

CHAPTER XVIII
MISCELLANEOUS

195. Fees for appeal to the Tribunal— Every appeal to the Tribunal shall be filed on a non-judicial stamp paper of rupee one and shall be presented in the form of a petition.

196. Provisions of certain rules to apply to Government schools— (1) The Provisions of these rules, in as far as they relate to the matters specified in sub-rule (2) shall also apply to Government schools and to schools run by local authorities.

(2) The matters referred to in sub-rule (1) are :—

- (a) regulation of education;
- (b) admission to recognised schools;
- (c) fees and other charges to be levied in recognised aided schools, including fee concessions;
- (d) pupils' fund;
- (e) inspection and supervision of schools.

FORM I
APPLICATION FOR GRANT OF RECOGNITION

To
The (Give the name of appropriate authority)
..... Delhi

Sir,

I forward herewith an application in the prescribed proforma for the grant of recognition to (name of the school) with effect from the commencement of the school year 19.....

Enclosure : one

Yours faithfully,

Place :

Chairman of Managing
Committee/Manager.

Date :

PROFORMA

1. Name of the school.
2. Name of the District and Zone in which it is situated.
3. Date of First opening of the school.
4. Special aims to the school.
5. State upto which educational facilities provided (primary, middle or higher secondary).
6. Medium of instruction at various stages.
7. Stage of education upto which recognition desired (primary, middle or higher secondary).
8. In case recognition is desired upto middle and higher secondary stages, subjects in which recognition is desired.
9. Number and categories of recognised schools already functioning in that locality.
10. General desirability of the school with reference to the suitability and sufficiency of the existing schools in the locality and the probable effect on them.
11. Whether the school is run on commercial basis for profit to any individual or group of individuals ?
12. Constitution of the Managing Committee of the school together with the names of the members of the Committee and their occupations.
13. (a) Is the Society running the school registered under the Societies Registration Act, 1860?
(If registered, an attested copy of the certificates of registration to be attached).
- (b) Name of the Manager of the school.
- (c) Whether the school has a duly approved scheme of the management ?

14. Has the school its own building or is housed in a rented building?
15. Total area of the school campus with the total built-up area.
16. Accommodation provided in the school building (dimensions to be indicated in all cases).
17.
 - (a) Number of class-rooms with seating capacity in each.
 - (b) Details of furniture, fans, ventilation, provided in each class-room.
 - (c) School library and reading room.
 - (d) Science laboratories.
 - (e) School Hall.
 - (f) Staff room.
 - (g) Room for head of school.
 - (h) Office room.
 - (i) Store room.
 - (j) Refreshment room for students.
 - (k) Bath room and lavatories for day scholars.
 - (l) Drinking water facilities.
17. Total area of play grounds and the number of play grounds available and the games played.
18. Details of apparatus and equipment for ;
 - (a) Physics.
 - (b) Chemistry.
 - (c) Physiology and Hygiene.
 - (d) Home Science.
 - (e) Drawing, Painting, etc.
 - (f) Music
 - (g) Biology.
 - (h) Agriculture.
 - (i) History.
 - (j) Geography.
 - (k) Cookery.
 - (l) Craft.
 - (m) Commerce.
 - (n) Technical subjects.
19. Number of books in the Library.
20. Is there a separate section of library of teachers?
If so, how many books are there in the section?
21. Amount spent on the purchase of books for the library every year from the date the school was opened.

22. Financial position of the school.
- Reserve Fund.
 - Average monthly income from (i) fees (ii) other sources (sources to be specified).
 - Total monthly income.
 - Average monthly expenditure (details to be given).
23. Number of students :

Name of the class	Number of Sections	Number of Students in each section	Average attendance in each Section during the last 6 months.
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24. Whether admission in the school is open to all without any discrimination based on religion, caste, race, place of birth or any of them ?
25. Whether any religious instruction is imparted and if so, whether it is compulsory ?
26. Details of curriculum and syllabus followed in each-class.
27. Educational and vocational guidance facilities available.
28. Whether the management maintains a provident fund scheme or any other similar scheme for the staff ?
29. Rates of fees and other funds charges (Class-wise).
30. Number of students residing with their parents/guardians and arrangements made for their residence.
31. Details of staff including Head of school.

Name	Date of Birth	Academic qualifications, training previous teaching experience, if any	Subject teaching at present	Date of appointment	Present pay with the scale of pay	Whether wholetime or Part time
1	2	3	4	5	6	7

32. Details of facilities available for Physical Education and recreating.
33. Medical facilities for students.
34. Details of co-curricular, cultural and other activities organised in the school.
35. Any other information.

Place : {
Date :

Sd/-
Chairman/Manager
Managing Committee
School

FORM II
 [(See Rules 62, 85 (1))]
GRANT-IN-AID FORM
PART I
Application for Aid

1. Name of School.
2. Name and designation of the person authorised to draw the grant.
3. Whether the Managing committee would collect the sanction letter through their representative or it may be despatched ?
4. Period up to which school is recognised.
5. Year up to which accounts of the school is finalised.
6. Year up to which audited accounts have been submitted to (a) the Administrator.
7. Amount of Reserve fund deposited in the joint account.
8. Number of teacher: who have opted for the Triple Benefit Scheme.
9. Expenditure incurred during the month as per salary, etc. Provident Fund and arrears statement enclosed.

	Plan	Non-Plan Total
(i) Teaching Staff Salary		
Provident Fund		
(ii) Ministerial Staff Salary		
Provident Fund		
(iii) Class IV Salary		
Provident Fund		
(iv) Add difference between 8.1/3% and 5% Provident Fund (Column 5 of Part VII)		
	Total
Less tuition fee, etc	
Net expenditure	
Less 5%	
[(Management's contribution) Less amount shown at item 9 (iv) Above)	
Amount of grant payable	

Certified that I have checked the above particulars with the records and found them in order.

Place :
Date :

Chairman of Managing
Committee/Manager

PART II
Grant-in-Aid

Staff statement for the Month/Year School, Delhi/New Delhi

Trial No.	Name	Date of Birth in figures	Qualifications Academic and teaching	No. of Letter of approval of appointment from the Zonal Education Officer	Date of Appointment in the school in the present post	In case teacher has left, date of leaving
1	2	3	4	5	6	7
	Basic Pay as on 1st March	Date of next increment	Total Salary paid during the month/year	Total Provident Fund deposited (management's share)	Period and nature of leave taken during the year	Remarks
	8	9	10	11	12	13

Place :
Date :

Chairman of Managing
Committee/Manager

PART III
Grant-in-Aid

Statement showing expenditure on pay, allowances and provident fund for the month of

Sl. No.	Name of the teacher Designation	Salary paid in							
		Pay	Dearness Pay	Dearness Allowance	House rent Allowance	City Allowance	Interim Relief	Children Education Allowance	Reimbursement of Traveling Fare
		1	2	3	4	5	6	7	8
Salaries Paid in (contd.)				Provident Fund					
Traveling Allowance	Leave Travel Concession	Arrears, if any	Total	Whether opted for Triple Benefit Scheme, Contributory Provident Fund or Government Pension Rules	Govt. contribution	Arrears of Provident Fund, if any	Total	Remarks	
9	10	11	12	13	14	15	16	17	

Place :
Date :

Chairman of Managing
Committee/Manager

PART IV

Certificate of disbursement of salaries

1. Certified that the salaries for the months of as detailed in the salary statement were disbursed to all the members of the staff on the dates noted against each month and the Provident Fund deposited in Bank/Post Office.

