

PUNJAB EDUCATION CODE.

*Grant-in-Aid, Fee, Scholarship, and General Rules for Schools,
with Appendices.*



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Head masters of recognised schools are required to send up the names of all scholars who may desire to present themselves as candidates for the Vernacular Middle School and Matriculation Examination, provided that such scholars have attended the class preparing for the examination with regularity since the beginning of the school year, and are of good conduct."

NOTE.—In the case of students who join the class in the month in which it is formed, 75 per cent. of the possible attendances constitutes regular attendance and in the case of those who join the class after having failed in the examination this percentage should be calculated on the possible attendances from the next month after the publication of the result to the month when the names are sent up for that examination.

11. Appendix XXI.—Page 43.

For rule 5 substitute old article 227, which runs as follows:—

Headmasters of recognised schools are required to send up the names of all scholars who may desire to present themselves as candidates for the Vernacular Middle School and Matriculation Examination, provided that such scholars have attended the class preparing for the examination with regularity since the beginning of the school year and are of good conduct.

NOTE:—In the case of students who join the class in the month in which it is formed, 75 per cent. of the possible attendances constitutes regular attendance, and in the case of those who join the class after having failed in the examination, this percentage should be calculated on the possible attendances from the next month after the publication of the result to the month when the names are sent up for that examination.

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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.
3. *The Department* means the Education Department, Punjab.
4. *Local Body* means a District Board or a Municipal, Notified Area or Cantonment 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 to whom the duty of inspection has been entrusted by competent authority.
8. *Manager* means a person having financial and general control of an institution.
9. *Managing Committee* means a body of persons having financial and general control of an institution.
10. *Correspondent* means the person chosen by the manager or managing committee to conduct and sign all correspondence with the Department.
11. *College* means an institution in which University or professional instruction is given in courses prescribed by the University or by a Department of Government.
12. *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-year 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. A *Professional College* is a college teaching a course of study recognised 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 or Notified Area Committees.

19. *Aided School* means a school under private management which receives aid from public revenues whether Imperial, Provincial, or Local.

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. *Recognised School* is a public school enrolled on a list of such schools maintained by the Department.

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

26. *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 masterships 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. Attendances may be

counted on account of pupils on leave, (a) to prepare for the Vernacular Final 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.

CHAPTER II.

GRANTS TO LOCAL BODIES.

7. Subject to the provisions of section 33 of the Punjab Municipal Act and section 19 A of the Punjab District Boards 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 or Chairman of the local body concerned, by the Inspector, in the case of teachers in anglo-vernacular secondary schools and anglo-vernacular teachers in vernacular middle schools, and by the District Inspector in all other cases.

8. 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.

Educational responsibilities of local bodies.

1. 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.

2. 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 at rates which may from time to time be laid down by Government in this regard.

3. 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.

4. 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.

District inspecting staff.

5. Government will maintain in each district an 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.

Educational budgets of local bodies.

6. 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 Accounts Code.

Delegation of powers regarding appointment, etc., of teachers in Board schools.
Appeals against Inspector's orders.

CHAPTER III.

GRANT-IN-AID RULES:

SECTION A.—GENERAL.

- Object of grants. 1. Sums of money are annually set apart from the public revenues of the Punjab, that is to say, from local, district and provincial 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.
- Grants under special rules. 2. Grants not provided for in these rules may be made, under the orders of Government, for special education and to colleges for general education.
- Government's right to apportion money available for grants to divisions, district, etc. 3. Government reserves to itself the right to allocate (as in the case of grants for vernacular education) to divisions, 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. 4. Government further reserves to itself the right to determine the number of schools in an area which shall receive grant-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. 5. 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. 6. 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. 7. Any Inspecting Officer authorised for this purpose, the President, Vice-President, or a member of the Educational Sub-Committee, of any local body giving a grant to an aided school, the Executive Officer of a Cantonment

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 in the case of *parda* schools the inspection shall be conducted by the Inspectress or her Assistant or by a lady visitor duly authorised.

8. 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. Source of Grants.

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

10. All correspondence with the Department on the subject of grants-in-aid must be addressed to the Inspecting Officer or Officers concerned. Correspondence with the Department.

SECTION B.—CONDITIONS OF MAINTENANCE GRANTS.

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

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

12. Application 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 school 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 the application and all similar 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 Applications for Maintenance Grants.

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.

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

- (a) that there is a competent and trustworthy manager or managing committee ;
- (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 9 square feet of floor space for each pupil in the primary classes and 12 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 ;
- (f) that the organisation, 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 and 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 inter-school rules are observed ;
- (j) that all information and returns called for by the Department are furnished ;

- (k) that the school in all its departments, recognised or unrecognised, is open to inspection as laid down in Article 7 of this chapter ; 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 ;
- (l) that the books and periodicals purchased for use in the school are approved by the Department ;
- (m) that the rules of this Code, so far as they are applicable to aided schools, are complied with.

14. 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. Refusal of grants.

15. 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 13 of this chapter in all departments. Partial refusal of grants.

16. A school in receipt of grant in one department and desirous of grant in respect to another department shall submit a fresh application regarding the department for which grant is desired. Application for new grants necessary in all cases.

17. 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 preceding three years or for such shorter period as the school or department has been in existence. Block grants how based.

18. 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 19, 20 and 25 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. Mode of award.

Rates of
block grant.

19. The rates of block grants shall be :—

Primary Department.

- (a) Rs. 3 per pupil in average attendance in classes I and II.
- (b) Rs. 5 per pupil in average attendance in other classes.

Middle Department.

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

High Department.

- (a) Rs. 24 per pupil in average attendance in an anglo-vernacular school.

These rates shall (for the present) be doubled in girls' schools.

Staff grants.

20. Staff grants shall be at the rate of one-third of the salary 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 salary (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 salary 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 salary (including allowances and the value of free quarters) shall, for the purpose of calculating the staff grant, 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 salaries of these two shall, for the purpose of calculating staff grant, be combined, and grant awarded on a single

salary 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 salaries 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 two years 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 Inspector to be satisfactory.

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

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

23. The minimum weekly period of actual secular instruction required to qualify a teacher for full staff grant shall be not less than that laid down from 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. Minimum service required for staff grants.

No grant for teachers of uneconomically small classes.

24. In order to avoid duplication of effort and expenditure, a reasonable measure of co-operation among schools conveniently located for such co-operation is expected. This co-operation 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.

25. The total grant awarded to a school under the heads 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 according to the scale fixed by Government.

If, in any year, the receipts from all sources exceed the total expenditure, the excess shall be fully expended in the following year or placed to the credit of a school reserve fund, a report to this effect being made to the Inspector. Failure to comply with this rule will render the school liable to reduction of grant.

Approved expenditure.

26. Approved expenditure on tuition includes expenditure on :—

(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 27 (b).

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

v. Petty contingent expenses.

27. 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 20 (d) of this chapter assessed as therein provided ;

(b) the 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. 12 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 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 26 (b).

28. 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 which would have been levied under the rules had he been a day pupil.

Distribution of expenditure common to tuition and boarding.

29. 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

Inspector may reduce or disallow expenditure.

the opinion of the Inspector, are paid excessive salaries, 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 which may from time to time be laid down by the Department.

Provident
Fund Grant.

30. 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).

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 salaries 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.

Boarding
House
Grants.

31. 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 43, Chapter VII), the rooms adequately ventilated, lighted and furnished and the boarders effectively supervised. For the purpose of assessing grants the rate of fee approved shall not be less than 75 per cent. of that laid down for Government and board schools (see Article 7, Chapter IV); the approved expenditure shall not be in excess of the scale laid down by the Department.

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

Grants how
paid.

