full time)

[Class IV (P/T) Sweeper will be allowed for the entire year excluding vacation whereas class IV part-time water man will be allowed for 10 months only.]

b) Sec. & Sr. Secondary Schools:

- (i) Four class IV employees shall be provided in each schools.
- (ii) One Ayah (Class IV full time) shall be provided in the Primary Deptt.
- (iii) One Mali shall be provided in Day school as also either in first shift or second shift of the two schools functioning on the same premises provided that an area exceeding 1000 Sq. metres excluding the Play grounds is available for gardening.
- (iv) One Additional Class IV employee (Water man) will be allowed in the school in which tap water is not available.
- (v) One additional chowkidar shall be provided in a Day school.
- (vi) Two additional Class IV shall be allowed if the school is run partly in the first shift and partly in the second shift.
- (vii) One additional part time water man shall be provided for a period of six months from 1st March to 30th April and 1st July to 31st October, if the enrolment of the school is 800 or more.
- (viii) One additional part time sweeper shall be provided for the entire year excluding the vacation period where the No. of enrolment is more than 800.

10) Miscellaneous:

- a) Proposals involving Post Fixation in respect of a new subject, medium of instruction other than third language will be accepted provided prior approval of the competent authority viz., the Director of Education/ Secretary (Edn.) is enclosed therewith.
- b) If there is any change in the working hours/ week of the school or there is any change in the pattern of Education or any such situation, review of the norms will be made in conformity with the situation.

ANNEXTURE 'A'

The following will be the Subject-wise allocation of period per week.

1) FOR MIDDLE LEVEL

Subject	No. of periods to be allocated
a) English	7
b) Hindi	3
c) 3rd Language/Sanskrit	6
d) Maths	7
e) Natural Science	6
f) Social Science	6
g) Domestic Science/Drawing	3
h) Physical Education/Yoga/Music	2
i) SUPW/Work Experience	2
j) Library	1
k) Co-curricular Activities.	2
<hr/>	
Total	48

2) FOR SECONDARY LEVEL:

Subject	No. of Periods to be allocated
a) Language I	6
b) Language II	6
c) Language III	6
d) Maths	7
e) Science	8
f) Social Science	7
g) (i) : Work Experience/SUPW or Pre-Vocational Education	
(ii) Art Education	3+2*
(iii), Physical & Health Education	
(iv) Co-curricular Activities	
(v) Library	
<hr/>	
Total	48+2*

* Time expected to be spent outside school hours

contd...2

3) FOR SR. SECONDARY LEVEL

Subject	No. of Periods to be allocated
a) Language I	7
b) Language II	7
c) Elective I	9
d) Elective II - or Voc. courses	9
e) Elective III	9
f) The General studies/General Foundation Course (GFC), Work Experience/SUPW (not applicable to Voc. stream) and Co-curricular Activities shall be taken care of by the PGTs. Physical Education and Library shall be taken care of by the PETs/Librarians.	7 periods
Total	48

In all every school will have 48 periods in a week