



GOVERNMENT OF KARNATAKA

GRANT-IN-AID CODE
FOR
SAMSKRUTA COLLEGES
SAMSKRUTA PATHASHALAS
AND
VEDA PATHASHALAS
IN
KARNATAKA STATE

PROCEEDINGS OF THE GOVERNMENT OF
KARNATAKA

Subject.—Grant-in-aid Code for Sanskrita Institutions in
the State—Accords sanction to— ✓

Order No. ED 56 PSE 79 Dated, Bangalore, the 20th June
1979 ✓ ✓

The Governor of Karnataka has been pleased to accord sanction to the accompanying Grant-in-Aid Code for Sanskrita Institutions in the State to take effect from the academic year 1979-80.

The Director of Printing, Stationery and Publications is requested to print 1,000 copies of the Code and supply 200 copies thereof to the Director of Public Instruction (Special) Bangalore, 35 copies to Government and 5 copies to the Legislature Library. The remaining copies should be kept for sale as a priced publication.

This Order issues with the concurrence of the Finance Department vide their U.O. Note No. FD 577/Exp. VIII/78 dated 16th June 1978.

By Order and in the name of the Governor of Karnataka,

MOHAMMED YAKOUB,
Under Secretary to Government,
Education and Youth Services Department.

CONTENTS

	Page No.
CHAPTER—I	
Introductory Note	1—2
CHAPTER II	
Definitions	3—4
CHAPTER III	
General Conditions for Starting and Recognition of new Sanskrita Inatitutions	4—14
CHAPTER IV	
General Conditions of Aid	14—18
CHAPTER V	
Quantum of Grants admissible ²	19—26
CHAPTER VI	
General Conditions of Service	26—35
CHAPTER VII	
Miscellaneous	35—36
CHAPTER VIII	
Procedure for Payment of Provisional Salary Grants	37—43
APPENDIX I	
Description of Items of expenditure coming under authorised cost of maintenance	43—46
APPENDIX II	
List of Account Register to be maintained	46—48
APPENDIX III	
Questionnaire to be attended by the Auditors	47—50
APPENDIX IV	
Staff Pattern	51—52
APPENDIX V	
Leave Rules	54—56
FC RMS	57—60

Grant-in-aid Code for Sanskrit colleges, Sanskrit patashalas
Veda patashalas in Karnataka State

CHAPTER I

INTRODUCTORY

1. *General purposes of Grant-in-aid.*—With the object of extending assistance and improving Sanskrit Education in the State, a sum of money is annually allotted by Government for distribution as Grant-in-aid to Sanskrit Colleges, Sanskrit patashalas, and Veda patashalas (hereinafter in this chapter called the said institutions) under private management and local bodies subject to the conditions specified in the code.

2. *Objects of Grants.*—Grants are given for the following purposes:

- (a) Maintenance of the said Institutions;
- (b) Acquisition of sites for *bonafide* use of the said Institutions;
- (c) Purchasing, erecting, enlarging and improving the buildings of the said Institutions;
- (d) For purchase of Equipment for the said Institutions;
- (e) Any other purposes approved by the Government.

3. *Reservation of discretion by Government.*—(a) The grants payable by the Government are entirely discretionary and cannot be claimed as a matter of right.

(b) The Government reserve to themselves, not withstanding anything in the rules of this code, the right to

refuse, withdraw or reduce and grant at their discretion without assigning any reasons therefor.

(c) The Government may also modify or revise the rules of recognition and grant-in-aid without assigning any reasons therefor.

4. *Sanctioning authority.*—All grants paid from State funds are sanctioned either by Government on the recommendation of the Director of Public Instruction or by the Director himself or by any other subordinate authority of the Department duly empowered in this behalf.

5. *Interpretation of rules.*—The decision of Government regarding the interpretation of any rule in this code shall be final.

6. The rules in this code should be treated as supplementary to the general rules of expenditure and disbursement of grant-in-aid laid down in the Karnataka Financial Code and where the rules laid down in this code appear to be inconsistent with the provisions of the financial code, the rules of the latter shall prevail.

7. These rules shall apply to all the Aided Sanskrit Colleges, Sanskrit pathshalas/Vedapatashalas in the State in so far as they are not inconsistent with the provisions of any law for the time being in force.

8. *Appendices.*—The appendices to this code shall be treated as part of the code and shall have the same effect as rules in this Code.

CHAPTER II

a. Definitions.—Unless the context otherwise requires, the following words and phrases used in this Code have the meanings hereby assigned to them.

(1) 'Approved Expenditure' means expenditure both recurring and non-recurring incurred in the interest of the Institution and approved by the Department.

(2) 'Authorised Cost of Maintenance' means recurring cost of maintaining the Institution as defined in Appendix I.

(3) 'Board of Management' means and includes a local body which maintains an Educational Institution or Institutions or a registered association or a registered body of persons which maintains a recognised Educational Institution or Institutions or the Managing Committee or the Committees of an Educational Institution or Institutions which are registered or recognised as such by the Department as provided in this code.

(4) 'Countersigning Officer' means an officer of the Department who will exercise immediate administrative control over the Aided Institution and who is authorised to countersign the bills for grants etc. of the Institution after the grants are sanctioned by competent authority.

(5) 'Department' means the Department of Public Instruction in Karnataka, Bangalore.

(6) 'Director' means the Director of Public Instruction in Karnataka, Bangalore.

(7) 'Educational Institution' means a Sanskrit College or Sanskrit patashala or Veda patashala maintained by a Management and recognised by the Department of Public Instruction in Karnataka and providing approved courses

of study according to the prescribed rules of the Department.

(8) 'Inspector' means Inspector of Sanskrit schools attached to the office of the Divisional Joint Director of Public Instruction.

(9) 'Local Body' includes Municipal Corporation, Municipal Council, a Village Panchayat or a Taluk Development Board.

(10) 'Net authorised cost of Maintenance' means authorised cost of maintenance as detailed in para (1) above minus the Income from tuition and other fees and other sources of Income if any.

(11) 'Prescribed' means prescribed by the rules under this code or notification issued in the State Gazette.

(12) 'Sanskrit College' means an Educational Institution in which Sanskrit Education is imparted up to any standard from Prathama to Vidvat Uttama or Vidvat Madhyama to Vidvat Uttama.

(13) 'Sanskrit pathasala' means an Educational Institution in which Sanskrit Education is imparted up to any standard from standards Prathama to Sahitya.

(14) 'Veda patashala' means an Educational Institution in which Veda Education is imparted up to any standard from Veda Prathama to Veda Vidvat Uttama.

(15) 'Year' means academic year.

CHAPTER III

General conditions for starting and Recognition of Sanskrit Colleges, Sanskrit patashalas and Veda Patashalas

10. (1) Applications for starting Sanskrit College/Sanskrit patashalas/Veda Patashala shall be made to

Director through the Inspector of Sanskrit Schools, three
year months before the commencement of the academic year
in Form No. 1.

(2) In no case should the Institution be started without
the previous permission of the Department. No institution
started without such permission shall be considered for
recognition.

11. While disposing of the applications for grant of
permission to start an Institution the following factors shall
be kept in view.

(1) that the institution is open to all communities
without any distinction of caste, creed, race or religion.

(2) that there is need for an institution in a locality
without involving any un-healthy competition with an
existing institution of the same category in the neighbour-
hood. The main criteria for starting an Institution shall be
the Educational requirement of the locality.