32. 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 I of this Chapter, 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.

33. 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. Continuance, alteration and withdrawal of grants.

34. The Inspecting Officer shall, for the purpose of calculating grant-in-aid, reduce the average attendance in the following cases :— Average attendance to be reduced in certain 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 400.

35. 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 will ordinarily be withdrawn from a school without notice if the manager or any member of the managing committee or any of the teachers employed in the school take part in political propaganda or agitation directed against the authority of Government or disseminates opinions tending to excite feelings of disloyalty or disaffection. Government reserves to itself the right, anything in the rules of this Code notwithstanding, to refuse or withdraw any grant at its entire discretion.

Grants for Home Education Classes. 36. Special grants, not exceeding half the approved expenditure, may be given for home education or Zenana 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.

Sources and object of grants. 37. 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 vernacular 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. 38. 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 of 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 7 of this chapter 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.

39. Grants are of the following kinds :—

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

Kinds and limits of grants.

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.

40. 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) *Trained teachers*—half salary up to a maximum of the approved scale or grade obtaining in the district.
- (b) *Untrained 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 and 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.

Average attendance may be reduced.

41. The Inspecting Officer shall, in assessing the grant, reduce the average attendance on account of :—

- (a) any pupil who has been in the same class for more than two years ; and
- (b) any pupil whose name has not been on the rolls for three months at the time of inspection.

Application for grants.

42. 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.

Inspecting Officer report.

43. The local body shall forward the application to the District Inspecting Officer who shall, within a reasonable time, inspect the school and submit a 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 provision, the local body shall award grants at rates not exceeding the maxima 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.

List of aided elementary schools to be maintained.

44. 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.

45. 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 inefficient or undeserving of encouragement ; provided that in every case in which withdrawal or suspension of grant is proposed the managers shall be afforded an opportunity of explanation.

46. 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 44 of this chapter, and that clear notice of any alteration in the rates be given to all such schools twelve months before such rates are applied. Alteration of rates.

SECTION D.—GRANTS FOR BUILDINGS AND APPLIANCES.

47. Grants may be made to schools entitled to receive maintenance grants for :— Grants for buildings and appliances.

- (a) the purchase, erection or extension of school or hostel buildings ;
- (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.

48. 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. Applications for grants.

Report of Inspector on application.

49. 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.

Communication of order.

50. The order passed upon such applications, together with the date on which it is to take effect, shall be communicated to the controlling body of the school concerned.

Conditions of a building grant.

51. 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 :—

- (a) the application shall be made in the form prescribed (see Appendix VII) ;
- (b) the application shall be accompanied by plans and estimates of the work towards which a grant is applied for. These must previously be approved and signed by the local Executive Engineer of the Public Works Department (Buildings and Roads Branch) ;
- (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.

52. 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.

53. No grant for a building shall be paid in full, nor can payment of any portion of the grant be claimed as a right, until the Department is satisfied that the building has been satisfactorily completed. 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 signed by a responsible officer of the Public Works Department. This certificate shall be obtained by the school authority by application to the Inspector, who, if satisfied with the building, will request the Superintending Engineer to arrange for its inspection.

54. 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.

55. 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.

SECTION E.—REGISTERS AND RETURNS.

Registers,
etc., to be
maintained.

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

- (a) a copy of the latest edition of the Punjab Education Code ;
- (b) a register of attendance (Appendix IV) ;
- (c) a register of admission and withdrawal (Appendix V) ;
- (d) a register of statistics (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.

Registers to
be examined.

57. The Inspecting Officer shall examine the registers, log-book, and accounts of the school at least once a year and shall report as to the manner in which they are kept.

Entries in
log-book.

58. The reports and remarks of Inspecting Officers shall be recorded in the log-book.

Annual
returns.

59. 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 returns 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.

TUITION FEES.

1. Tuition Fees shall be levied in Government colleges at the following rates per mensem :—

Tuition
fees in
Government
colleges.*Intermediate Class :—*

	Rs.
First year for twelve months	.. 10
Second „ „ „ „	.. 10

B. A. or B. Sc. Class.—

First year for twelve months	.. 12
Second „ „ „ „	.. 12

M. A. or M. Sc. Class.—

First year for nine months	.. 15
Second „ „ ten „ „	.. 15

In addition to the above the following fees shall be levied from students taking science subjects :—

Intermediate Classes.—

	Rs.	per annum.
For students taking Physics	.. 9	„ „
„ „ „ Chemistry	.. 9	„ „
„ „ „ Biology	.. 12	„ „
B. Sc. „ Class	.. 20	„ „
M. Sc. „ „ a maximum of	30	„ „

2. In aided colleges the rate of fee charged shall not be less than 75 per cent. of the rate charged for corresponding classes in Government colleges. Fees in aided colleges.

3. The principal of a Government or aided college may admit deserving students on the score of poverty half the prescribed rate of fee up to a limit of 10 per cent. of the total number on the rolls of the college. Half-rate fee in colleges.

4. An entrance fee of not less than Rs. 4 shall be levied from each student on first admission to a post-matriculation class in a Government or aided institution. Entrance fee in colleges.

Fees in vernacular schools.

5. The fees levied in vernacular board schools for boys shall not exceed the following monthly rates :—

Primary Classes.		Secondary Classes.	
	As.		As.
1st Class	1	5th Class	5
2nd "	2	6th "	6
3rd "	3	7th "	7
4th "	4	8th "	8

Fees in Government and board anglo-vernacular schools.

6. The scale of fees for pupils in Government and board anglo-vernacular schools shall be as follows :—

	Fifth Class.		Sixth Class.		Seventh and Special Class.		Eighth Class.		Ninth Class.		Tenth Class.	
	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.	Rs.	A.
Grade I	3	0	4	0	5	0	6	0	7	0	8	0
" II	1	8	2	0	2	8	3	0	3	8	4	0

Fees at these rates shall also be leviable from pupils studying English as an optional subject in board vernacular middle schools.

The fees payable in the primary classes of Government and board anglo-vernacular schools shall not be less, and may be higher, than those laid down for primary classes in vernacular schools.

Boarding house fees.

7. Hostel fees in colleges and schools under public management shall be in conformity with rates laid down from time to time in this regard. The boarders shall bear all charges for lighting and messing.

Fees leviable for twelve months.

8. 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 readmission to a school previously attended, the fee is leviable from the month of admission. In cases (b) and (c) the Inspector's sanction is necessary, except in case of readmission within 20 days of the announcement of failure in a public examination.

Except in the month of April 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.

9. The grade of fee payable by a pupil in a Government, board or aided anglo-vernacular school shall be determined in accordance with the monthly income of the parent. Parents whose annual income is Rs 2,000 or more shall pay fees of the first grade and those with an annual income below Rs. 2,000 shall pay fees of the second grade.

In the case of a pupil whose parent is a member of a joint-family, the income of the parent shall be estimated for the purposes of this article by dividing the total income of the joint-family by the number of co-sharers in that income.

10. The rates of fees levied in aided schools shall not be less than 75 per cent. of those levied in corresponding classes of Government and board schools.

11. An entrance fee of one rupee shall be charged on the first admission of a pupil to the secondary department of a Government, board or aided anglo-vernacular school. No entrance fee will be charged on account of a pupil exempted from the payment of fees, and half the prescribed entrance fee will be charged for a pupil admitted at half rates.

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

12. The following concessions are permitted on account of pupils of ability, whose parents are too poor to pay the prescribed fees. These concessions should be withdrawn for serious misconduct, idleness or irregular attendance :—

- Half-rates for anglo-vernacular pupils in secondary schools, up to a limit of 10 per cent. of the anglo-vernacular pupils on the roll.
- Exemption from the payment of fees up to a limit of 25 per cent. of the total number of pupils on the roll of a vernacular school, or the primary department of an anglo-vernacular school, and 10 per cent. of the total number of pupils in the secondary department of an anglo-vernacular school.