Month ... Date of disbursement of salary ... (Date of deposit of Provident Fund).

2. The salaries to the following members of staff however, could not be disbursed on account of reasons stated against each :—

Name of the teacher Amount Reasons for Non-disbursement.

3. Certified that the management has contributed not less than 5% of the total expenditure of the previous quarter.

Place :

Chairman of Managing

Date :

Committee/Manager

PART V

Grant-in-aid

Statement showing income from fees and fines etc. during the month/Year.....

No. of Students in:

(i) ¹[Secondary and Senior Secondary Department IX A B C X A B C XI A B C ²[XII A B C Total

(ii) Middle Department VI A B C VII A B C VIII A B C

Fees and fines actually realised

Rs. (as detailed below):

Class	Ist Month Rs.	II Month Rs.	III Month Rs.	Total Rs.
¹ [XIIA				
XIIB				
XIIC]				
XIA				
XIB				
XIC				
XA				
XB				
XC				
IXA				
IXB				
IXC				
IXD				
Total				
VIIIA				
VIIIB				
VIIIC				
VIIID				

1. Subs. by DSE (A)R, 1990, R. 38 (a)i.

2. Ins. by DSE (A)R, 1990, R. 38 (a)i.

3. Ins. by DSE (A)R, 1990, R. 38 (b)i.

VIIA
 VIIB
 VIIC
 VIA
 VIB
 VIC
 VID
 Total
 Grand Total

Place : _____ Chairman of Managing
 Date : _____ Committee/Manager

**PART VI
 Grant-in-aid**

Statement showing the officiating arrangement made For the month of
Whether post of leave reserve sanctioned Yes/No.

Sl. No.	Name of the teacher proceeded on leave	Designation	Period of leave	Name of teachers employed in the leave vacancy
1	2	3	4	5

No. & date of appointment letter of Department	Date of Appointment	Date of Discharge	Total salary paid during the months
6	7	8	9

Place : _____ Chairman of Managing
 Date : _____ Committee/Manager

**PART VII
 Grant-in-aid**

Statement of Provident fund in respect of employees opted for triple benefit scheme

Name of Employee	Basic Pay Plus Dearness pay during the month	Provident Fund contribution of 8.1/3% of Basic Pay plus Dearness Pay	Provident Fund contribution of 5% of Basic Pay plus Dearness Pay	Difference (3-4)	5% of Column 5
1	2	3	4	5	6

Place : _____ Chairman of Managing
 Date : _____ Committee/Manager

FORM III
GRANT-IN-AID
PART A

Application Form for Yearly Assessment of Aid for the Year....

1. Name of School.
2. Name and Designation of the person authorised to draw the grant.
3. Whether the Managing Committee would collect the sanction letter through their representative or it may be despatched ?
4. Period upto which school recognised.
5. Year upto which accounts of the school finalised.
6. Year upto which audited accounts submitted to the Director.
7. Amount of Reserve Fund deposited in the joint Account.
8. Number of teachers who have opted for Triple Benefit Scheme.
9. Expenditure incurred during the year as per salary.
10. Provident Fund and arrear statement enclosed:

	Plan	Non-Plan	Total
(i) Teaching Staff Salary			
Provident Fund			
(ii) Ministerial Staff Salary			
Provident Fund			
(iii) Class IV Salary			
Provident Fund			
(iv) Add: Difference between 8.1/3% and 5% Provident Fund (Column 5 of Part I)			
Expenditure incurred on contingencies during the year		
		Total
Less: Tuition fee, etc		
Net expenditure		
Less 5%		
Management's contribution		
Less: amount shown at Column(4)		
Amount of grant payable		

Certified that I have checked the above particulars with the record and found them in order.

Head of the School

Chairman of Managing
Committee/Manager

PART B**Grant-in-aid Form**

(To be filled and submitted alongwith the annual grant-in-aid-papers).

1. Name of the School.
2. Name of the Society/Trust running the School.
3. Whether the school is housed in a rented/owned building or in tents ?
4. The amount of grant, if any, obtaining for the construction of school, building (Quote the sanction)
 - (i) Delhi Administration.
 - (ii) Govt. of India.
 - (iii) Other States.
5. If the school is housed in a building owned the Society/Trust running the school
 - (i) The amount of depreciation at credit in the fund on 31 st March of the year.
 - (ii) Depreciation Grant applied for the current year.
 - (iii) No. of rooms with full details as to how they are being utilised.
6. If the school is housed in a rented building.
 - (i) The name of the Landlord.
 - (ii) The amount of rent payable annually.
 - (iii) Whether any rent deed has been executed with the Landlord ?
 - (iv) Year upto which rent has been paid to the Landlord.
7. If the school is housed in the tents.
 - (i) Number and date of sanction letter under which the Management has been permitted to hire tents (copies of sanction to be attached).
 - (ii) Number of tents hired and the period of hire and the hire charges.

Signature of the Chairman of
Managing Committee/Manager

PART C**Grant-in-aid****Staff statement for the year**

Sl. No.	Name	Date of Birth	Qualifications academic teaching	No. of letter of approval of appointment of the Education Officer	Date of appointment		in case teacher has left, date of leaving
					in the school	to the present post	
1	2	3	4	5	6	7	8
Basic Pay as on March 1st	Date of next increment	Total salary paid during the year	Total Provident Fund deposited (management's share)	Period and nature of leave taken during the year	Pay Fixed 27-5-70	Remarks	
9	10	11	12	13	14	15	

Place :
Date :

Chairman of Managing
Committee/Manager

PART D
Grant-in-aid

Staff Statement for the year

Sl. No.	Name of the employee	Designation	Pay as on 1st March	Date of next increment
1	2	3	4	5

Detailed salary paid for the month of March

Pay	Dearness Pay	Dearness Allowance	City Compensatory Allowance	House Rent Allowance	Interim Relief	Other allowance	Total
							6

Consolidated Salary Paid in

Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.
7	8	9	10	11	12	13	14	15	16	17

Arrears Paid	Grand Total	Remarks
18	19	20

Place : _____ Chairman of Managing
Date : _____ Committee/Manager

PART E
Grant-in-aid

Certificate of Disbursement of Salaries

1. Certified that the salaries for the year of as detailed in the salary statement were disbursed to all the members of the staff on the dates noted against each month and the Provident Fund deposited in Bank.