(3) that the building of the Institution should be ready
before the institution is opened. All rooms should be of
the approved sizes. If it is not possible to construct the
building before the institution is opened, permission may be
given in deserving cases to conduct the classes in a suitable
rented or rent free building for a period of one year, from
the date of starting the institution, as a special case. Before
the end of this period, the construction of the permanent
building should be completed. The Director may extend
the period for a further period of two years in specially
deserving cases.

12. *General conditions of Recognition.*—Educational
Institutions may be recognised by the Department provided
they satisfy the Department with regard to :

(1) Need for the Institution or/standard.

(2) Premises.

Sanskrit Sahitya with English as one of the subjects and
Sanskrita Vidwat Uddama.

Or

Sanskrita Vidwat Uddama.

(4) The Heads of patashalas having prathama and
Kavya standards shall have the following qualifications :

B.A., with Sanskrit (as major or optional or minor subject) L
of a recognised University.

Or

S.S.L.C. and Sanskrit Vidwat Madhyama recognised by
Government.

Or

Sanskrit Sahitya with English as one of the subject and
Sanskrit vidwat Madhyama.

Or

Sanskrit Vidwat Madhyama.

Or

Kannada Pandit (Final) Examination of the Department.

Or

Sanskrita Sahitya plus S.S.L.C.

5. The Heads of patashalas having prathama standard
shall have the following qualifications :

S.S.L.C. and Sanskrit Sahitya

Or

Sanskrit Sahitya with English as one of the subjects

Or

Sanskrit Sahitya

Or

Kannada Pandit (previous) Examination of the Department.

Or

S.S.L.C. with Sanskrit as I Language.

(6) The qualifications necessary for the post of Professors, Assistant Professors, Literature Assistants and Assistant Masters shall be those prescribed in the cadre and recruitment Rules of the Department for similar posts.

(7) The qualifications for teachers/pandits working in patashalas shall be as follows:

(a) Sanskrit Vidwat Uttama for teaching Sahitya classes;

Or

Sanskrit Sahitya with English as one of the subjects and Sanskrit Vidwat Uttama for teaching Sahitya classes.

(b) Sanskrit Sahitya plus S.S.L.C.

Or

Sanskrit Sahitya with English as one of the subject

Or

Sanskrita Sahitya

Or

Kannada Pandit Examination (Final) of the Department.

Or

S.S.L.C. with Sanskrit as I Language.

(c) The pay scales and allowances, etc., adopted by the Department for Government Sanskrit Colleges will be applicable to the Sanskrit colleges.

(d) The pay scales and allowances adopted by the Department for language teachers/Assistant Masters in secondary schools will be applicable to the teachers working in Sanskrit patashalas having classes upto Sahitya.

(e) The pay scales and allowances adopted by the Department for the teachers of the primary schools will be applicable to the teachers/pandits working in Sanskrit patashalas having classes below the Sahitya standard.

(8) The management shall obtain previous approval of the Director of Public Instruction for all appointments and changes in the staff of the Institution. The Director of Public Instruction may prohibit the employment of any person, who is not duly qualified or who for any other reason is considered to be unfit for employment.

(9) Persons who are suffering from contagious diseases or serious physical defects should not be employed in an Institution. In doubtful cases, a reference shall be made to the inspecting officer concerned and his instructions obtained.

23. (1) Recognition, when granted shall apply only for such courses and such standards and for such number of sections and for such periods for which it is granted.

(2) The Department may at its discretion grant temporary recognition for a period not exceeding one year even when certain conditions are not fulfilled. Such temporary recognition may be renewed only if all the conditions are fulfilled, otherwise the recognition shall be withdrawn. An institution which is accorded temporary recognition continues to fulfil all the conditions of recognition continuously for a period of five years, it may be recognised on a permanent basis with the approval of the Director.

(3) No recognised institution shall open a standard or standards higher than those for which recognition or permission has been granted. Application for opening a higher standard or standards shall be submitted to the Director of Public Instruction at least 5 months before the beginning of the school year in which the higher standard is proposed to be opened.

(4) No new Division (section) of a standard already recognised shall be opened unless the school makes adequate provision for additional accommodation, staff and equip-

ment and has taken previous permission of the concerned Inspecting Officer.

(5) In no case shall permission be accorded to open a new section or standard, if the number of pupils for whose benefit the new section is intended is less than the strength as indicated under rule 34(1).

APPLICATION FOR RECOGNITION

24. (1) Application for recognition shall be made in Form No. II, to the Inspector of Sanskrit schools attached to the Office of the Divisional Joint Director of Public Instruction concerned within the prescribed time, who after due inspection shall submit the records along with his specific recommendation to the Director of Public Instruction, who is competent to grant recognition.

(2) Application for recognition shall be sent to the concerned Departmental authority within two months from the date of opening of the school. Such applications shall be disposed off by the Department within three months from the date of their receipt.

REFUSAL OF RECOGNITION

25. (1) In the event of refusal of recognition to an Institution, a copy of the order to that effect, indicating the reasons for refusal, shall be communicated to the management, within 4 months from the date of receipt of the application for recognition.

(2) An appeal shall lie to the Government within 30 days from the date of receipt of such communication. The decision of the Government shall be final.

(3) The conditions of recognition shall be indicated in the memo of recognition. Whether recognition is with or without aid and if without aid the number of years grant is not to be paid shall also be indicated therein.

the Divisional Joint Director of Public Instruction in Form No. 7 for his approval.

(2) The Inspector of Sanskrit schools attached to the office of the Divisional Joint Director of Public Instruction shall scrutinise these accounts and intimate the results to the Management within three months' from the date of receipt of the accounts. Disallowances or defects noticed, as a result of scrutiny should be immediately attended by the management. When memos of disallowances are challenged by the Management, in the form of an appeal, the Director shall decide the issue and pass appropriate orders and communicate the same to the Management within 3 months from the date of receipt of the appeal. The decision of the Director shall be final in the matter.

32. (1) The annual audit of accounts of the Institution shall be got done by the auditors approved by the Director. The auditors are required, among other things, to look into the points specifically mentioned for the audit report and also any other point or points intimated by the Director. The Inspector of Sanskrit schools attached to the office of the Divisional Joint Director of Public Instruction will furnish remarks regarding the results of such scrutiny. The audit report shall be furnished in form 7 together with the questionnaire in Appendix III duly answered.

(2) The audit report on the final accounts of a year shall be sent to the Inspector of Sanskrit schools attached to the office of the Divisional Joint Director of Public Instruction not later than 30th August of the following years. The audit report shall be scrutinised by the Inspector of Sanskrit schools attached to office of the Divisional Joint Director of Public Instruction with reference to the quarterly accounts of actual expenditure already rendered by the Institution and the discrepancies pointed out. The grant due on the basis of final accounts of the year may be sanctioned provided the

position of accounts is satisfactory, and the Institutions conform to the conditions of recognition and aid.

33. (1) The application for grant-in-aid shall be made to the sanctioning authority through the Inspecting Officer in Form No. 3 on or before 1st October of the following year duly supported by the audited financial statement in Form No. 7 and the questionnaire in appendix III duly answered by the auditors. Applications not supported by the audited financial statements or those sent after the prescribed date are liable to be rejected.

(2) The Institutions once taken on the list of aided Institutions will continue to get grant-in-aid from year to year so long as they continue to fulfil the conditions of recognition and grant-in-aid and observe other rules and instructions issued by the Department from time to time.