The pupils reading optional English in a vernacular school shall be treated separately and in the same way as those of the secondary department of an anglo-vernacular school.

13. The children of agriculturists, village artizans and kamins shall be exempt from the payment of fees in primary classes.

When two or more brothers or sisters attend the same school (or its branches in the same town), and do not enjoy any concession under the preceding rules, the child in the highest class shall pay the full fee prescribed and the others a fee not exceeding one-half of the full fee.

The children of a teacher employed in a recognised school, whose salary does not exceed Rs. 30 *per mensem*, the children (or orphans) of a retired teacher, whose pension is (or was) not in excess of Rs. 30 *per mensem* and the children of a teacher who has died in the course of his service and whose pay at the time of his death did not exceed Rs. 30 *per mensem* shall be eligible for concessions to the extent of one child being exempt from the payment of fees and the others being admitted at half rates.

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.

Scholarship-holders not eligible for concessions. 14. Scholarship-holders shall not, other than in very exceptional circumstances, and then only with the express sanction of the Inspector, be eligible for concessions of fees.

Meaning of agriculturist. 15. The term 'agriculturist' shall be held to denote (a) any owner or tenant of land who in person, and not merely through tenants, agents or servants, engages in the work of cultivation; (b) agricultural labourers; and (c) soldiers and other similar employees of Government who actually belong to the cultivating classes and who, if living at their houses, would engage in person in the work of cultivation.

The classes of persons in a district to be treated as agriculturists, village artizans or *kamins* for the purpose of concessions of fees will be determined by the Deputy Commissioner of that district in consultation with the Inspector.

Local bodies may alter rates. 16. 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. 17. 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.

18. In making fee concessions to students on the score of poverty, the authorities of Government, board and aided institutions shall allot to Muhammadan pupils, whose parents are poor, one-half of the concessions admissible and the other half to poor pupils of Hindu, Sikh or other parentage; provided that poor Muhammadan 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*; and provided also that the rules in this article shall not apply to institutions maintained by Hindus or Sikhs or Muhammadans or any other religious community.

Concessions to Muhammadan pupils.

CHAPTER V.

SCHOLARSHIPS.

SECTION A.—GENERAL RULES.

Scholarships from public funds. 1. All scholarships paid from public funds, whether administered by the Department or by local bodies, shall, in the absence of any special provision to the contrary, be awarded, held and drawn only as provided in the following rules.

Award of scholarships. 2. 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 examination. The provision of close scholarships by a local body requires the sanction of the Commissioner of the Division. Such scholarships may be restricted to particular classes of the community.

Alterations in scholarships. 3. 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 to be made.

Value of a close scholarship. 4. 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. 5. No scholar can hold, at the same time, two or more scholarships falling under Article 1 of this chapter unless they are tenable at two different institutions—one general and the other professional.

A Government scholarship 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 Government scholarship may, however, be held together with an endowed scholarship when the latter is awarded for proficiency in some specific subject and not on the general results of the examination.

6. Scholarships may be drawn only for the periods stated below—

- Periods for which scholarships may be drawn.
- (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 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 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 ;

- (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 for a scholarship from one institution to another not situated in the same town.

7. A scholarship shall lapse if it is not taken up within a month of its award ; 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.

8. 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 in the case of a scholarship held in a school or 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 a college scholarship, and through the Inspector in other cases.

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

Certificate to accompany bills for scholarships.

9. 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 their scholarships are tenable."

Transfer of scholarship.

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.

Scholarships not ordinarily re-awarded.

11. 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 re-award to the end of the period for which the scholarship was originally awarded.

Preferential claims to admission.

12. If, in any recognised institution maintained by Government or a local body, it is found necessary in any year from 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.

Scholarships paid from public funds where tenable.

13. No student of an unrecognised school shall be eligible for a scholarship payable from public funds, and such scholarships are tenable only in recognised institutions.

SECTION B.—MIDDLE SCHOOL SCHOLARSHIPS FOR BOYS.

Value and term of scholarships.

14. Open middle school scholarships for boys are provided by local bodies and are of the value of Rs. 4 per mensem. They are tenable for four years in the middle department of any recognised school.

Distribution by tahsils.

15. 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.

16. 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. Age limit

17. 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 before the end of the first month of the school year. A report to the effect that he has so joined shall be sent by the headmaster to the district inspector who shall inform the local body concerned. Award

SECTION C.—HIGH SCHOOL SCHOLARSHIPS.

18. Open high school scholarships are payable from provincial revenues and are of the value of Rs. 6 per mensem. Six open scholarships are provided for each district (except Simla, for which there are two) half of which in each district are for anglo-vernacular candidates and are awarded on the results of the high school scholarship examination and the other half for vernacular candidates awarded on the results of the Vernacular Final Examination. Number and value.

19. Scholarships awarded on the results of the high school scholarship examination shall be tenable for two years from the beginning of the school year in the high department of a recognised anglo-vernacular school. Tenure of anglo-vernacular high school scholarships.

20. Scholarships awarded on the results of the Vernacular Final Examination shall be tenable for two years in the special class of a recognised school where arrangements have been made to the satisfaction of the Department for teaching English up to an approved standard within that period, and for a further period of two years in the high department of a recognised anglo-vernacular high school provided that a scholar who fails to reach an approved standard of English in the first two years shall forfeit his scholarship. Tenure of vernacular high school scholarships.

Arrangements for the special teaching of English shall not be considered satisfactory for the purposes of this article unless separate provision is made for three hours' special teaching each day in English by a qualified teacher for the full period of two years and provision is also made for the regular revision of all subjects previously studied by the scholars.

High school scholarship examination.

21. The high school scholarship examination shall be held annually at a convenient centre in each district, under the general control of the Inspector. The examination shall be open to pupils of recognised anglo-vernacular schools and to pupils who have completed the middle course of optional English in recognised vernacular schools of the district, whose names have been borne on the roll of the eighth class for a period of nine months preceding the first day of the month in which the examination is held. The special sanction of the Inspector is required for the admission to the examination of a pupil who has left one school and joined another during the period.

The number of boys permitted to appear in the examination from a school shall be determined by the Inspector and shall not exceed the number of scholarships available for award in the district.

Scope of the examination.

22. The examination shall be of the standard of the eighth class and shall comprise oral as well as written tests. The subjects of examination shall be English, a vernacular, arithmetic and geometry, history of India, geography, and elementary science

Age limit.

23. No pupil shall be admitted to the scholarship examination whose age at the close of the school year in which the examination is held exceeds seventeen years.

Procedure in awarding scholarships.

24. When the award of scholarships is complete, the Inspector shall furnish a copy of the award roll in the form prescribed in Appendix XV to each school in his division 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 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 recognised school, or if the scholarship be tenable for four years, the special class of a school fulfilling the conditions laid down in Article 20 of this chapter. The scholar shall hand over the certified extract from the award roll to the head-master of the school to which he is admitted.

Lists of scholars to be submitted to the inspector.

25. 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 Inspectors of the divisions which the scholarships have been awarded.

26. On receipt of the lists referred to in the preceding articles, the Inspector shall prepare the final award roll in the form prescribed in Appendix XVII and shall furnish a copy to each school in his division from which any of the scholars named therein was sent up for the examination.

Final award roll.

27. 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.

Scholarship bills to be presented.

SECTION D.—COLLEGE SCHOLARSHIPS.

28. Thirty-two college scholarships are awarded annually on the results of the Matriculation and School Leaving Certificate Examination, and thirty-two on those of the Intermediate Examination.