Month	Date of disbursement of Salary	(Date of deposit of Provident Fund) in Bank/Post Office
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2. The salaries to the following members of staff however, could not be disbursed on account of reasons stated against each :—

Name of the teacher	Amount	Reasons for non-disbursement
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3. Certified that the management has contributed not less than 5% of the total expenditure of the previous quarter.

Place : _____ Chairman of Managing
Date : _____ Committee/Manager

PART F
Grant-in-aid

Statement showing Income from Fees and Fines etc. during the year

No. of Students in:

(i) ¹ [Secondary and Senior Secondary Department	IX A B C	X A B C	XI A B C	² [XII A B C D]	Total
(ii) Middle Department	VI A B C D	VII A B C D	VIII A B C D	Total	
	Total :—				

Fees and fines actually realised Rs. (as detailed below) :

Class	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Tota
² [XIIA													
XIIB													
XIIC													
XIA													
XIB													
XIC													
XA													
XB													
XC													
IXA													
IXB													
IXC													
IXD													
Total													
VIIIA													
VIIIB													
VIIIC													
VIIID													
VIIA													
VII B													
VII C													
VII D													
VIA													
VIB													
VIC													
VID													
Total													
Grand Total													

Place :

Date :

Chairman of Managing
Committee/Manager

1. Subs. by DSE (A) R, 1990, R. 39(a)i.

2. Ins. by DSE (A) R, 1990, R. 39(a)ii.

PART G
Grant-in-aid

Statement showing the Officiating Arrangement Made During the year

Whether post of leave reserve sanctioned Yes/No.

Sl. No.	Name of the teacher Proceeded on leave	Designation	Period of leave	Name of teachers employed in the leave vacancy
1	2	3	4	5

No. & date of appointment letter of Department	Date of Appointment	Date of discharge	Total salary paid during the year
6	7	8	9

Place : Chairman of Managing
Committee/Manager
Date :

PART H
Grant-in-aid

Details showing the Regular Appointment Made of School During the Year

Sl.	Post to which appointed	Date of appointment	Chain of vacancy	No. & date of the approval of Education Officer	Total Salary paid during the year	Rema- rks
1	2	3	4	5	6	7

Place : Chairman of Managing
Committee/Manager
Date :

PART I
Grant-in-aid

Statement of Provident Fund in respect of Employees Opted for Triple
Benefit Scheme

Name of emp- loyees	Basic Pay drawn plus Dearness Pay during the year	Provident Fund contribution of 8.1/3% of Basic pay	Provident Fund contribution of 5% of Basic pay	Diffe- rence (3-4)	5% of col- umn	REMA- RKS
1	2	3	4	5	6	7

Place : Chairman of Managing
Committee/Manager
Date :

PART J
Grant-in-aid

Statement of Provident Fund for the Year

Sl. No.	Incumbent's name	Balance as on 1st April	School's share during the year	Incumbent's share
1	2	3	4	5
Interest	Total 3+4+5+6	Amount withdrawn	Balance as on 31 st March in the pass book	
6	7	8	9	

Place : _____ Chairman of Managing
Date : _____ Committee/Manager

PART K
Grant-in-aid

Statement Showing the Details of Monthly Subscription to the Contributory Fund by the Management

Sl. No.	Name of the employees	Date of appointment	Date of Confirmation	Whether opted for (Triple Benefit Scheme) (Pension)		
1	2	3	4	5		
<u>Pay as on 1st March</u>		March	April	May	June	
Pay	Dearness Pay					
	6	7	8	9	10	
July	August	September	October	November	December	
11	12	13	14	15	16	
January	February	Arrears deposited during the year		Total	Remarks	
17	18	19		20	21	

Place : _____ Chairman of Managing
Date : _____ Committee/Manager

PART L
Grant-in-aid

Statement Showing the Details of Employees of the School Under Suspension

Sl. No.	Name of the employee	Period From To	Number and date of approval of the Department for Suspension
1	2	3	4

Action taken to finalise the case in brief	Total allowance paid during the year	Remarks
5	6	7

PART M
Grant-in-aid

Statement showing the Contingent Expenditure during the year

Name of the school

1. Total Number of Sections

2. Additional Sections

3. Total Number of Science Sections

4. Additional Science Sections

Item	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Total
1. Repairs of furniture.													
2. Stationery.													
3. Library Books.													
4. Electricity.													
5. Water Charges.													
6. Postage.													
7. Periodicals.													
8. Science Contingencies.													
9. Petty Repairs.													
10. Annual Repairs.													
11. Miscellaneous.													
12. Agriculture.													
13. Audit Fees.													
14. Telephone.													
15. Liveries.													
16. Building Rent.													
17. Hire Charges of Tents.													

Place :
Date :

Chairman of Managing
Committee/Manager

FORM IV

(See Rule 78)

Statement of Movable and Immovable Properties*

Name and address of the school :

As at the time of grant-in-Aid as on

1. Extent of site including playgrounds and nature of ownership.
2. Total area of
 - (a) Class rooms
 - (b) Other building including hostels, if any.
3. Number of class rooms and size of each.
4. Whether the buildings are tiled, and floor is cemented or paved or otherwise?
5. **Furniture :**
 - Table
 - Chairs
 - Almirahs
 - Benches
 - Desks
 - Black boards
 - Boxes
 - Stools, etc.
6. Science and other apparatus.
7. **Appliances :**
 - Maps
 - Charts
 - Pictures
 - Models, etc.
8. Number of books in the school library.
9. Particulars of electric fittings, water supply and sanitation.
10. Equipments for games and athletics.
11. Audio-Visual equipments such as :
 - Television sets
 - Film Strips Projectors
 - Radios
 - Magic lanterns
 - Epidiascopes, etc.
12. Craft equipment
13. Investments in Government securities, etc.
14. Other items, if any.

Chairman of Managing Committee/Manager

Place :

..... School,

Date :

.....

* School includes the land, buildings, playgrounds, and hostels of the school as immovable properties and the movable properties such as furniture, books, apparatus, maps, and equipments pertaining to the school.