34. (1) No grant will be admissible to any Institution wherein the strength is less than the minimum indicated below :

1. Prathama in each class	..	20	✓
2. Kavya in each class	..	15	✓
3. Sahitya in each class	..	10	✓
4. Vidwat Madhyama in each Branch	..	6	
5. Vidwat Uttama in each Branch	..	4	
6. Veda Prathama in each class	..	20	
7. Veda Pravesha in each class	..	15	
8. Veda Moola in each class	..	10	
9. Veda Madhyama in each Branch	..	6	
10. Veda Uttama in each Branch	..	4	

(2) The Institutions shall work for not less than 220 days in an academic year. ✓

(3) The scales of pay and allowances applicable to the Department are adopted for the staff of the Institution.

(4) The qualifications of members of the teaching staff are those indicated in rule No. 22. The qualifications of the members of the non-teaching staff are the same as those prescribed for similar category of posts in Government Colleges.

(5) And the staff pattern shall be as shown in the Appendix-IV.

35. The maintenance grant for a year shall be calculated on the "authorised cost of maintenance" of that year as certified by the approved auditors and accepted by the Department.

Sanction for grant-in-aid shall be accorded by 1st October of the following year provided the claims preferred conform to the conditions of aid.

Note.—No Sanskrit college/Sanskrit patashala/Veda-patashala shall be eligible for grant under these rules if an employee of such Institution,

(1) engages himself or participates in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with neighbouring or foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

(2) becomes member of or otherwise associates with any political party or any organisation which takes part in or subscribes in aid of or assists in any manner, any political movement or activity ;

(3) contests any election to or becomes a member of any House of the State Legislature or any House of the Parliament or any Local Authority.

CHAPTER V

36. *Quantum of grants admissible.*—Quantum of grant for maintenance of Institution shall be as follows :

(1) One hundred per cent on the teachers salaries including the salaries of non-teaching staff and the dearness and other allowances at the scales approved by the Government and

(2) Fifty per cent on the contingencies actually incurred limited to Rs. 3 per section/per class per month.

Note.—Contingent and other charges requiring the previous approval of the Inspecting officer concerned should be reported to him and his approval obtained before any commitment is entered into by an Aided Institution in this behalf.

37. The following certificates shall be furnished in the order sanctioning the final grant for each year issued by the Director.

(1) Certified that the conditions attached to the grant paid during the previous year have been fulfilled.

(2) Certified that the expenditure incurred in respect of appointments made, on employment of leave substitutes, relating to leave allowances admissible under rules, purchases, other charges requiring previous approval of the Inspecting officer have been covered by sanction of the Inspecting officer *vide* Memo No. _____ dated _____ detailed below and the grant-in-aid regulated accordingly.

(3) Certified that the grant in-aid of Rs. _____ given for the previous year _____ has been fully spent by the grantee.

38. Grant once sanctioned may be revised or modified if necessary, at the discretion of the Director, for valid reasons.

39. The Director shall arrange to get the accounts of the aided Institutions inspected locally by the Accounts staff of the Department atleast once in two years. During such inspection a selected month's transactions should be subjected to minute test audit and the defects, omissions etc., be pointed out to the Managements for clarification and rectification.

40. *Reduction in grants.*—(1) Grants may be reduced by the Director after due warning to the Management, if it is found that the provisions of the rules laid down in this code are not followed and the Institution has deteriorated in General efficiency.

(2) In cases of mis-management or breach of Instructions or orders issued by the Department or infringement of the provisions of the rules in this code which in the opinion of the Department is of a serious nature, the grant may be reduced or withdrawn by the Director, without any previous warning.

41. *Building Grants.*—Building grants not exceeding one half of the total estimated approved expenditure may be sanctioned to an Institution for the following purposes :

(a) to acquire buildings for the Institutions ;

(b) to construct a new building or improve, extend or alter an existing building of the Institution.

Note.—(1) No grant shall be admissible in respect of construction of buildings, extensions or alterations unless the plan and estimates are got approved by the competent authorities of the Public Works Department and the

Director is convinced of the necessity for undertaking the works.

(2) Each grant is subject to a ceiling limit of Rs. 20,000.

(3) The management should own a site for the construction of the building before the grant for construction of building is applied for.

(4) In the case of purchase of a building the Director shall be consulted before the purchase is effected.

(5) Ordinarily, the buildings which are constructed from out of Government Grant should not be rented out for non-educational purposes. In case, where a building has to be rented out to private parties for non political and educational purposes, previous permission of the Director should be obtained 75 per cent of the rent so collected should be remitted to the Treasury under XXII Education.

42. Where private benefaction has been received for the purchase or construction of buildings, the management may reckon it towards its share of cost. Should the benefaction be in excess of the management's share of cost, such excess shall go to reduce the Government share of cost.

43. (1) Application for building grant shall be made in form 4. In the application, the management shall furnish information regarding its ability to bear its share of cost and whether the construction of the building would be completed for the purchase or for the construction of building and whether the construction of the building would be completed within the prescribed time.

(2) The application shall be addressed to the Director and sent as to reach him on or before 30th April of the year.

Note.—Ordinarily the lowest tender shall be accepted. If the lowest tender cannot be accepted in any case, the next

higher tender may be accepted in consultation with the executive Engineer or other higher authority of the Public Works Department having jurisdiction over the area.

44. (1) In the case of grants for construction or extension of building, every reasonable opportunity shall be afforded by the Management, to the official of the Public Works Department during the progress of work, to inspect and examine the materials used, to take measurements and to verify whether the buildings are being constructed according to the approved plan and specifications.

(2) The grant may be paid in not more than 4 instalments according to the progress of work. The amount of each instalment payable together with the instalment, if any already paid, shall not exceed 50 per cent of the value of the work, actually done and paid for as certified by the Public Works Department authorities.

(3) The last instalment shall be payable only on completion of work and on production of a completion certificate from the Public Works Department authorities. The bill shall contain a certificate to the effect that the building has been completed in accordance with the approved plans and specifications and to the effect that the claims of the contractor have been settled in full. The final bill evidencing such settlement shall also be furnished in support of the claims for final instalment of grant.

45. (1) The order sanctioning the grant shall specify the date by which the building should be completed. The period should not normally exceed two years. The Director may in special cases, extend the period for not more than one year.

(2) If the building is not completed within the period specified, the Department may call upon the Management to explain the delay in construction and in the event of

sufficient reasons not being given, the Director may require the Management to refund within a reasonable time, the entire amount of the grant so far drawn and if the management fails to do so, summarily enter upon and take possession of the incomplete structure with the site on which it stands and all the building and materials laying thereon, till the amount is refunded or he should recover it by such means, as he may deem fit and take such steps and do such acts as the Department may deem necessary for the recovery of the grant drawn.

(3) The management should execute a bond to that effect, in the form prescribed by Government. The management concerned shall repay the amount before the expiry of three months from the date of demand.

46. (a) Where works are executed, on piece work system or by engaging labour on daily wages, the management shall be responsible to see that the work is got supervised by qualified Engineers, for the purpose of drawing the grant, and the expenditure should be certified by the officers of Public Works Department. The rates claimed in the bill should not exceed the current schedule of rates in force in the Public Works Department :

(b) Grants are payable under these rules for the purchase of buildings or for improvements and extension of existing buildings irrespective of whether or not they were originally constructed or purchased with financial assistance from Government ;

(c) When the grant applied is for purchasing a building the Director shall satisfy himself as to (1) Right and title of the seller and whether the property could be made over to the management of the institution immediately on payment and (2) whether the building is suitable for the purposes of the Institution in regard to sanitation, water supply, ventila-

tion, lighting, adequacy of accommodation, size of rooms, play grounds etc.