Number and value.

The monthly value of each scholarship is Rs. 10, plus the full 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 of which the examination is held at the end of the third year after the Intermediate Examination. These scholarships are payable from provincial revenues.

29. The mode of award, in the case of each of these two groups of scholarships shall be as follows : Four scholarships shall, in the first instance, be awarded to sons of Jat or Rajput agriculturists who are either Hindus or Sikhs. The remaining scholarships shall be awarded in order of merit, but so as to secure that the thirty-two scholarships shall be assigned to the main divisions of the people as follows :

Mode of award.

Muhammadans	.. 15	Sikhs	.. 5
Hindus	.. 10	Others	.. 2

30. A college scholarship is tenable in any institution which is affiliated to 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. College scholarships are also tenable on the same conditions in the M. A. O. College, Aligarh.

Tenure.

SECTION E.—VICTORIA SCHOLARSHIPS.

31. Victoria scholarships are awarded from provincial revenues and local fund for the encouragement of English education amongst Muhammadans, and are tenable in recognised secondary schools.

Purpose.

Victoria
middle school
scholarships.

32. Victoria middle school scholarships are payable from local funds. They shall be awarded by the district inspector, after approval by the inspector, on the results of the scholarship examination in each tahsil, to Muhammadan pupils who do not obtain open scholarships. The scholarships are of the monthly value of Rs. 4 and are tenable for four years in anglo-vernacular schools or vernacular middle schools (excluding lower middle schools) teaching English as an optional subject on the conditions applicable to open scholarships. No age limit is fixed.

Victoria
high school
scholarships.

33. Victoria high school scholarships are payable from provincial revenues. One scholarship is allotted annually to each district, to be held alternately by an anglo-vernacular and a vernacular candidate. The award shall be made on the results of the high school scholarship examination in the case of the former, and of the Vernacular Final Examination in the case of the latter, to a Muhammadan candidate who has not gained an open high school scholarship. If in any year no anglo-vernacular candidate is available for the scholarship it may be awarded to a vernacular candidate, and *vice versa*.

These scholarships are of the monthly value of Rs. 6 and are tenable in high schools on the conditions applicable to open high school scholarships. No age limit is fixed.

SECTION F.—ZAMINDARI SCHOLARSHIPS.

Purpose.

34. Zamindari scholarships are awarded from provincial revenues and local funds for the encouragement of English education among Jat and Rajput agriculturists who are Hindus or Sikhs. The terms of this section shall also be held to apply to Ahir agriculturists of the Gurgaon and Rohtak districts, to the Sainis of the Ambala and Hoshiarpur districts and to the Gaur Brahmans (excluding Bohras) in the Rohtak, Karnal and Gurgaon districts, and the Hissar, Hansi, Fatehabad and Bhiwani tahsils of the Hissar district.

Zamindari
middle school
scholarships.

35. Zamindari middle school scholarships are payable from local funds. They shall be awarded by the district inspector, after approval by the Inspector on the results of the scholarship examination in each tahsil to candidates belonging to the classes specified in the previous article who do not obtain open scholarships. The scholarships are of the monthly value of Rs. 4, and are tenable in anglo-vernacular schools or vernacular middle schools (excluding lower middle schools) teaching English as an optional subject on the conditions applicable to open scholarships. No age limit is fixed.

36. Zamindari high school scholarships are payable from provincial revenues. One scholarship is allotted annually to each district to be held alternately by an anglo-vernacular and a vernacular candidate. The award shall be made on the results of the high school scholarship examination in the case of the former and of the Vernacular Final Examination in the case of the latter to a candidate of the classes specified in Article 34 of this chapter who has not gained an open high school scholarship. If in any year no anglo-vernacular candidate is available for the scholarship it may be awarded to a vernacular candidate, and *vice versa*. These scholarships are of the monthly value of Rs. 6 and are tenable in high schools on the conditions applicable to open high school scholarships. No age limit is fixed.

SECTION G.—ENDOWED SCHOLARSHIPS TENABLE IN SCHOOLS.

37. 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 H.—SCHOLARSHIPS FOR GIRLS.

38. Scholarships may be awarded from provincial revenues to girls of vernacular schools or departments who pass the lower primary examination in the three compulsory subjects at the same examination. Such scholarships shall be tenable for two years in the upper primary department of a recognised vernacular school for girls and their value shall not exceed Re. 1 *per mensem* for the first year, and Re 1-8-0 *per mensem* for the second year. Girls enrolled in boys' schools where no girls' school exists shall be eligible for such scholarships.

39. Scholarships may also be awarded from provincial revenues to girls who pass the upper primary examination. Such scholarships shall be tenable in the middle department of a recognised school for girls and their value shall not exceed Rs. 4 *per mensem*.

40. The number of such scholarships and the conditions of their award and tenure shall be such as are notified by the Department from time to time. The main condition determining the award of these scholarships shall be the poverty of the parents.

High school
scholarships.

41. Fifteen high school scholarships, each of the value of Rs. 7 per mensem are awarded annually from provincial revenues to girls who complete the * Anglo-Vernacular Middle School course, and fifteen of the value of Rs. 6 to those who pass the Vernacular Middle School Standard Examination for Girls. These scholarships are tenable for two years and four years, respectively, in the high departments of recognised anglo-vernacular schools, and will be drawn in the same way as the corresponding scholarships for boys.

College
scholarships

42. Eight college scholarships of Rs. 14 per mensem each and four college scholarships of Rs. 22 per mensem each plus the fee are awarded annually from Provincial revenues to girls who pass the Matriculation and School Leaving Certificate and Intermediate Examinations, respectively. These scholarships are tenable for two years in any institution affiliated to the Punjab University or approved by the Department for the purpose.

Award of
high school
and college
scholarships.

43. Recommendations for the award of high school and college scholarships to girls will be submitted by the Deputy Directress to the Director of Public Instruction, who will award the scholarships.

SECTION I.—STIPENDS IN TRAINING INSTITUTIONS.

Value of
stipends.

44. Provision is made for the payment, from 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 monthly value of stipends at present sanctioned is :—

	Rs.
B. T. Class (ten months)	.. 18
S. A. V. Class (ten months)	.. 15
Oriental Language Teachers' Class	.. 15
J. A. V. Class (one year)	.. 12
" " " (two years)	.. 10
S. V. (ten months)	.. 10
J. V. (ten months)	.. 8

The stipends have been supplemented by five scholarships in the B. T. and S. A. V. classes of which the value and period of tenure will be the same as for stipends. These will be awarded by the Principal of the Central Training College.

* NOTE—If in any year the number of candidates on the Anglo-vernacular side should be in defect the vacant scholarships may be awarded to Vernacular candidates, and *vice versa*.

Laure, at the end of the first term on the merit and aptitude shown by students in their work at college. In case a scholarship is awarded to a stipendiary, he will forthwith vacate his stipend which will then be available to a non-stipendiary who will be selected in accordance with the procedure followed for the selection of stipendiaries.

The monthly value of a J. V. stipend for a student from Dera Ghazi Khan district or from the Kulu sub-division of the Kangra district is Rs. 9 instead of Rs. 8.

45. 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. Training of
teachers in
Government
service.

46. A student in a training institution is not entitled to draw his stipend for days on which he is absent in excess of— Payment of
stipend dur-
ing absence.

- (a) one working day of ordinary leave ;
- (b) six working days of sick leave ;
in any one month.

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

47. The sanctioned monthly value of stipends for students in Government Normal Schools for Women is at present Rs 10 and Rs. 12 according to the qualifications of the student. Stipends for
women
teachers.

TEACHERS' CERTIFICATES.