FORM V
[SEE RULE 192 (3) AND RULE 194]
FORM OF INSPECTION REPORT

PART A

1. (a) Name of the School.
(b) Date of establishment.
(c) Date of last recognition as : Primary/Middle ¹[Secondary/Senior Secondary School.]
(d) Subjects taught (group-wise/stream-wise).
(e) Area from where students come to the School.
(f) Names of feeder schools.
(g) Date of last inspection.
(h) Date of present inspection.
- *2. Follow up action taken by the school or Managing Committee on the last Inspection Report :
Suggestions given Steps taken for improvement Evidence of improvement
- *3. Staff statement giving qualifications of the teaching staff :
 - (a) Teaching Staff— showing the name of the teacher, qualifications (showing subjects taken in B.A. and M.A.); Date of first appointment with grade; Date of posting at the school; present grade and pay and the date from which appointed; classes and subjects taught and number of periods per week.
 - (b) Clerical and other Class IV staff— showing name, qualifications date of first appointment in school with grade, present pay, date from which present post held :
 - (i) Total Number.
 - (ii) Teacher-pupil ratio.
 - (iii) Minimum, maximum and average periods per teacher per week.
 - (iv) Whether teaching staff is adequate?
 - (v) Period for which posts lying vacant—categorywise.
 - (vi) Names of teachers transferred from the school during the year and last two years.
- *4. Scale of fees and contributions to Pupils' Fund, stage-wise :
 - (a) (i) Whether fees and funds charged are in accordance with the rates prescribed under the rules?
(ii) Whether any compulsory levy or other charges have been collected from students, if so, the details.
 - (b) **Pupils' Fund :**
 - (i) Details of various funds.

1. Subs. by DSE(A) R 1990, R. 40.

* A separate sheet may be attached for giving information.

- (ii) Whether accounts maintained properly?
5. Total amount spent out of Pupils' Fund and balance on the day of inspection.
 - *6. **Furniture :**
 - (a) Requirements.
 - (b) Available in stock.
 - (c) Unserviceable.
 7. **Managing Committee :**
 - (a) Names of members and address of the Managing Committee.
 - (b) Whether Committee formed according to the Rules?
 - (c) Number of meetings held in the post one year.
 8. **Finances :**
Source of income—
 - (i) Grand-in-aid.
 - (ii) Fees' contributions.
 - (iii) Other charges and payments.
 - (iv) Endowments.
 - (v) Donations.
 - (vi) Gifts.
 - (vii) Any other.
 9. **The School Plant :**
 - (i) Is the building adequate?
 - (ii) Are playgrounds available, if not, how are games and other physical training programmes organised?
 - (iii) No. of rooms required.
 - (iv) Any repairs or other needs urgently to be attended to.
 10. **Service conditions of staff :**
 - (a) Whether the Managing Committee is following the specified rules of recruitment, promotion, confirmation, superannuation and agreement forms duly executed?
 - (b) Whether payment of salaries are made regularly and in time ?
Indicate : the dates on which salaries were paid during the last 12 months.
 - (c) Whether provident fund accounts maintained and subscribed regularly?
 - *11. **Examinations :**

	Class	1st year	2nd year	3rd year
(a) Class-wise pass percentage for the last three years. No. of students remaining in the same class for more than a year.				

- (b) What percentage of school funds are utilised in conducting :
 - (i) Periodical tests.
 - (ii) Half-yearly and annual examinations.
- 12. Remedial teaching and other help given to weak students :
 - (i) Class.
 - (ii) Subject.
 - (iii) Number of students.

PART B

Supervision/Inspection of the Academic Work (Actual teaching and its different aspects)

The Supervisor/Inspector whether alone or in a team shall thoroughly supervise the teaching of an individual teacher and the work done by students. Inspection shall be as objective and critical as possible. It shall be effective and aimed at bringing about improvements in the standards of teaching-learning situation.

Points to be observed and notes made on the following :—

- (1) (a) How has the teacher planned his lesson?
 - (b) The type of lesson/notes written by the teacher and how far are they useful?
- (2) Whether the teacher has covered the specified course and syllabus for the term and has adhered to it in the programme of teaching?
- (3) Was the lesson taught on the day of inspection already scheduled and planned for the day?
- (4) (a) Were the questions put to the students through-provoking and well-distributed?
 - (b) How far the teacher encouraged the students to put questions to him on the subject?
- (5) What types of audio-visual aids were used by the teacher in the class and how far were they effectively used?
- (6) (a) Did the teacher write a proper black-board summary?
 - (b) How far was it a true synopsis of the lesson taught?
- (7) Are the assignments given by the teacher and if so, are they judicious and scientifically given?
- (8) (a) Does the teacher give the class-work to students regularly?
 - (b) If so, is it regularly corrected and corrections followed up?
- (9) (a) How much home work is given by the teacher?
 - (b) Is it regularly corrected and followed up?
- (10)(a) How far is the assignment for class work and home work assessed and evaluated ?

- (b) Has any record of such assessment been kept by the teacher and if so, how?
- (11)(a) What methods were used by the teacher in teaching the lesson and how far was the method effective?
 - (b) How far was the lesson taught by the teacher effective?
 - (c) How far did the students grasp the subject?
 - (d) How far did the teacher achieve the objectives of the lesson?
- (12)(a) Are periodical tests held? If so, at what intervals?
 - (b) What type of papers are given to the students?
 - (c) How are they evaluated?
- (13) How are the tests and examinations in schools organised?
- (14) How far are modern techniques in setting and evaluation of papers used?
- (15) How is the record of tests and examinations kept in the school ?
Is it properly maintained ?
- (16)(a) Are progress reports of students regularly sent to the parents?
 - (b) Are they signed by the Class teacher and the Head of the Institution?
 - (c) Are they kept in proper and safe custody?
- (17)(a) What remedial steps have been taken by the teacher to remove the weakness of students in different areas?
 - (b) Does he keep any record of such students and of the progress achieved by them?
- (18)(a) What efforts has the teacher made in helping the gifted children?
 - (b) Is there any record of their progress and achievement kept?
- (19)(a) What projects, if any, has the teacher taken up in the school?
 - (b) How far are the students and teacher involved in the project?
 - (c) How far have the objects of the project been achieved?
- (20)(a) Have any innovations and new experiments been made by the teacher?
 - (b) If so, with what results?
- (21) How does the teacher encourage love for the subject and love for reading amongst the students?
- (22)(a) What efforts has the teacher made in improving the hand-writing of his students?
 - (b) How far has he succeeded in it?
- (23)(a) Does the teacher write his diary properly and regularly?
 - (b) How far does it help him and the authorities in assessment in his work?
- (24)(a) Did the teacher keep a class-library?
 - (b) If so, how is it organised and with what results?
- (25)(a) How does the teacher control his class?
 - (b) How are his relations with his students?

- (26)(a) Has the teacher participated in any seminars, refresher courses, summer-institutes or in-service training programmes?
- (b) If so, give details.
- (27)(a) Has the teacher contributed any articles or published any text-book, etc. ?
- (b) If so, give particulars.
- (28)(a) Has the teacher (in the case of Primary School) been able to ensure optimum enrolment in his class and avoid drop-outs by retaining those children who have joined the school?
- (b) If so, indicate steps taken by him in this direction.
- (29)(a) Has the teacher received any recognition, award or prize from the School, community or the Government?
- (b) If so, give particulars.
- (30) A critical and objective impression as a whole of the teaching learning situation observed by the Inspector may be recorded.