(d) Before a grant is paid, the management shall execute a bond in Form-V binding itself to abide by the conditions governing the payment of grant; where the grant exceeds Rs. 10,000 the management shall execute in lieu of the above bond, a deed of mortgage of the property in favour of Government in Form VI;

(e) The management of the Institution shall be bound to refund the whole or a portion of the building grant drawn by it, if a building for construction, extension or improvement of which a grant has been drawn within a period of forty years from the date of final payment of the grant; the amount refundable bearing the same ratio to the grant drawn as the period still required to complete 40 years of use of the building bears to 40 years.

(f) The application should explain clearly the need for the building with reference to the number of pupils and the various courses which have been introduced.

47. Before the grant is sanctioned, the Department shall be satisfied with regard to:

(1) The means relied upon being available, a declaration to that effect being appended to the application.

(2) The building being intended for and being devoted to secular Educational purposes.

(3) The title of the management to the site on which the building is to be put up being clear.

(4) The building being constructed within the stipulated period.

(a) Building grant may be sanctioned to temporarily recognised Institutions also subject to the following conditions.

(i) The Institution should have enjoyed continuous temporary recognition for not less than five years;

(ii) There should be sufficient funds collected from the Public with the previous approval of the Department.

(b) (i) The sanctioning authority should furnish in the order sanctioning the grant, the following certificates.

“Certified that the conditions of aid have been fulfilled and the management has executed a non-alienation deed of property concerned in the form prescribed by Government”.

(ii) The sanction of grant shall be communicated to the management on or before the thirtieth of November. The order sanctioning the grant shall specify the date by which the building shall be completed.

(c) (i) The countersigning officer while releasing the first and subsequent instalments of the grants should furnish the following certificates :

“Certified that the management has spent an amount not less than quarter/half/threefourth of the estimated cost of the building till now and the Government grant paid till now has also been fully utilised”.

(ii) At the time of payment of final instalment of grant the following certificate shall be furnished by the countersigning officer.

“Certified that the management has spent the full amount of Government grant drawn so far as also the management's share in full and the building is completed”.

49. *Equipment Grant*.—Subject to availability of funds grants may be given to these Institutions for the purpose of purchase of equipment, furniture, permanent fittings,

teaching aids, craft equipment, Library Books etc., for which some separate provision may be made in the Budget every year. These grants may be sanctioned after calling for applications from needy Institutions, and taking into consideration the need of each Institution, the equipment already existing, the grants previously paid if any etc. The sanction of equipment grant shall be subject to the condition that the management is willing to spend an equal amount as matching grant, and the expenditure is incurred on such items approved by the Department, and prior sanction has been obtained from the competent authority for incurring the expenditure.

CHAPTER VI

50. *General conditions of Service.*—(1) Applications shall be invited by the management of the Institution in respect of vacancies arising for more than nine months duration through advertisement in reputed Daily newspapers. A copy of the advertisement shall be sent to the Director.

(2) Applications shall be considered by a selection committee consisting of Deputy Director of Public Instruction of the District or a gazetted officer of the Department as nominated by the Deputy Director of Public Instruction two representatives of the managing committee, Head of the Institution and one Educationist, nominated by the Managing Committee.—The selection committee shall recommend a panel of names and arrange them in the order of merit, in respect of each appointment and the managing committee shall make the appointment. All such appointments are subject to the approval of the Department. If the managing committee makes the appointment not in accordance with the order of merit they shall record the

persons in writing and obtain the approval of the Department. Preference shall be given to trained teachers.

(3) All appointments shall be made in accordance with the Government Order No. SWL 12 TBS 77, Bangalore dated 22nd February 1977 and as amended by the Government from time to time.

(4) No person below the age of 18 years shall be appointed in any of the recognised Institutions.

51. (1) A person appointed in a permanent vacancy should be appointed on probation for 2 years. After the satisfactory completion of the period of probation, he shall be confirmed in the vacancy with the approval of the Director.

(2) The management shall provide the benefits of the Triple Benefit Schemes to all eligible employees of the Institutions.

(3) In the event of unsatisfactory work or misbehaviour during the period of probation the employees' service may be terminated, giving one month's notice.

(4) At the time of initial appointment the employee shall execute a bond to serve the Institution for a period of 4 years.

(5) The management may fill up vacancies of less than nine months duration without advertisement.

52. The following procedure shall be adopted while appointing the head of the Institution.

(1) The management of an Institution should give a very careful consideration to the question of filling up post of the Head of the Institution. Persons who are trained and having previous experience should be preferred. Managements should make the appointments of Heads of

Institutions only on probation for 2 years in the first instance and communicate full particulars to the Inspecting officer. No Head of an Institution shall be confirmed without the approval of the Director.

(2) The person to be appointed as the Head of the Institution must have at least five years' teaching experience in such schools or in the Institutions under the same management.

(3) While making the appointment of the Head of the Institution the management should give due consideration to the claims of the senior and qualified persons already working in the Institution. Unless the senior most member of the staff is unsuitable for the post due to valid reasons his claims should not be passed over.

53. All appointments and promotions requiring the previous approval of the Director of Public Instruction should be reported to him and his approval obtained before any commitment is entered into by an aided Institution in this behalf. The approval should be recorded in the form of an order in an office order book maintained by the management and numbered serially for each financial year. Leave, normal increments, etc., sanctioned by the management under the powers vested in them should also be entered in this order book maintained by the management in the form of an office order. The claims for pay and allowance of staff should have cross reference to the entries made in the office order book.

54. If considered necessary, sanction to charges not relating to emoluments of staff may be entered in a separate office order book.

55. (1) Temporary employees may be allowed the benefits of summer vacation pay subject to the following conditions :

(a) The incumbent is not serving in leave and deputation vacancies ;

(b) He was on duty on the last working day before the vacation as also on the first working day after the re-opening of the Institution ;

(c) He should have put in a service of not less than 200 days in that academic year.

(2) In the case of termination of service of temporary teacher on or before the last working day, reasons therefore should be furnished to the Inspecting Officer by the management. Any question arising therefrom shall be decided by the Director.

56. (a) The leave rules applicable to employees in aided Educational Institutions are contained in Appendix V ;

(b) The rules of conduct and discipline may be issued from time to time by the management provided these are not repugnant to the general rules of conduct laid down by Government ;

(c) *Retirement, Termination of Service, etc., Punishment.*—(i) The age of superannuation in the case of teaching and non-teaching staff will be 55 years. An employee may voluntarily retire after completing a period of 30 years of approved service. The Director may permit the re-employment of superannuated teachers upto 60 years of age in special cases in the same Institution. No person beyond the age of 60 years shall be entertained or continued under any circumstances ;

(ii) If the date of superannuation of a teacher falls during the academic year after two months from the commencement of the academic year, the period of the service of the teacher shall ordinarily may be extended upto the end of the academic year ;

(iii) The service of the temporary employee may be terminated by the management at any time without assigning any reason and without giving any prior notice. Such a condition should always be incorporated in an appointment order.