Kinds of certificates.

1. Teachers' certificates are awarded to 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 recognised school for the first time after the 1st April, 1925. The teaching qualifications conferred by a certificate shall be stated thereon.

Certificate examinations.

2. 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 certificates.

3. Certificates are issued under the signature of the Director, or an Officer of the Department appointed by the Director for this purpose.

Provisional and permanent certificates.

4. 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 approved service in a school 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 of service shall be reckoned from the date entered on the certificate.

Special certificates.

5. 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 of college, such diploma shall be awarded only in cases of outstanding merit.

Certificates for women teachers.

6. 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.

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 girls' school and who on account of age or for other special reasons are unable to undergo a course of training.

Endorsements.

7. Endorsements, recording the quality of the service rendered by a teacher, shall be made annually on his certificate by the Inspecting Officer, except in the case of teachers holding senior permanent certificates. This exception does not apply to women holding senior vernacular certificates.

Other certificates not recognised.

8. 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.

9. 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 shall be given an opportunity of explanation.

Duplicate certificates.

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

	Rs.	a.	p.
Senior Anglo-Vernacular Certificates	...	8	0 0
Junior Anglo-Vernacular Certificates	...	4	0 0
Senior Vernacular Certificates	...	4	0 0
Junior Vernacular Certificates	...	2	0 0
All other Certificates	...	2	0 0

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 teachers working within his jurisdiction.

Condemned articles should be sold by public auction and the proceeds credited to the controlling body.

CHAPTER VII.

GENERAL RULES FOR SCHOOLS.

[NOTE—In these rules, the term Headmaster includes Principal or Headmistress where either of these is applicable.]

SECTION A.—SCHOOL BUILDINGS, FURNITURE AND APPARATUS.

Dimensions, location, etc. 1. School buildings will not be approved by the Department unless the classrooms are so designed as to allow a floor area of at least 9 square feet for each pupil in a primary class and 12 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.

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

Repairs. 2. 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.

Duty of supplying equipment. 3. The duty of providing necessary furniture and equipment rests, in the case of all recognised schools, with the local authority or school managers concerned.

Minimum equipment. 4. 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.

Science apparatus. 5. Schools will not be recognised 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. 6. 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.

SECTION B.—TEACHING STAFF.

7. It is the duty of the headmaster to exercise general control of the school and boarding houses in his charge; to maintain discipline among the staff and pupils; to organize and supervise the instruction; to take a regular part in the teaching work, especially in classes and subjects in which his personal guidance is desirable; to arrange for the games and other extra-mural activities of the pupils; to see that all registers are regularly and accurately maintained; to keep strict accounts of all moneys 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. General duties of the headmaster.

8. 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. Class promotions.

9. Such pupils' funds, e.g., sports fund, club fund, etc., as are not retained in the hands of the controlling body shall be managed and careful account thereof maintained by the headmaster, who shall be responsible that all balances are kept in the Post Office Savings or other approved Bank. Only in absolutely unavoidable circumstances may balances be retained in hand. Deposit of pupils' funds.

10. In Government and board schools for boys, corporal punishment for misconduct may be administered only by the headmaster and shall take the form of strokes with a 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.

11. A pupil may be expelled from a school by the managing body or in the case of Government schools by the Inspector for serious misconduct. Expulsion.

12. 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. Attendance of teachers.

Pecuniary dealings with pupils. 13. Teachers are not permitted to borrow money from their pupils, nor to have any pecuniary dealings with them in a private capacity.

Extra mural duties 14. It is the duty of all the 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 classroom.

Private tuition. 15. 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. 16. 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.

School hours. 17. The hours for opening and closing Government schools shall be fixed by the Inspector, and for other recognised 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 that the total weekly period of instruction (excluding the time allotted to drill and recess) does not exceed the following limits :—

			Hours.
Class	I 16
Classes	II } and III } 19
Class	IV 34
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.

Time-table. 18. A class time-table, showing the routine of study for each day of the week shall be hung up in each class-room and a general time-table showing the work of all the teachers and classes, in the headmaster's room and in the staff-room.

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

20. Any pupil in a Government or board secondary school who is absent without leave shall pay a fine* of one anna for each day or part of a day during which he is so absent. Any pupil in any recognised school who is absent without leave for six consecutive school days shall be struck off the roll, and shall not be readmitted without payment of a fresh entrance fee.

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

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

23. The number of pupils in a class or section shall not exceed that for which accommodation is available in the classroom (see Article I of this chapter), nor 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.

24. All school fees must be paid by the 5th of the month for which they are due ; a fine of one anna shall be levied for each day after the 5th that the fee remains unpaid, and, if the fee together with the fine thus imposed be not paid in full by the 15th of the month, the name of the defaulting pupil shall be struck off the rolls and he shall not be readmitted without payment of the fee and fine due and a fresh entrance fee.

This rule will only apply to a scholarship-holder when he fails to pay his fee immediately on payment of his scholarship.

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

* Headmasters are empowered to remit the fine in special cases with the previous sanction of the Inspector.

Admission tests.

26. Pupils from primary or middle schools seeking admission to schools of a higher status may only be admitted after passing a test conducted by the headmaster of the school to which admission is sought, so as to ensure that they are fit to continue their studies in higher classes. Those who have passed the Vernacular Final Examination are exempt from this rule.

Pupils from unrecognised schools seeking admission to any class of a recognised school except the IXth class shall be examined by the Headmaster 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 Inspector at his next visit to the school.

First admission.

27. 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.

Transfer certificates.

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

Presentation of examination candidates.

29. Headmasters of recognised 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 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.

Responsibility for age entries.

30. Headmasters are required to use every endeavour to ensure that the age of pupils 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.

31. 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.

32. 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.

33. The vacations in Government and board high and anglo-vernacular middle schools shall ordinarily be as follows :—

(a) *In High Schools.*—Ten days in March or April, and six weeks in August and September.

(b) *In Anglo-Vernacular Middle Schools.*—Ten days in March or April, and one month in August and September.

NOTE.—In the case of girls' schools the period of each vacation can be varied at the discretion of the Deputy Directress.

The vacations in board primary and vernacular middle schools with or without optional English classes shall be determined by the local bodies concerned. Ordinarily two vacations, not exceeding six weeks in the aggregate, should be given.

NOTE.—The exact date of the vacations will be fixed by the local bodies or, in the case of Government schools, by the inspector.

Special periods may be fixed under (a) and (b) above with the sanction of the Department in the case of schools situated in hill districts

34. The number of miscellaneous holidays should not exceed 39 in the year, exclusive of Sundays. The following holidays are authorised for Government and board schools :—

General Holidays.

	No. of days.
Proclamation Day, 1st January	1
King-Emperor's Birthday	1
Durbar Day, 12th December	1
Empire Day	1
	4

Christian Holidays.

Easter Holidays	3
Christmas Holidays, 24th to 31st December ..	8
	<hr/>
	11

Muhammadan Holidays.

Id-ul-Fitr	1
Id-ul-Zuha	1
Muharram	3
Id-i-Milad	1
Shab-i-Barat	1
Jumat-ul-Vida	1
	<hr/>
	8

Hindu Holidays.

Basant Panchmi	1
Sheoratri	1
Holi	1
Baisakhi	1
Salono	1
Janam Ashtami	1
Dusehra	4
Diwali	1
	<hr/>
	11
	<hr/>
	34
Special and Local	5
	<hr/>
	39

NOTE 1.—District inspectors and headmasters are required to send by the 15th of January each year a list of local holidays to the Inspector for information.

NOTE 2.—In the case of girls' schools the number of special and local holidays may be increased to eight by the Inspector of the Circle.