PART C

Library Facilities

1. Does the school have an adequate library, standard books and a reading room for students and teachers both?
2. What kinds of dailies, weeklies and educational and other journals subscribed by the school?
3. How far are they used by the students and with what results?
4. How has the library service been organised in the school?
5. What is the system of issue of books, reference books and journals, etc.?
6. How far has the librarian succeeded in inculcating the habit of general reading amongst the students who go to the library?
7. (a) What help is being rendered by the librarian and the teacher to the students so far as reading of books and journals, etc. is concerned?
- (b) How far has it been effective?
8. (a) What is the system of purchase of books in the school?
- (b) Is it proper and helpful in building up a good library?
9. How are the books and new arrivals displayed by the librarian?
10. Are the seating arrangements in the Library and Reading Room adequate and proper?
11. Is there any library period in the school time-table? If so, who attends it?
12. The average number of books issued by the Librarian daily to the students.
13. (a) Is physical verification made every year?
- (b) Who makes it?
- (c) Has it been properly done?

PART D**Physical Activities, Games and Sports in the School**

1. Does the school have adequate play-grounds?
2. If so, how are they maintained.
3. If not, how is the physical education programme including physical training exercises, gymnastics, games and sports organised by the school?
4. How are the games and sports organised by the school? (If the play-ground is available).
5. Are games available to all the students or only to a few?
6. How does the school, propose to provide games for all?
7. (a) Are games and sports materials adequate in the school?
(b) If not, give the deficiencies.
8. What percentage of the school-fund are utilised for :
 - (a) Organisations of games and sports;
 - (b) Purchase of games material and other equipment;
 - (c) Participation in the tournaments and competitions;
 - (d) Refreshment to the players?
9. What are the achievements of the school at :
 - (a) Zonal
 - (b) District
 - (c) State
 - (d) National level competitions or tournaments?

PART E**Co-curricular Activities**

1. What specific co-curricular programmes of activities are organised by the school? Give particulars?
2. What is the percentage of the participation in each programme by the :
 - (i) Students
 - (ii) Teachers
3. On what system are the co-curricular activities organised (House system, class or perfect system)?
4. How do these activities fit within the school time-table?
5. How much time is devoted on these activities by the students and teachers:
 - (i) Within the school hours.
 - (ii) Outside the school hours.
6. How are Group activities organised by the School?
7. How far do these programmes help individual talent to grow?
8. How and in what manner are these activities evaluated?

9. What record is kept of the participation :
 - (i) of students;
 - (ii) of teachers along with names?
10. How far does it give the correct picture of the achievements of the students and the teachers?
11. Is any weightage given for achievement in this programme to the students for promotion to the next class?
12. What facilities, if any, have been provided for :
 - (i) Work Experience Programme.
 - (ii) Workshop Practice.
 - (iii) Development of Hobbies.
 - (iv) Dance, Drama and Music
 - (v) Other activities, such as National Cadet Corps, Scouting, Girl Guides, etc. ?
13. What percentage of the school funds are utilised for various activities under the co-curricular programme?
14. How does school celebrate various functions and important days (i.e) United Nations Day, Independence Day, Republic Day, Anniversaries of great men etc.)
15. Is any record of such activities kept by the school and in what manner?
16. What types of incentives are given by the school to the students for the meritorious performance in :
 - (i) Studies.
 - (ii) Games and Sports.
 - (iii) Co-curricular activities.
 - (iv) Other activities.

PART F

Relation of school with parents and the communities in general

1. Does the school have a Parent-Teacher-Association?
 - (i) How is it organised?
 - (ii) What co-operation and help is received by the school from the parents in various school programmes?
2. How much and what is the involvement of parents in the school activities:
 - (i) Academic.
 - (ii) Games and Sports.
 - (iii) Co-curricular programmes.
3. How are the Parent-Teachers-Association funds utilised and on what purposes?
4. How far does school participate in various activities of the community (in rendering Social Service or other types of help)?
5. What success has been achieved by the school in enlisting and ensuring support of the community in this programme?

PART G**School Administration**

1. How has the Head of School distributed the school work amongst his colleagues?
2. Has the Time Table been drawn :
 - (i) In advance of the academic year?
 - (ii) Has the work been equally distributed amongst the teachers?
3. Does the Head of the school take classes himself and teach as required under rule 59(2) (xxv) :
 - (i) Subjects and classes taught.
 - (ii) Number of periods taught.
4. (i) How many subjects can the Head of School effectively supervise?
(ii) What does he do in respect of other subjects, how are they supervised?
5. How have the subject faculties been organised?
6. (i) What type of record is kept by the Head of school for supervision of teaching work?
(ii) Inspection of Home-Work.
(iii) Class-Work of students.
(iv) How does he plan the inspection of this work?
7. How far has his supervision been effective and useful?
8. (i) How are staff meetings organised by the Head of school and how often?
(ii) How and in what manner is the record of such meetings kept?
(iii) How far have these meetings been effective in bringing about cordial relations amongst the staff, students and the Head of school?
9. (i) How are other activities organised by the Head of School?
(ii) Games and sports.
(iii) Co-curricular Activities.
(iv) Other activities involving the community.
(v) National Cadet Corps, Scouting and such other activities.
10. How much co-operation and help is received by him from his staff, parents and the community in the school programme?
11. (i) How does he manage, control and organise the office work?
(ii) How much time is devoted by him for :
 - (a) Office work.
 - (b) Supervision work.
 - (c) Teaching work.
 - (d) Other activities.
12. (i) How does he maintain the school record?

- (ii) Is proper and upto date statistics maintained and if so, in what form?
- (iii) Does he furnish statements, returns and other required statistics to various authorities in time?
- 13. (i) Has the Head of school formulated any "Institutional Plan" for the school?
- (ii) If so, with what results?
- 14. What incentives have been given by the Head of school to the students for meritorious performance in studies, Games and Sports, Co-curricular and other activities of the school?
- 15. Are cumulative record cards of the students maintained by the school, if so, in what manner?
- 16. (i) Does the school publish a magazine? If so, how many times in the year.
- (ii) What is the contribution of the students in it?
- (iii) How much does an issue cost the school?
- 17. (i) What arrangements have been made by the school for a regular Medical check-up of the students?
- (ii) Is there a qualified Doctor, Dispenser or Nurse?
- (iii) How many times is the Medical Check-up done in a year?
- 18. What percentage of school funds are spent on Medical Aid and check-up of students?
- 19. What percentage of school funds is spent on purchase of medicine and other appliances every year?
- 20. Educational and Vocational Guidance :
 - (i) What facilities have been provided for Educational and Vocational guidance of students?
 - (ii) How far have they helped the students in the choice of subjects and vocations?
 - (iii) Is there a Guidance Counsellor in the school, if so, how much time does he devote in the school for providing guidance to the students?
- 21. (i) Are there any Career Masters in the School?
- (ii) Do they maintain proper records of the psychological test served and guidance given?
- (iii) Is this work followed up, if so, how?
- 22. Does the school use prescribed and recommended books duly verified by the Director or the Affiliating Board?
- 23. (i) How are his relations with the Members of the Managing Committee?
- (ii) How does he maintain records and proceedings of the meetings of the Managing Committee?
- 24. How does the Head of school maintain the school plant?
- 25. What efforts have been made by Head of school to raise the academic and other standards of school?
- 26. What are his main problems and difficulties in running the school smoothly and efficiently?