(d) Permanent employees who wish to resign should give 3 months notice in advance or in lieu thereof pay to the management 3 months salary. The resignation may be accepted only after the conditions of this rule are satisfied ;

(e) (i) The services of a permanent employee may be terminated, on the grounds of insubordination, inefficiency, neglect of duty, misconduct, moral delinquency or for, any other cause or causes which make the employees unsuitable for retention in service. Before such termination is made, due enquiry shall be made by an enquiry committee appointed for the purpose. The management shall frame charges against the delinquent concerned and serve them on him together with a notice to explain charges levelled against him. The delinquent concerned shall answer the charges framed against him within such time as may be permitted and submit his explanation to the management within such date. He may also indicate, if he wishes to be heard in person. He shall be bound to appear and answer any question relevant to any of the charges levelled against him. In case, the employee does not present himself before the enquiry committee after due notice, *ex-parte* decision will be given, which shall be binding on the employees.

(ii) The enquiry committee shall consist of three persons two of whom shall be persons nominated by the

management and the third, the head of training Institution (Training college or school) appointed by the Director. One of the nominees on behalf of the management shall be a representative of the teachers;

(iii) If, after such enquiry, the decision of the enquiry committee is to the effect that it is undesirable to continue him in service, a show cause notice should be issued to the delinquent defaulter as to why his service should not be terminated. On receipt of his answers to the showcause notice the management may take a suitable and just decision;

(iv) If as a result of enquiry held and the decision taken thereon the employee is exonerated and reinstated, the entire period of suspension shall be treated as time spent on duty and claims, to pay and allowances admitted accordingly;

(v) If the enquiry committee comes to the conclusion, that the case does not warrant the termination of service of the employee and recommends that the employee may be reinstated, with some measure of punishment, the management may take a decision accordingly. Such an order shall indicate:

(1) The nature and extent of punishment which should be imposed on the employee.

(2) The quantum of pay and allowances payable for the period of suspension.

(3) All claims arising out of a decision taken on the recommendations of a duly constituted enquiry committee approved by the Department, shall form part of the authorised cost of maintenance.

57. (a) It shall be competent for the management to suspend an employee during the course of the enquiry with the previous approval of the inspecting officer. The

employee may be given subsistence allowance at the scale not exceeding the scale admissible to employees in Government Institutions, during the period of suspension, the cost thereof being included under the authorised cost of maintenance ;

(b) In all cases of termination of services after enquiry the findings of the enquiry and the orders of the management and the reasons for termination shall be recorded. A copy sent within a week to the Inspecting officer by registered post acknowledgement due and also to the permanent address of the employee ;

(c) The employee shall be at liberty to make an appeal to the Inspecting officer against the orders of termination of his service provided such an appeal is preferred within thirty days from the date of receipt of the communication. The Inspecting officer shall pass orders on the appeal within sixty days from the date of receipt of such an appeal. If for any special reasons he should require a longer time, the Inspecting officer should submit a report to the Director giving reasons for the delay and obtain an extension of time for the disposal of the appeal. However, in no case should the period exceed six months. A second appeal shall lie to the Director within thirty days from the date of receipt of the decision of the Inspecting officer. The decision of the second appellate authority shall be final. This decision will be binding both on the management and the employee ;

(d) The Department may at any time call upon the management to hold an enquiry against any employee and take action as indicated in the previous paragraphs. Notwithstanding anything stated above, the Department shall have power to call for the records if necessary and pass such orders as it deemed fit.

58. *Private Tuition.*—(a) Heads of Educational Institutions shall not undertake any private tuition. They may

however undertake part time Educational work in private Institutions with the permission of the management of their own Institutions ;

(b) Every employee shall obtain the previous permission of the Head of the Institution before he/she undertakes any private tuition. He/she shall submit a statement to the Head of the Institution, showing the names of the pupils to whom he/she has been giving tuition, the period for which he/she is giving tuition each day, the standards in which they are studying and the amount of remuneration received. The number of tuitions undertaken by a teacher shall not exceed 2, the number of pupils shall not exceed five in all and the hours of tuition shall not exceed two hours per day ;

(c) No teacher shall be allowed to conduct directly or indirectly or work in any coaching classes on a remuneration basis to prepare pupils to the internal or external examination conducted by the Department. When the number of pupils taking private tuition from a teacher exceeds five, it shall be deemed to be a coaching class ;

(d) The heads of the Institution concerned, shall maintain a register showing the particulars of permission granted under sub-rule (b). This register shall be signed by the teacher concerned. He shall furnish this information to the Inspecting authority at the time of Inspection whenever required ;

(e) Any infringement of the rules under this para, either on the part of the employee or the Head of the Institution shall render him liable for disciplinary action.

59. *Private Work.*—No full-time employee shall undertake any trade or business or other employment without obtaining the previous permission of the management.

60. *Extra curricular activities.*—The employee may also be required to participate in all co-curricular activities of

the institution including Social Education, whenever they are so called upon to participate in such activities.

61. *Items of work and attendance.*—(1) All full-time employees shall be present in the premises of the institution during the working hours except during the daily recess. Part-time employees shall attend to their duties in the Institution during the periods allotted to them in the time table.

(2) There should be a fair and equitable distribution of work among all the teachers as far as possible.

(3) The Head of the Institution shall take up teaching work which shall not be less than 75 per cent of the normal teaching work done by a teacher.

62. *Submission of representation.*—All representations made by the employees of the Institution either to the management, or to the Department shall pass through the Head of the Institution. If no reply is received within a period of two months, he/she may address the management or authorities of Department concerned direct.

63. *Staff not to engage in political activities.*—The staff of an aided recognised or unaided recognised Institution shall not engage themselves in political activities of any kind directed against the authority or Government or in any agitation or movement which is or may be accompanied by or result in illfeeling between different sections of the community or give expression in any way to opinion which may tend to excite feelings of political or communal disloyalty or disaffection against Government.

If any employee of an Aided Institution, is elected as a member of the State Legislative Assembly, State Legislative Council, Lok Sabha, Rajya Sabha, Taluk Board, Municipal Council or Corporation or any other Local Body, an

intimation of the same shall be sent by the employee to the management and to the Director within a month of his/her election. If they are in receipt of salary from both the sources (as a teacher and as a legislator) his/her pay and allowances shall have to be excluded from the authorised expenditure while computing grant-in-aid payable.

64. *Transfer of teachers from one Educational Institution to another Educational Institution.*—When a teacher already in service in one Educational Institution is transferred to some other Educational Institution under the same management his previous service shall count. When a teacher of one Educational Institution is transferred to another Educational Institution under different management in the state, the salary that he was drawing in the previous Institution may be taken into consideration for calculation of grants provided previous permission of the Director has been obtained for such transfer. The Director shall accord such permission after examining the details such as service, salary paid by the previous management and any other aspect which may be worthy of consideration.

CHAPTER VII

MISCELLANEOUS

65. *Fees in Samskrita Institutions.*—(a) No fees of any type shall be levied. Fees in an aided Institution may be allowed with the approval of the Government.

(b) (i) Admission and Re-admission fees in each case shall be charged in all Institutions at the rates prevailing in Government Institution.

(ii) Medical Inspection fees of 0-50 ps. per annum per pupil shall be collected in the Institution. Where the Medical inspection is introduced, the medical inspection fees shall be earmarked for medical inspection in accordance with the rules for the conduct of medical examination as prescribed by the Department. A separate account shall be maintained for the purpose by the management. Doctors for this purpose may be appointed by the management.