The following Sikh holidays may also be allowed in the Ambala, Jullundur, Hoshiarpur, Ferozepore, Ludhiana, Lahore, Amritsar, Gurdaspur, Sialkot, Gujranwala, Sheikhpura, Rawalpindi and Lyallpur Districts:—

Hola Mohalla	1
Guru Nanak's Birthday	1
Gurgu Gobind Singh's Birthday	1

In addition to the above holidays, leave to prepare for the University examination may be given, to boys in the Xth class but in no case should such leave exceed ten working days. This preparatory leave should not be

given as a matter of course but only when, in the judgment of the headmaster, 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 should keep a record of their proceedings which should be placed before the Inspecting officer during his visits.

35. The registers enumerated in Articles 13 (h) and Registers. 56 of Chapter III shall be maintained in every recognised secondary and primary school respectively. The following registers must also be maintained in secondary schools:—

(a) Order book; (b) school examination register; (c) correspondence register (Appendix XXIII); (d) teachers' attendance register; (e) register of the issue of library books (Appendix XXIV); (f) conduct and punishment register; (g) private tuition register.

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

36. 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 will 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.

37. Religious instruction shall not be given in Government or board schools except out of 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.

38. 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.

Tobacco and
intoxicants.

39. The use of tobacco or intoxicants by pupils is strictly forbidden. It is the duty of teachers to use every endeavour to prevent the sale of cigarettes to school pupils.

Physical
training.

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

Curricula
and text-
books.

41. 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.

42. Every recognised school which enrolls boarders shall provide and maintain under efficient control 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.

43. The minimum dormitory space to be allotted to each boarder shall be 65 feet of superficial area and 700 feet of cubic content calculated up to a height of 12 feet above the floor level. The dimensions of each dormitory and the number of boarders permitted to occupy it shall be plainly marked on that dormitory.

Resident
superintend-
ents.

44. 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 of 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,
tc.

45. 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
Superinten-
dents and
Boarders.

46. Two sets of rules shall be drawn up by the headmaster, one for the guidance of the Superintendent and the other for the guidance of the boarders. These rules shall be shown to the Inspector 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.

APPENDIX I.

APPLICATION FOR RECOGNITION.

THE INSPECTOR OF SCHOOLS,

—DIVISION.

SIR,

I have the honour to request you to recognise this School. Necessary particulars are given below :—

Dated _____

Signature of the Manager.

Headings.	Manager's report.	Remarks of Inspecting Officer.
Name of School ..		
Date of first opening of School		
Standard of recognition desired (High, Upper Middle and Lower Middle)		
Constitution of the management of the School together with the names of the managers and their occupations.		
School premises (number and dimensions of rooms).		
Library and equipment ..		

Average attendance of scholars for the last three months and rates of fees levied in each class.	Classes.	Average attendance.	RATES OF FEES.	
			Agriculturists.	Non-Agriculturists.
	<i>High—</i>			
	X Class ..			
	IX Class ..			
	<i>Upper Middle—</i>			
	VIII Class ..			
	VII Class ..			
	<i>Lower Middle—</i>			
	VI Class ..			
	V Class ..			
	<i>Primary—</i>			
	IV Class ..			
	III Class ..			
	II Class ..			
	I Class ...			

Headings.	Manager's report.			Average monthly expenditure.	Remarks of Inspecting Officer.
	<i>Average monthly income from</i>				
Financial condition of school during preceding six months.	Fees.	Other sources	Total.		

STAFF.		Date of appointment.	Posts.	Qualifications including training	Pay.
No.	Name.				

General remarks on discipline, adherence to inter-school rules, etc.

Inspector of Schools.

Decision of the Education Department.

Director of Public Instruction, Punjab.

APPENDIX II (Chapter III, Article 12).

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			
Subscription			
Fees			
Other sources			
TOTAL			

(a) Here show whether (1) Boys' or Girls'; (2) High, Middle or 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 an 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 (Chapter III, Article 12)—contd

F.—Expenditure.

NATURE.	ANNUAL AMOUNT, Rs. (a)		REMARKS.
	Present.	Proposed.	
Teaching staff			
House-rent			
Contingencies			
Total			

G.—Detail of Staff.

APPOINTMENT	MONTHLY PAY Rs. (a).		QUALIFICATION.	NUMBER OF PERIODS SPENT WEEKLY IN SECULAR INSTRUCTION IN EACH DEPARTMENT.						
	Present.	Proposed.		Highest School or College Examination passed.	Departmental Certificates held.	Trained or not.	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, Chapter III (Article 12) -concl'd.

H.—Number of Pupils on the Rolls.

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 dimension of each class-room, the total cubic and superficial space, and the number of pupils accommodated.

L—Ground for application.

M—Agreement.

We, the undersigned Managers of the School, declare that we have read the Rules contained in Chapter I 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 30.)

Standard Provident Fund Rules for Teachers.

1. In the following rules:—

- (1) "Salary" means monthly salary, and does not include travelling, personal or other allowances. For the purpose of these rules the monthly rate of salary of a teacher during any school-year shall be taken to be that at which he draws his salary for the first month of the school-year.
- (2) "Teacher" includes every non-pensionable employee (except menial servants) holding a substantive office in a recognised school and includes whole-time Superintendents of boarding houses and school clerks.
- (3) "Depositor" means an employee on whose behalf a deposit is made under these rules.
- (4) "Interest" means the interest which is paid on a deposit at a Government Saving Bank under the rules in force for such institutions.
- (5) "Committee" means the committee of management of the school concerned.

2. Every teacher permanently appointed or promoted by a school authority, on or after the date upon which these rules come into effect in a school, to a post of which the salary is not less than Rs. 12 per mensem shall be required to subscribe at the rate of 6½ per cent. or one anna in the rupee, on his salary, to a Provident Fund. (A teacher appointed or promoted previous to the coming into effect of these rules to an office of which the salary is not less than Rs. 12 per mensem may be permitted by the Committee to subscribe to the Fund.)

The amount of every such deposit shall be deducted by the Committee upon every salary bill presented, and shall be credited at once to the Fund. In making this deduction fractions of a rupee of salary should be omitted.

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

4. (a) The sums credited monthly under rules 2 and 3 to the Provident Fund Ledger maintained by the School Committee shall be paid duly into the Post Office Savings Bank. Such payments should, whenever possible, be made into Bank between the 1st and 4th of each month, in order that interest may accrue.

(b) The Committee shall be empowered to withdraw from time to time sums deposited in the Post Office Savings Bank for investment in Government securities, provided that the whole amount so invested shall not on an average exceed 50 per cent of the total value of the Provident Fund.

5. Every depositor shall be required to nominate the person or persons he desires to be the 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.

6. The deposits and contributions, with interest thereon, at the credit of any teacher may be withdrawn.

(a) 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.

(b) 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 such leave).

(c) On his resignation when (subject to the provisions of rule 7) 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.

N. B.—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 the teacher's 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.

7. (a) If a teacher is dismissed or leaves a school in contravention of a written agreement, the committee may after consultation with the Divisional Inspector of Schools pay to him only his own deposits together with 5 per cent. of the balance to 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 6.

(b) In the case of there being any outstandings against a teacher who may have died, resigned or been dismissed, the Committee may deduct the amount of such outstandings from his deposits, and pay him or his legal heirs, as the case may be, the balance only after such deduction.

8. Any sum of money withheld from a teacher under the preceding rule shall be credited to the General Provident Fund account of the school as a miscellaneous receipt and may be utilised for compassionate allowances and gratuities to destitute employees of the school and their widows and dependents.

9. 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.