PART H**Accounts of the school and their Maintenance**

- (a) What are the sources of income of the school?
- (b) Are payment of salaries of staff made by the 7th day of each month?
- (c) How are the records pertaining to the fees and funds as specified by the Director maintained by the school?
- (d) When was last Audit done?
 - (i) By A.G.C.R.
 - (ii) By Internal Auditors.
 - (iii) By Chartered Accountants.
- (e) (i) Have the observations or requirements of the Audit been settled?
 (ii) What are the pending Audit objections?
 (iii) Reasons for delay, if any, in their settlement?
- (f) Have the purchases been made according to rule?
- (g) The Test check of the Vouchers, Cash Book and Stock Registers may be made and remarks about their maintenance be given.
- (h) Are the stocks verified annually and if so, what action has been taken on the deficiencies, noted if any?
- (i) Is the Cash Book regularly maintained and verified by the Head of school?
- (j) Who handles the Cash in the school and what are the arrangements of keeping it safe?
- (k) How are the accounts of fees and funds maintained in the school (General report may be given)?

PART I**The School Plant and its Maintenance**

1. (i) Is the school being run under a Pukka Building or prefabricated Building?
 (ii) Tents.
 (iii) Partly in tents and partly in buildings.
2. Whether proper lighting, ventilation and laboratory facilities exist and if so, are they adequate?
3. Whether the class-rooms have enough space for existing enrolments?
4. (i) Whether drinking water facilities have been provided in the school?
 (ii) Are the water taps sufficient in number to meet the requirements of school? If not, what other arrangements have been made by the Head of school for this purpose?
5. (i) Whether electric connection exists in the school and if so, are the electric installations kept safe from danger?
 (ii) Are they regularly inspected by :
 (a) The Head of School.

- (b) The C.P.W.D.
6. (i) Whether the minor repairs to the school building and its appurtenances being regularly done by the C.P.W.D.?
(ii) Does the school also get repairs done, at its own cost, and if so, how much money has been spent during the year?
 7. Whether the school building and the school premises are kept neat and tidy?
 8. Has any project for beautification of school been taken up by the Head of school, and if so, with what results?

PART J

Attendance and Discipline

1. Does the Head of the school and members of the staff come punctually to the school?
2. If not, what steps have been taken by the Head of the school to ensure punctuality and attendance of the whole teaching and non-teaching staff?
3. What is the average of students in the school?
4. What steps have been taken by the Head of the school to check amongst the employees and students :
 - (i) Late attendance.
 - (ii) Truancy.
 - (iii) Absenting without prior leave.
5. Does the Head of the school maintain discipline amongst students and employees of the school?
6. Brief remarks about the behaviour of the students and employees and on the general tone and tenor of the school may be recorded.

PART K

Observance of Rules and Instructions

1. Does the school maintain all the records and registers, etc. and other documents which have been specified by the Director?
2. Does the school have a copy of the Delhi School Education Act, 1973 and the Rules made thereunder?
3. Does the school possess necessary books of rules and regulations on different subjects, viz., *[Fundamental Rules, General Financial Rules, Treasury Rules, Leave Rules, Latest Pension Rules, Classification Control & Appeal Rules, and the like] ?
4. How does the school maintain different orders and instructions issued by the Director or other authorities from time to time?
5. Does the Head of school maintain a table showing the statements, returns and statistics which he has to submit to the Director and other authorities on different dates of the year?

* Available at : M/s. J.M. Jaina & Brothers, 3622, Mori Gate, Delhi - 110006. Ph. : 2516927. Fax : 2915064

6. Does the school follow the rules and regulations in so far as appointments, leave General Provident Fund, admissions, promotions to the next higher class and such other rules or instructions issued by the Director from time to time?

7. Have any lapses been found in carrying out the instructions of the Director? If so, give particulars.

Guidelines for the Supervisors and Education Officers

The Supervision or Inspection shall :—

(i) aim at providing academic guidance to the teachers and help the institution in promotion of higher standard of education;

(ii) not be fault-finding of teachers and their work, but concrete suggestions for improvement of teaching, class work, home work and its correction thereon shall be given;

(iii) help the institution in organisation of co-curricular and extra-curricular programme in a manner conducive to the all round development of the students, and help in co-curricular development of the school.

(iv) The Supervisor/Inspector shall :

(a) formulate a clear definite plan of supervising the subjects and classes of each teacher;

(b) focus his attention on the teaching-learning situation and not only upon the teacher as a person;

(c) emphasize upon the professional growth of teachers by developing powers of self-direction;

(d) give the teachers requisite freedom to try out new experiments, methods and innovations in the process of teaching;

(e) help the teachers to understand the role of the school, the objectives to be achieved through the teaching-learning process in this school.

Responsibility of the Supervisory Staff

(i) An objective assessment of the adequacy, efficiency and effectiveness of the work of teachers and also of the total school programme in all its aspects.

(ii) Encourage exchange between different schools and sharing all experiences in raising the standard of education.

(iii) To provide link between the Education Department and Delhi Administration schools, teachers and management and keep in close touch with the parents and community in general for ensuring their cooperation.

(iv) Ensure that public funds are utilized by the schools prudently for the purpose for which they were received and that the rules and departmental instructions are properly complied with by the school.

(v) So organize the administrative work pertaining to his office and conducting of enquiries, sending reports to the schools or Education Department and Delhi Administration in such a manner that it may not interfere with his supervisory work.

(vi) As provided under sub-section (1) of section 24 of the Delhi School Education Act, 1973 sub-clause (1), each school shall have to be inspected at least once in each financial year.

(vii) The Education Officer shall specify the months, dates and timing of inspection for the schools during which period the school shall be inspected.

(viii) At the commencement of the year each Education Officer or Inspector shall prepare a schedule of inspection for ensuing year, indicating the school within his jurisdiction which will be fully inspected either by a team or panel or by himself individually; and shall also mention the time and month when inspection is proposed to be carried out.

(ix) The Education Officer or Inspector shall submit a copy of his plan to the Deputy Director and to the Director of Education for their approval.