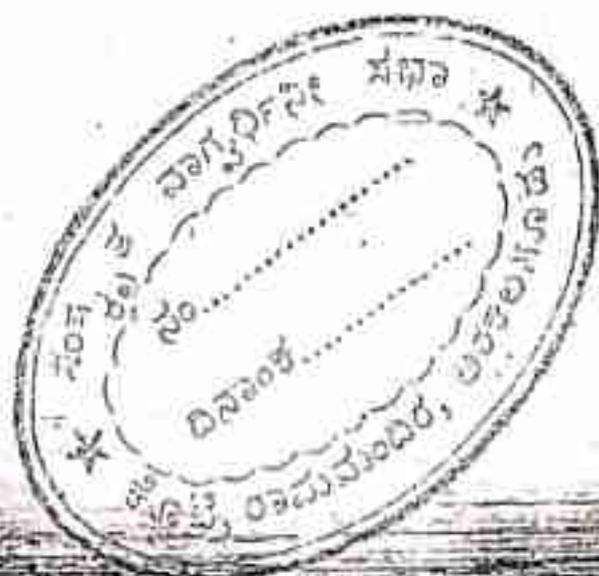
66. *Sports and Reading Room fees.*—The sports and reading room fees at Rs. 2 and Rs. 1 respectively per annum per pupil shall be collected from the pupil studying in Sanskrit institutions. The sports and reading room funds shall be earmarked for these purposes and deposited in a scheduled bank, the Savings bank account at a Government Treasury or post office.

67. Audio Visual Education fees at Rs. 0.75 paise per annum per pupil shall be collected in institutions that come under the Audio Visual Education scheme and the amount collected shall be credited to a separate Savings Bank account and expenditure incurred there from.

68. The institutions may also levy the following fees with the previous permission of the concerned inspecting officer.

1. Association/Union fees, 2. Magazine fees, 3. Examination fees for printing of question papers.

The above fees shall be accounted for separately, in a register maintained for this purpose.



CHAPTER VIII

PROCEDURE FOR PAYMENT OF PROVISIONAL SALARY GRANTS.

69. The payments made under the rules in this Chapter shall be treated as purely provisional. Payments subject to re-adjustment from the final grant for the period concerned on account of salary grants and non salary grants as may be finally fixed under the rules in this code.

70. Claim on account of pay and allowances of Teaching staff and non-teaching staff shall be shown in separate sections in the pay bill. Separate sub-totals of each column of the bill shall be struck for the two separate sections of the bill and a grand total for the two sections put together shall also be shown. The total amount of all deductions and the total amount of the net sum payable to the employees shall be expressed both in words and figures.

71. Each employee of the school shall open a savings bank account in his name with the nearest State Bank of India or the State Bank of Mysore or any one of the approved Scheduled Bank's or the Post Office. All such S.B. Accounts of the employees of the institution shall be opened in only one Bank or Post office as the case may be. In addition the Head Master of the Institution in his official capacity as head of the Institution shall open another S.B. Account for operating the authorised deductions like L.I.C. premiums Provident Fund, advance, etc.

72. All claims for salary grants shall be duly endorsed for payment to the Bank/Post office with which an account has been opened under rule 71.

73. All payments towards provisional grant-in-aid, under the rules in this Chapter, shall be passed for payment by the Joint Director of Public Instruction concerned in favour

of the Bank for credit to respective Post Office S.B. Accounts as follows :

(a) The net amount of pay and allowances due to such of the employees shall be arranged to be credited by the Bank/Post office to the S.B. Accounts of the respective employees.

(b) The total amount of deductions towards Insurance Premia, Provident Funds, Advances etc., shall be arranged to be credited by the Bank to the S.B. Account opened in the name of the Head Master of the school in his official capacity.

Note.—In the case of S.B. Accounts opened in Post office the Joint Director of Public Instruction concerned shall issue two separate crossed cheques one for the total net payable amount to be credited to the individual S.B. Accounts of the employees and another for the total amount of deductions to be credited to the official S.B. Accounts of the Head Master of the school.

(c) "The Head of the Institution shall record in the bill to be sent to Treasury/Bank/Post office a pre-receipt to the effect that sum of Rs. has been received as grant-in-aid by credit to the account of the teaching and non-teaching staff.

74. The amounts credited to the official S.B. Account opened in the name of the Head Master of the school may be withdrawn by him by means of crossed Account Payee cheques only for payment to the parties or institutions or Government according to the nature and details of the deductions. A certificate to the effect that the amounts credited to official S.B. Accounts of the Head Master have been remitted to the respective accounts and acknowledgements shall be obtained from the Bank and placed on record by the Joint Director of Public Instruction concerned.

75. The Banks shall be advised by the Joint Director of Public Instruction concerned that withdrawals in cash shall be permitted from the account opened in the name of the Head Master of the school in his official capacity. An acceptance of such an advise shall be obtained from the Banks and placed on record by the Joint Director of Public Instruction concerned.

76. Bills for pay and allowances of staff of aided institutions shall be preferred in form No. 6 by the Head Master of the school. The rules relating to the preparation of pay bill as laid down in the K.F.C. shall be observed as far as they may be applicable. The certificates printed on the pay bills regarding the maintenance of service records, leave accounts, etc., shall be duly attested by drawing officer of the institution.

77. (a) The following fees collected during the preceding month shall be invariably credited into the Treasury under the Head of Account XXII Education, F. General, J. Miscellaneous on or before the 10th of the following month and the Treasury/Bank challan in support of the credit, shall be attached to the pay bill for that month submitted to the Joint Director of Public Instruction concerned for payment. If the challan is not enclosed the pay bill shall not be passed for payment by the Joint Director of Public Instruction. Unless a certificate to the effect that no fees were due to be collected is attached, provided however that the new school started on condition of "no maintenance grants" for the first two years shall be exempted from crediting the fees into the Treasury till they begin to receive maintenance grant as per rules. *Vide* G.O. No. ED 37 SHS 68. dated 31st May 1968 :

- (i) Betterment fees ;
- (ii) Admission and Re-admission fees ;
- (iii) Fines.

(b) The Joint Director of Public Instruction shall take due notice of any amounts largely in arrears and may, after giving the due warning, stop grants if collections and credits do not improve.

78. An absentee statement in Form No. 7 showing the names of the absentees and the in-charge arrangements made in place of absentees as prescribed in articles 120 of the K.F.C. shall be appended to the Establishment Pay bill.

79. The rules in the K.F.C. in regard to claims relating to first appointments, arrears of leave salary, increments, etc., shall be followed in preferring such claims.

80. (a) The pay bills shall be submitted to the concerned Divisional Joint Director of Public Instruction in quadruplicate. They should be prominently marked as "Original" "Duplicate" "Triplicate" and "Quadruplicate" in red ink. Only the original copy of the bill shall be signed in full and the other three copies shall be merely initialled by the drawing officer;

(b) The claims of only such employees whose appointments have been approved by the Director of Public Instruction shall be included in the pay bills. If any new appointments of qualified persons are made, then such claims should be invariably accompanied by a proposal for their approval by the Director of Public Instruction failing which they will be disallowed. Such disallowances if any, will have to be clearly indicated by the Joint Director of Public Instruction in all the four copies of the pay bills;

(c) any arithmetical mistakes noticed in the pay bills may be corrected by the Joint Director of Public Instruction under proper attestation. Such corrections shall be carried out in all the four copies of the bills. The pay bills

shall not be returned for such corrections to the institution, as this would delay payment to the staff.