10. Amounts 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 monthly, and the net balance of each account entered in columns 5 and 9; but the figures in these columns can be proved only once a year with the Savings Bank Pass-book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force in the Post Office. The Provident Fund Ledger shall have separate pages for each month's transactions.

11. No voluntary deposits from teachers will be credited to the Provident Fund.

12. Teachers are not entitled to subscribe to the Provident Fund while absent on leave other than privilege leave.

13. (1) The Committee shall have power to allow temporary advances not exceeding three months' pay to any subscriber from the amount 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 instalments or more than twenty-four. 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 rupees, 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 salary 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 salary, and will be in addition to the usual deposits.

14. 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 orders of the Inspector of Schools for the Division.

15. When accounts become 'dead' they must be credited to the General Provident Fund account of the school as miscellaneous receipts.

FORM A.

Teachers' Provident Fund School Account for the year, ending 31st March 192

Number of account.	Name.		Official designation.		OPENING BALANCE.		RECEIPTS.		Principal for calculation of monthly interest.	Interest added.	CLOSING BALANCE		REMARKS
					Deposit.	Balance.	Teachers Deposit (deductions from salary.)	School Committee's contributions.			De- posits.*	† Balance.	
1	2a	2b	3	4	5	6	7a	7b	8				
	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.				

* Total of columns 2a and 3.

† „ „ 2+4+6.

FORM B (1).

Provident Fund Ledger School Committee.

CREDITS.									REMARKS.
Date of receipt.	Number of depositor.	Name.	Appointment.	Opening balance.	Deduction from salary.	School Committee contribution,	Interest.	Total.	
1	2	3	4	5	6	7	8	9	10
				Rs.a.p.	Rs. a. p.	Rs. a. p.	Rs.a.p.	Rs.a.p.	

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

FORM B (2).

Register of debits of Provident Fund School Committee.

DEBITS.									REMARKS.
Date of receipt.	Number of depositor.	Name.	Appointment.	Opening balance.	Withdrawn.	Credited to Committee.	Paid to depositor.	Closing balance.	
1	2	3	4	5	6	7	8	9	10
				Rs.a.p.	Rs.a.p.	Rs. a. p.	Rs.a.p.	Rs.a.p.	

APPENDIX IV

APPENDIX V (Chapter II, Articles 38 (b) and 56 (c)).

Admission and Withdrawal Register of the _____ School at _____

Date of Admission.	Serial No.	Name of Student.	Date of birth by the Christian era in words and figures.	Father's Name.	Tribe or Caste.	Occupation.	Residence.	Class to which admitted.	Grade of tuition fee.	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 initialised by the Head Master, and explained in the Remarks column.

APPENDIX VI.

APPENDIX VII (Chapter III, Article 48.)
APPLICATION FOR GRANT FOR BUILDING PURPOSES
 UNDER Articles 47-53.

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 and 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 48.)—

APPLICATION UNDER ARTICLE 47 (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 55).

† 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 the President, must sign.

APPENDIX IX (Chapter III, Article 56 (d)).
Statistical Register of the _____ School

at _____ for (a) _____ for the year ending 31st March 192 _____, maintained by (c) _____

	I	II	III	IV	V	VI	VII	VIII	IX	X	Total.	Average daily attendance.	No. of residents in approved hostels.	Numbers of girls in boys' schools and boys in girls' schools included in column II.	REMARKS.
(1) Number of pupils on roll on 31st March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
(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) Depressed Classes															
Muhammadans															
Buddhists															
Parseis															
Sikhs															
Jains															
Others															
(3) Number of agriculturists at the close of the school year															
(4) Number of non-agriculturist <i>Kamins</i> 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															

*The following are included under the head Depressed Classes :—

Arabic
Persian
Sanskrit
(6) Number of Scholarships and Stipends at the close of the school-year payable from—															
Open scholarships															
Close															
Victoria															
Zamindari															
Other															
Stipends															
Open Scholarships															
Close															
Victoria															
Zamindari															
Other															
Stipends															
Open Scholarships															
Close															
Victoria															
Zamindari															
Other															
Stipends															
Close Scholarships															
Stipends															
(7) Total number of Scholarships															
(8) Total number of Stipends															

(a). Anglo-Vernacular High, Vernacular High, Anglo-Vernacular Lower, Middle, Vernacular Lower, Upper, Middle, Primary or Special, Special Lower, Training

Schools include industrial and other technical Schools. (See Article 30, Chapt I. of the Punjab Education Co-^oe.)

(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.

Appendix IX (Chapter III, Article 56 (d).—Concluded.

Statistical Register of the _____ (a) _____ School
at _____ for (b) _____
for the school-year ending 31st March 192 , 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.
Scholarships (d) and Stipends held in							
Expenditure on Boarding house (e).							
Extraordinary expenditure on Furniture (f) Apparatus and Libraries.							
Expenditure on School Buildings.							
Miscellaneous.							

- (a) Anglo-vernacular High, Vernacular High, Anglo-vernacular ^{Upper} Middle, Vernacular ^{Upper} 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, Articles 38 (l) and 56 (e)).

Form A,
LOG-BOOK PART I.

Statistics of the _____ Primary School at _____ inspected on _____

Particulars.	NUMBER.					Increase or decrease since last visit of.	NO. PASSED								
	1st Class.	2nd Class.	3rd Class.	4th Class.	Total.		No. of candidates.	Brahmans.	Non-Brahman Hindus	Sikhs.	Muhammadans.	Buddhist.	Parsis.	Others.	Total.
Koll															
Present							Upper Primary Examination (for girls only)								
Average attendance for the school year.															
Brahmans															
Non-Brahman Hindus ..															
Sikhs ..															
Muhammadans ..															
Buddhists ..															
Parsis ..															
Others ..															
Agriculturists ..															
Number of Boarders ..															
Income from fees for the twelve months preceding the inspection.															

TEACHERS.

NAME.	Pay.	Qualification.	Class and subjects taught.
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For remarks, see page—

Inspector,

APPENDIX XIII.

[To be filled up by the Managers, excepting columns 9—19, which will be filled up by the Inspecting Officer.]

CLASSIFICATION.	Number of pupils on- the first day of the year.				Average attendance* for last three years or for the period (if smaller) the school or any of its Departments has been in existence.			Ment partment (Article 67).	Amount of Block grant (Article 19).	Deductions, if any, under Articles 25 and 29.	Net amount earned.	REMARKS.
	On roll.	Present.	I year.	II year.	III year.	Total.	Average					
	2	3	4	5	6	7	8					
Mahajani Department												
GRAND TOTAL												

Number of school meetings during the past School year.

Total expenditure Add—

High Department	P.
Middle ..	Mahajani.
Provincial Revenue	..
District Funds	..
Municipal Funds	..
Total	..
Fees	..
Other sources	..
GRAND TOTAL	..

- (a) For estimated value of Honorary Teacher ..
- (b) For estimated value of low paid Teachers ..
- (c) Estimated rent of school buildings held rent free ..
- (d) Estimated rent of free quarters for staff ..

Total expenditure from various sources during the past school year. **GRAND TOTAL** ..
 Subtract for lavish Expenditure ..
 Net Total ..
 Signature of the Inspector, Division ..

Signature of the Manager, 192 .. Dated .. 192 ..

APPENDIX XIII—Concld,

FORM B.—SCHOOL STAFF.

Staff of _____ School at _____ in the District of _____
 [To be filled up by Manager, excepting columns 23 and 24, which will be filled up by the Inspecting Officer.]