How Inspection to be made :

(i) During inspection the school work should be carried on as usual, so that the Inspecting Officer or a panel of Inspectors may be able to see all the aspects of the school programme and its organisation. No disturbance in the normal functioning of the school need be done, except under very special circumstances if the Inspector so considers necessary.

(ii) In addition to a full-fledged inspection which may last for two to three days, Education Officer/Inspector should also visit without advance notice, the school within his jurisdiction to see the working of the school or any particular aspect of its working or to observe the progress of any significant work or experiment taken up by the school or by way of follow-up action on the suggestions given by him earlier.

(iii) After each inspection, whether full-fledged or a surprise visit, Education Officer/Inspector shall point out the weakness or deficiencies noticed by him with a purpose to remedy those defects. The points of strength shall also be carefully described to enable other schools to derive benefit out of them. Work of merit shall be given commendations due to it and negligence or dereliction of the responsibility and incompetence shall be clearly marked out.

(iv) Every Inspecting Officer shall devote in a school as much time as a just assessment of its programme and nature of difficulty require him to do.

Panel Inspection :

(i) In secondary schools which provide instructions in a variety of school subjects, full inspection shall be made by a team or panel or subject experts.

(ii) The approval of the Director may be taken before the team or panel for inspection work in constituted.

(iii) The Zonal Education Officer or Inspector shall be the Chairman of the team which may consist of not less than three members, according to the size and organisation of the school to be inspected.

(iv) The members of the team or panel shall be selected from amongst those persons who have a special knowledge and experience of secondary education and who are considered to be experts in school subjects.

(v) The subject expert/specialist member of the team or panel shall inspect the work of the school relating to their own field of specialization. In addition, it shall be the responsibility of the whole team or panel to acquaint itself with the school programme in its totality, the academic side, the organization, corporate life and the quality of education it offers to the students.

Discussion with Heads of the Institutions, Teachers and others

The Education Officer or Inspector before concluding the inspection of a school shall discuss with head of the institution and teachers or wherever necessary with the manager, his impression of the working of the school and give concrete suggestions for improvement of standard and other activities.

Inspection Report

(i) The Zonal Education Officer shall receive the comments of the members of the team or panel and thereafter a Chairman shall prepare, on behalf of the panel and in consultation with them, a detailed report on the inspection or supervision carried out by the team or panel as given in Form V.

(ii) The inspection report shall be prepared in the final form within 15 days of the conclusion of the inspection and shall be sent to the Director of Education and copy to the Deputy Director of Education of the District and the school concerned. Notes on the visits or surprise inspection of the schools shall be sent by the Education Officer separately or may be recorded in the log-book of the school concerned.

(iii) A copy of this note shall also be sent for the persual of the Deputy Director of the District and the Director of Education.

(iv) The Zonal Education Officer shall add a summary of the salient features of its detailed inspection report and shall also indicate in margin the names of the authorities which are expected to take immediate action on the points and observations made in the inspection report.

(v) The Education Officer or Inspector shall see that follow up action is taken after the inspection is over.

APPENDIX I

[See Rule 72(2)]

List of approved items of contingent expenditure

1. Repairs and renewal of furniture and other appliances.
2. Stationery.
3. Library books and periodicals.
4. Electric charges.
5. Postage.
6. Petty repairs of school buildings.
7. Annual repairs to schools where on rent, actual or estimated, is allowed.
8. Science contingencies/(Consumable and non-consumable).
9. Equipment; appliances & material for teaching of :
 - (a) History.
 - (b) Geography.
 - (c) Psychology.
 - (d) Work Experience Programme.
 - (e) Workshop Practice.
 - (f) Geometrical and Mech. Drawing.
 - (g) Drawing and Painting.
 - (h) Games and Sports equipment and material.
10. Agricultural Farm.
11. Auditors Fee.
12. Liveries.
13. Telephone charges.
14. Water charges.
15. Miscellaneous.

APPENDIX II

[See Rule 180 (1)]

Returns to be Submitted by Un-Aided Recognised Schools

1. Budget estimates of receipts and payments of ensuing year.
2. Final Accounts *i.e.* receipts and payment account, income and expenditure and balance sheet of the preceding year, (duly audited by the Chartered Accountant).
3. Enrolment of students as on 30th April.
4. Pattern of concessions/scholarship, etc.
5. Staff statement.
6. Schedule of fees/fines/funds, etc.
7. Statement showing the dates of disbursement of salaries.

Procedure for Payment of Salaries etc.

***Delhi Administration in Exercise of the Powers conferred by Rule 126 of the Delhi School Education Rules 1973, made the following procedure**

(1) for payment of pay and allowances, pension and gratuity reimbursement of medical bills, accounting of provident fund and payment of other allowances to the employees of the aided schools; and

(2) for the deposits by the managing committees of recognised aided schools of their share of the pay and allowances, pension, gratuity :—

2. This procedure shall come into force on 29-10-1974.

PROCEDURE

1. School Staff Account— (i) The Managing Committee of the school shall open, apart from the school Fund Account, an account to be called "School Staff Account" in a nationalised or a Scheduled Bank or Post Office. The School Staff Account shall consist of share of the Managing Committee and grant-in-aid of the Government, in relation to :—

- (a) Pay and allowance;
- (b) medical facilities;
- (c) pension;
- (d) gratuity;
- (e) provident fund;
- (f) other prescribed benefits;

(ii) fees and fines and other receipts in relation to pay and other allowances whatsoever.

(2) The School Staff Account shall be operated jointly by the :—

- (i) Head of the School or in his absence by a member of the staff authorised by the Managing Committee to act as Head of the School; and
- (ii) Director of Education or any other officer authorised by him in this behalf.

(3) The pay and allowances shall be disbursed from the School Staff Account by the 7th of the month following that to which they relate.

2. Deposits— The Managing Committee of the School shall deposit in advance in the School Staff Account :—

Upto 15th day of the preceeding month, its share towards pay and allowances, medical facilities, pension, gratuity, provident fund and other prescribed benefits. The share of the Managing Committee shall be computed on the basis of monthly approved expenditure reduced by the amount of grant and the

* Published in Delhi Gazette, Part IV, dated 29-10-74.

estimated income in account of fees, fines and other receipts. The amount to be deposited by the Managing Committee each month shall be provisionally determined on the basis of average monthly figures in the preceding quarter. The adjustment shall be made at the time of finalisation of account of that year.

3. Pay and Allowances— (1) Every aided school shall apply for grant-in-aid in Form II appended to the Rules to the Director every quarter by 5th March, 5th June, 5th September, and 5th December on the basis of the actual expenditure incurred by it on account of pay and allowances and other additional benefits conferred upon it by the Act or the Rules during quarter. The advance grant shall be assessed and released accordingly. The school shall also submit its monthly bills for pay and allowances etc. in the form in use in Government Schools, every month.