81. The Establishment pay bills submitted by the Head of the Institution shall be properly scrutinised by the Divisional Joint Director of Public Instruction before they are passed for payment.

Note.—Supplementary claims more than six months old involving large amounts, i.e., above Rs. 500 in each case should be got scrutinised by the Inspecting officer with reference to the original records of the institution before they are passed for payment by the Joint Director of Public Instruction.

82. (a) After due examination, the pay bills shall be passed to the extent permissible and shall have an authorisation on all the four copies of the bill in the following form :

Countersigned for Rs. (in figures)) Rupees
..... (in words) Please pay to for
credit to the respective S.B. accounts.

Joint Director of Public Instruction.

(b) The authorisation referred to in sub-rule (a) shall bear the full signature of the Joint Director of Public Instruction on the original bill, the other three copies being merely initialled. Such pay bills of aided institution shall be distinctly stamped as "Advance grant-in-aid bills". In addition, these bills should be correctly classified as indicated below :

(c) The Joint Director of Public Instruction shall forward an advice to the Bank/Post office in Form No. 10.

88. (a) The Establishment pay bill prepared in the manner indicated in the foregoing rules shall be submitted so as to reach the office of the Joint Director of Public Instruction on or before the 20th of the month:

(b) The actual attendance upto the 15th of the month shall be taken into account, and in the absence of information to the contrary, the attendance for the rest of the month may be presumed to continue to be good and the bill completed on that basis:

(c) If the attendance presumed for the latter half of the month should vary the corresponding variations in the quantum of pay and allowances of the employee shall be clearly indicated in the pay bill for the following month, and recovered by short-payments:

(d) The pay bills due to be submitted to the Joint Director of Public Instruction on or before the 20th of the month as laid down in sub-rule (a), shall be processed for payment and the passed bills forwarded to the Banks concerned not later than the 28th of the month, so as to enable the bank, to credit the salaries to the accounts of the respective employees before the 5th of the following month at the latest:

(e) In the case of schools where the employees have opened Post Office Savings Bank accounts in Head Post Office/Sub-Post Offices, the Joint Director of Public Instruction will after countersigning the bill present it at the State Huzur Treasury/District Treasury and obtain cheques/R.T. Rs....endorsed in favour of the Head Post Master of the Postal District, to which the Sub-Post Office where the school employees have opened accounts is attached along with the second and third copies of the salary grant bill, by muddam or Registered Post, to facilitate the Head Post Master to intimate the Sub-Post Offices concerned regarding the details of employees, Savings Bank account

Nos. and amounts to be credited to their accounts. One copy of the bills will be returned to the Joint Director of Public Instruction by the Post Master duly endorsed.

84. Notwithstanding anything contained in the above Rules, the Joint Director of Public Instruction and other officers empowered by the Director of Public Instruction shall have the power to pay the monthly bills in cash direct to the employees either through the Head Master, Correspondent or through the Departmental officers.

Note.—(1) Grants pertaining to Sanskrit Colleges are directly administered by the Director.

(2) In the absence of Head of the Institution the part time allowance will be drawn and disbursed by the Secretary.

APPENDIX—1

[Vide rule (9) (1)]

Items of Authorized Expenditure

The following only indicate the various items which are treated as part of authorised cost of maintenance. The percentage in respect of any of these items should be determined with reference to the provisions contained in the body of this code.

1. Salaries, Dearness Allowances, Part-time and other allowance at the rates and scales actually allowed limited however to the scales and rates obtaining in Government Sanskrit Colleges and Patashalas in respect of approved employees coming under the following categories.

(a) Teaching Staff :

(b) Clerical Staff :

(c) Class IV employees.

2. Leave allowances actually incurred subject to the condition that the grant of leave is regulated strictly in accordance with rules contained in Appendix—V.

3. Extra cost on account of substitutes provided prior approval has been obtained.

4. Pay and Allowances to teachers deputed for training courses subject to prior approval of the Department.

5. Subsistence Allowance paid to employees who have been placed under suspension strictly in accordance with the disciplinary rules applicable to employees.

6. Pay and Allowances ordered to be paid for the period of suspension in the case of reinstated employees provided that the disciplinary proceedings are strictly regulated in accordance with the disciplinary rules.

7. *Rents of School Buildings.*—(a) Subject to the conditions and limits as per the provisions of the Grant-in-aid Code.

(b) In respect of buildings constructed or purchased by the management from its own funds (other than grants from Government Central or State or from the local authority or from earmarked donations).

(i) Actual maintenance cost of the building subject to a maximum of $1\frac{1}{2}$ per cent of the capital cost of the building as assessed by the Public Works Department.

(ii) Municipal and other Taxes paid in accordance with the local laws as in force for the time being.

(iii) Actual cost of major repairs subject to the maximum of 5% of the capital cost of the building as certified by the Public Works Department.

Note.—The grant permissible under items 7(a) and 7(b) are alternative and not cumulative. The quantum of grant payable under item 7(b) shall always be limited to what would have been payable under item 7(a) if the building were hired building.

8. *Contingencies.*—A statement showing approved items of contingent expenditure which will be admitted without prior approval is enclosed (item No. 1 to 41).

9. Expenditure on account of repairs to furniture actually incurred but limited to 5% of the original cost of furniture.

10. Audit fees at approved rates as follows

	Rs.
(a) for the audit of the accounts of one year's accounts of a school having a strength above 200	50—00
(b) for the audit of the accounts of one year's accounts of a school having a strength of 200 and below.	30—00

Note.—(1) The fee is payable only after the relevant audit report is accepted by the countersigning officer.

(2) The auditors shall be one of the auditors approved by the Director for the purpose.

11. Management's contribution for approved staff, provident fund, schemes of other approved retirement benefits.

Items of contingent articles admissible for purposes of calculation of grant without prior approval.

CONTINGENCIES ARTICLES

1. Chalk piece
2. White paper
3. Buff paper
4. Pen holder
5. Nibs
6. Lead pencil
7. Red and Blue Pencils
8. Pins
9. Thabalak thread
10. Blotting paper
11. Tags
12. Flat files
13. Ink or Ink powder
14. Needles
15. Thread reels
16. Candles
17. Match Box
18. Sealing wax
19. Duster cloth
20. Typewriter Ribbon
21. Stamp pad

22. Carbon paper
23. Erasures -
24. Stencil Ink tubes
25. Stencil sheets for office use
26. Envelopes
27. Gem clips
28. Pad ink
29. Exercise books and note books
30. Rubber stamps
31. Broom sticks
32. Waste paper baskets
33. Electric bulbs
34. Printing of letterheads, circular and regulations
35. Conveyance charges
36. Railway freight charges
37. Repairs to cycle
38. Repairs to clocks
39. Postage
40. Light and water charges
41. Purchase of forms and registers

APPENDIX—II

(Vide rule 17)

List of account books, Registers and the periods for which each has to be maintained.