Number.	Name.	Trained Teachers with the following educational qualifications.				UNTRAINED TEACHERS, Possessing no degree.				WORK ASSIGNED.				REMARKS.							
		Passed School Final	Passed Middle School.	Passed Primary School.	Lower qualifications	Certificated.	Uncertificated.	Certificated.	Uncertificated.	Primary Department.	Middle Department.	High Department.	Amount of Staff Grant awarded.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		A degree.	Passed School Final	Passed Middle School.	Passed Primary School.	Lower qualifications	Certificated.	Uncertificated.	Certificated.	Uncertificated.	Class	Subject	Class	Subject	Class	Subject	Class	Subject	Class	Subject	Amount of Staff Grant awarded.

NOTE.—In case of an uncertificated graduate, note the year of his graduating and the date of his first appointment in any recognised school.

The _____ 192 .. Signature of the Manager, Inspector of Schools, Division ..

APPENDIX XIV (Chapter V (Article 8)).

Memorandum of lapsed or forfeited Scholarships held in _____ School or College and payable by the—

Serial Number.	Kind of Scholarship.	Name of Scholarship-holder.	College or School from which passed.	Passed in		Monthly value of Scholarship.	Period for which current.		Date from which lapsed or forfeited.	Cause of lapse or forfeiture.
				Anglo-vernacular.	Vernacular.		From	To		

(To be sent to the Inspector in whose Division the lapses or forfeitures occur, or to the Director in the case of College Scholarships.)

The _____ 192 }
 Manager, High School,
 or
 Principal, College.

APPENDIX XV (Chapter V—Article 24.)

Award Roll of Open, Victoria, or Zamindari Scholarships.

Source of payment.	Name of Scholarship holder.	Monthly value of scholarship.	Passed in		School from which passed.
			Anglo-Vernacular.	Vernacular.	

(To be sent to each school from which students have won scholarships).

The _____ 192 }
 Inspector of Schools,
 _____ Division.

APPENDIX XVI (Chapter V, Article 25).

List of Scholarship-holders who have joined the _____ High School from _____ District.

Name of Scholarship-holder.	School from which passed.	PASSED IN		Monthly value of scholarship.	PERIOD FOR WHICH CURRENT.		Date on which joined the High Department.
		Anglo-vernacular.	Vernacular.		From	To	

(To be sent to the Inspector of the Division from which the Scholarship-holders have come.)

_____ 192 } Headmaster, _____ High School.

APPENDIX XVII (Chapter V, Article 26.)

Final Award Roll of Open, Victoria, or Zamindari Scholarships.

Name of School at which Scholarship is held.	Name of Scholarship-holder.	School from which passed.	Monthly value of scholarship.	Passed in		Period for which current.		Source of payment.	REMARKS.
				Anglo-Vernacular.	Vernacular.	From	To		

The _____ 192 } Inspector of Schools, _____ Division

APPENDIX XVIII (Chapter V, Article 27).

Bill.

Chargeable to 31-E (c)—Scholarships—Transferred Subjects.

Serial number and year of award.	Kind of Scholarship or Stipend.	Name of Scholarship or Stipend holder.	Monthly value of Scholarship.	Number of days for which drawn.	Amount drawn.		Remarks.
					Rs.	a p.	
							Received payment Rs. (Rupees.....) Manager

*College, Open High, Girls' Middle, Girls' Primary, Zamindari, Victoria. Deduct balance disbursed from last month ..
Balance due ..

I hereby certify that the Scholarship or stipend-holders named in this 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.

PRINCIPAL,
MANAGER,

College,
School

(Not payable at the Treasury).

Chargeable to 31-E (c)—Scholarships—Transferred Subjects.

Scholarships and Stipends.	Amount	
	Rs.	a p.
College		
Open High		
Victoria		
Zamindari		
Girls' Middle		
Girls' Primary		
Stipends		
(In words) • Total ..		

Bill cashed on D.P.L., Punjab.

Forwarded to the Dy. Director of P.L., Punjab.
Divl. Insptr. of Schools.

PRINCIPAL,
MANAGER,

College,
School

APPENDIX XIX (Chapter VII, Article 27).

FORM OF APPLICATION FOR ADMISSION TO A RECOGNISED SCHOOL.

To

THE HEAD MASTER OF _____ SCHOOL.

I request the favour of your admitting my ^{son}/_{ward} named _____

_____ to your school. The required particulars

are given overleaf.

_____ submit his leaving certificate
I hereby declare that he has hitherto attended no Recognised School.

Date

FATHER OR GUARDIAN.

REMARKS.	Residence.	Monthly income of the father or guardian.	Occupation.	Tribe or caste.	Father's name.	Date of birth in figures and words.	Name of student.

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 Chowkidar'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.

Head Master.

APPENDIX XX (Chapter VII, (Article 28)).

To be issued in duplicate.

_____ SCHOOL.
_____ DISTRICT.

TRANSFER CERTIFICATE.

Pupil's Name _____ File No. _____
Date of birth _____ Grade of Fee _____
No. in Admission Register _____ Agr. or non Agr. _____

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.			Date of withdrawal.	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.		From	To			
1	This school									
3										
4	TOTAL ..									

Date of issue — _____ *Head Master.*

For Scholarship-holders only.

Kind of scholarship _____ Value _____
Year of award _____ Date up to which drawn _____
By whom payable _____ Leave taken at each school _____

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Head Master.

APPENDIX XXI (Chapter VII, Art 28.)

RULES GOVERNING THE ISSUE OF TRANSFER CERTIFICATES.

1. No scholar who leaves a recognised school shall be admitted to another,

(1) without a leaving certificate from the previous school,

(2) except on condition that he be not promoted to a higher class than that to which he belonged in the first school, until he shall have passed the annual promotion examination.

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 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 candidates in the Vernacular Final and M. S. L. C. Examination when the month should count from the date of the 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.

A transfer from one recognised school to another situated in the same town is not permissible after the 30th April except with the sanction of the Divisional Inspector, and in the case of a Girl School, the Circle Inspectress. The Head of the institution issuing the transfer certificate will add a definite note on the certificate and duly sign it showing:—

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

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

NOTE.—Pupils must 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 on the recommendation of the Inspector.

NOTE.—The authority given to Inspectors under this rule extends to District Inspectors in respect of the Vernacular Schools open to their inspection.

5. Headmasters, recognised schools, are required to send up the names of all pupils who may desire to present themselves as candidates for the Vernacular Final 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 % of the possible attendances ; or in the case of candidates who failed in the previous examination ; 75% 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 recognised schools who have been admitted to the class preparing for the Vernacular Final 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.

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 6 days at a time and not more than 14 days in the scholastic year, granted by the head of the Institution ;

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

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

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

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

8. A scholarship lapses if it is not taken up within a month of its award or in case of College scholarship, 3 weeks ; or if the scholar dies ; or if the scholar is absent without leave for six consecutive school days ; or with ordinary leave for more than one month or with sick leave for more than 3 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 8 to the Inspector in case of a scholarship held in a school or to the Director in the case of 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 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 unrecognised institution shall be eligible for a scholarship payable from public funds and such scholarships are tenable only in recognised institution. 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 32)

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

Head Master.

* 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 commented on.

APPENDIX XXIII. (Chapter VII, Article 35 (a)).*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.	Requests that A. B. be directed to proceed to —on transfer.
	To	105	20-9 86	Secretary, Municipal Committee, Multan	Forwards Salary bill of the month of —

APPENDIX XXIV (Chapter VII, Article 35 (a)).*Register of the Issue of Books from the Library.*

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

APPENDIX XXV.
Scholarships awarded to Girls under Chapter V, Articles 38 to 41 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.	Attendance on which the number of Scholarships allowable has been calculated.

1. Do suitable arrangements exist for instruction in the Upper Primary Classes?
2. Is there a reasonable prospect of the winner of the M. S. Scholarship becoming a teacher or medical student?

*Inspector
of Schools.
Inspectress*