(2) The arrears, if any, shall be claimed separately in Form II along with 'due and drawn statement' and other relevant documents. Form II shall be accompanied by the following certificates :—

- (i) The management has deposited his share for pay and allowances etc. claimed in Form II.
- (ii) The travelling allowance and medical bills have been got countersigned by the Competent Authority and the expenditure does not exceed the allotment of funds placed at the disposal of the schools.
- (iii) Necessary documents in respect of tuition fee and Children Education Allowance has been obtained and kept on record.

(3) The monthly and supplementary bills received by the Director or any other officer authorised by him in this behalf shall be returned to the head of schools after checking countersignature by the officer authorised by the Director for arranging payment to its employees.

(4) On receipt of the cheque of grant-in-aid from the Director, the Manager shall deposit the cheque in the School Staff Account immediately. The Head of the School shall disburse the monthly salary and other payments due to each employee through crossed cheques. The date of payment of salary shall be intimated to the Education Officer and Accounts Officer concerned every month. The Education Officer concerned shall ensure that the disbursement of pay and allowances is made in time without any difficulty.

4. Suspension of Grant— In case the Managing Committee of any School fails to deposit its share by the date prescribed in para 2 in the manner laid down therein, the Administrator, shall forthwith, apart from taking any other action, suspend the grant-in-aid of the school and may disburse or cause to be disbursed, pay and allowances through his officers, directly to the employees of the school.

5. Imprest— An imprest amounting of Rs. 100/- in the case of school where the student on roll are upto 1000 and Rs 200/- where the number exceeds 1000 may be placed at the disposal of head of the school by the Managing Committee of the school, if necessary, to meet day-to-day petty expenses.

6. Children Education Allowance—(1) The Children Education Allowance shall be admissible to the employees of the aided schools with the approval of the Competent Authority as in the case of Government Schools and according to the rules and orders applicable to the employees of similar categories of Delhi Administration. The employee drawing the children education allowance shall apply in the form prescribed by the Government from time to time in respect of their employees duly supported by a Certificate from the school in the form prescribed for the purpose by the Government which will be countersigned by the Education Officer concerned where the child studying. This certificate shall be submitted along with the first claim and then in July every year.

(2) After scrutiny of the claim a sanction shall be issued on preferring on the first claim and at beginning of each academic year when the child comes to the new class. The amount so sanctioned shall be claimed in the monthly form to pay bill. A copy of the sanction will also be attached with the bill.

(3) Children Education Allowance register shall also be maintained in the following manner :—

Sl. No.	Name of the Employees	Date of Appointment	Pay of the Employee		
1	2	3	4		

Name of the child & class in which studying	Date of Birth	Rate of children Education allowance admissible	Period for which claimed	Signature of head of the school
5	6	7	8	9

7. Tuition Fees—(1) Free Education or re-imbusement of tuition fee as payable by Delhi Administration to its employees shall be admissible to the employees of aided schools according to the rules and orders applicable to the employees of similar categories of Delhi Administration and with the approval of the Competent Authority.

(2) The employees claiming re-imbusement shall apply in the prescribed form. He shall also furnish a certificate from Head of school in the form prescribed by the Government from time to time, at the time of preferring the initial claim and subsequently at the beginning and in the middle of each academic year or when the child is transferred from one school to another. After necessary scrutiny of the initial claim the amount of the tuition fee shall be claimed monthly in pay bill form.

8. Re-imbusement of Medical Charges—(1) The employees of the aided schools shall be entitled to the re-imbusement of medical expenses incurred in

connection with medical attendance and treatment of employees and their families with the approval of the competent authority and in accordance with the provisions of the Central Services (Medical Attendance) Rules, 1944 as amended from time to time and the rules and orders issued on the subject by the Government. For purposes of these rules, the authorised medical attendants shall be the same as declared for the similar categories of the Delhi Administration.

(2) The employees shall prefer the claim in the prescribed form duly supported by the prescription slip, essentiality certificate and cash memo of the medicines purchased, duly signed and verified by the authorised medical attendant. After necessary scrutiny by head of the school, a bill shall be drawn in the form prescribed by the Government from time to time and entered in the Medical Bill Register to be maintained for the purpose. The bill along with the list of medicines and documents submitted by the claimant shall there-after be forwarded to the Director for counter-signature and return to the respective schools. The claim of head of the school shall be prepared in the prescribed form and submitted to the Director along with the relevant document for counter-signature.

(3) After receipt of the bill from the Director the school claim the grant separately in the form prescribed by the Government from time to time. The medical expenditure to be claimed shall not exceed the allotment of funds placed at the disposal of the school by the Director from time to time. The procedure for disbursement shall be the same as in the case of pay and allowances.

9. Travelling Allowance and Leave Travel Concession— (1) The Travelling Allowance and Leave Travel Concession will be admissible to the employees of the aided schools with the approval of the competent authority and according to the provisions prescribed for the employees of Delhi Administration for similar categories. The employees shall prefer the claim in the form prescribed by the Government from time to time. The head of school shall verify the claim for journeys, and forward the bill to the Director for counter signature and return. The claim of head of the school shall be submitted to the Director.

(2) After receipt of the bill, the school shall include these claims quarterly in Form II appended to the rules. The amount claimed shall not exceed the allotment of funds placed at the disposal of the school by the Director from time to time. The procedure for disbursement shall be the same as in the case of pay and allowances.

10. Pension Gratuity and General Provident Fund— (1) The employees of the aided schools shall be entitled to pension and gratuity with the approval of the competent authority and in accordance with the provisions applicable to the employees of similar categories of Delhi Administration under existing pension rules. This rule shall be applicable to the employees of the aided schools who are appointed on and after the date of commencement of the Act and also to the existing employees if they opt for it within the stipulated period. The instructions relating to finalisation of pension and gratuity and disbursement thereof will be issued separately by the Directors.

(2) The share of the management towards pension and gratuity shall be determined according to the instructions issued by the Director from time to time.

(3) The General Provident Fund account of the employees who would contribute to it shall be kept in a Nationalised or a Scheduled Bank or Post Office and shall be maintained in the school according to the instructions issued by the Director from time to time.

11. Contributory Provident Fund Triple Benefit Scheme— The existing employees of aided schools, who opt to remain under Contributory Provident Fund or Triple Benefit Scheme will be governed according to the rules and instructions in force on the subject immediately before the commencement of the Rules. The Provident Fund accounts shall continue to be maintained as at present.

12. Annual Assessment— Every aided school shall submit all relevant documents to the Director as required under rule 32 of the Rules, for annual assessment of the grant.

13. Accounting and Audit checks— Necessary checks would be conducted through internal audit and the Director shall ensure that the accounts maintained by the schools are proper and correct.