1. Cash book and Abstract cash ledger (Permanent)
2. Register of fund and other deduction (Permanent)
3. Acquittance roll (Permanent)
4. Register of contingent charges (5 years)
5. Account book of postage stamps (5 years)
6. Stock and issue register of stationery articles (3 years)
7. Register of permanent stock (Permanent)
8. Register of audit objections (till objections are finally cleared)
9. Treasury bill book (5 years)
10. Attendance register of staff and Class-IV Servants (Permanent)
11. Register of valuables and valuable documents (Permanent)

12. Admission register (Permanent);
13. Register of fees collected (3 years);
14. Stock register of printed receipt books (5 years);
15. Register of refund of fees (3 years);
16. Register of miscellaneous receipts like donations, union fees etc.
17. Register of collections towards examination fees, printing answer books (3 years);
18. Account register of sports and trading room funds;
19. Stock account of sports articles (5 years);
20. Issue register of sports articles (3 years);
21. Register of magazines and paper subscribed for (3 years);
22. Account register of reading room fund (5 years);
23. Order books of Appointments, grant of leave, etc., (permanent);
24. Register of Breakages (5 years);
25. Register of increments sanctioned (permanent);
26. Register of service books (permanent);
27. Register of special charges (5 years);
28. Library Accession Register (5 years);
29. Library issue register (5 years).

APPENDIX—III

(vide rule 32)

Question to be answered by the auditor

GENERAL.

1. Have all the prescribed registers relating to cash transactions been maintained and are they free from over writings, erasures or unauthorised interpolations?

2. Explain the cause of all differences between the annual figures reported in the monthly cash account of the institution for march and the figures arrived at by you in audit with explanation of the management for the discrepancies.

(A separate statement may be used for the purpose).

3. What was the actual cash balance of the Institution on the first day of your audit ?

On hand Rs.....

In Bank Rs.....

Did the above cash balance agree with the book balance that day ? If not please state how the discrepancy was explained ?

4. Are daily totals worked out in the several receipt and payment registers correctly and have been taken to the cash book correctly from day to day ?

5. Do the closing balances worked out in the subsidiary Registers agree with the corresponding balance in the Abstract Cash Ledger ? If not state reasons in brief.

6. Is an abstract of cash transactions put up at the end of each month and the cash balance verification certificates recorded and do the former figures agree with those taken to the monthly cash account furnished to the Department ?

7. Are there any items of transactions of receipts directly or indirectly connected with the school not brought on to the cash Book ? If so, furnish a statement of such cases with the explanation of the management.

8. Are printed receipt books of the Government used invariably for issuing receipts for money received on whatever account ? Are there any cases of money received without drawing receipts ?

FEE COLLECTION REGISTERS

9. Are the registers prescribed by the Department maintained ?

10. Have the demands been noted properly on term basis in respect of all students ?

11. Are full collections made against demands ? Please get a list of part collections and enclose to this report.

12. Are concessions granted to students noted in these registers correctly in respect of each pupil and are all such cases covered by proper authority?

13. Did you check the receipts entered in this register individually from the counterfoils of the receipt books? State irregularities noticed if any.

14. Has the daily amount of collection been noted in the "Acknowledgment Column" under proper attestation?

15. Have the daily totals of collections of several registers taken to the fee Abstract Register correctly at the end of each day and has an abstract of collections been put up in that register at the end of each month?

16. Are amounts of uncollected fees at the end of each term noted in the admission register against the names of the pupils concerned so as to facilitate their collection at the time of issue of transfer certificates?

17. Is class-wise or section wise abstract put up at the end of each month in the "Fee Abstract Register"? Do the monthly totals for each class or section worked out in that register tally with the monthly collections worked out in the respective class fee registers?

Other Receipts--

18. Were other items of receipts verified with the relevant counterfoils of receipt books?

19. Is there a proper acknowledgement for every payment shown in this register and are daily totals of such payment taken to the cash book correctly?

Contingent Register--

20. Are all items of expenditure charged in this Register supported by proper vouchers and are totals of this Register taken to the Cash Book correctly from day-to-day?

Have all articles of permanent nature purchased been taken to the stock register then and there under the attestation of the Head Master?

Scholarship Disbursement—

21. Was the amount drawn in favour of each pupil been disbursed to the pupil concerned and proper acknowledgment obtained? Is there evidence of such amount having been disbursed to the pupils by the Head Master with the association of a teacher?

Refunds—

22. Have you checked the Register of refunds in detail so as to ensure that refunds made were actually due to the pupils with reference to the collection in the fee Register?

23. Have all such references been noted against the original entries of collection under proper attestation so as to guard against a second payment?

24. Are all refunds covered by valid acknowledgments? Is there evidence of refunds having been disbursed by the Head of the Institution to the pupils with the association of a teacher?

SPORTS AND READING ROOM FUNDS

25. Has a budget been prepared according to rules and got approved by the committee appointed for the purpose and is the expenditure under various items within the budget allotment?

26. *Note.*—Cases of deviations from the Budget not covered by competent sanction. Have the funds been diverted for any other purpose? Enumerate the cases in a separate statement with explanation of the management.

27. Has the amount of sports and reading room fees collected been deposited in the savings bank regularly at the end of each day or each week? If not quote instances.

28. Are abstracts of receipts payments and balance for the month are put up at the end of each month in this register and do the figures correspond with those worked out in abstract cash ledger?

SERVICE REGISTER

29. Are these books maintained for every employee and are they upto date? Check entries made for one year since April in 25 per cent of the books with reference to Barawards and note the

result in a separate statement service book wise. Please attest the relevant service books in token of the review?

30. Are registers of permanent stock properly maintained? Have the balance been verified by actual count by a senior Teacher or Head of the Institution in April each year? When was it last so verified? Please append a statement of permanent stock in the enclosed form and attest the statement at the end in token of verification with the balance noted in the stock register.

APPENDIX—IV

[Rule 34 (v)]

Staff pattern for different types of Sanskrit Institutions

I. (A) COLLEGES HAVING PRATHAMA, KAVYA, SAHITYA, MADHYAMA AND UTTAMA STANDARDS

1. One Principal.
2. One Senior Professor.
3. One or more Junior Professors and one Assistant Professors of Alankara/Tarka/Vyakarna/Vedanta/Jyotishia as the case may be depending upon the introduction of special subjects of study at Madhyama and Uttama standards.
4. Two Assistant Professors of Vyakarana.
5. Two Assistant Professors of Tarka.
6. Four Assistant Professors of Alankara.
7. Two Junior Pandits.
8. One Literature Assistant.
9. Two English Teachers.

(B) COLLEGES HAVING SAHITYA, MADHYAMA AND UTTAMA STANDARDS

1. One Principal.
2. One Senior Professor.

3. One or more Junior Professors Jyothisha/Alankara/Tarka/Vyakarana/Vedanta as the case may be depending upon the introduction of special subject of study at Madhyama and Uttama standards.

4. One Assistant Professor of Vyakarna.

5. One Assistant Professor of Tarka.

6. One Assistant Professor of Alankara.

7. One Literature Assistant.

8. One English Teacher-cum-pandit.

(C) COLLEGES HAVING VIDWAT MADHYAMA AND
UTTAMA STANDARDS

1. One Principal.

2. One Junior Professor of Alankara/Tarka/Vyakarna/Vedanta/Jyothishs as the case may be depending upon the introduction of special subject of study at Madhyama/Uttama standard.

3. One Assistant Professor of Tarka/Vyakarna.

4. One Assistant Professor of Alankara/Tarka/Vyakarna/Vedanta/Jyothisha.

5. One literature Assistant.

Note.—Professor/Assistant Professor working on part-time basis will get Rs. 150 p.m.

	Full time	Part time
(a) Prathama I Year only	1
Prathama I and II Year ..	1	..
Prathama all the three classes ..	1	1
(b) <i>Prathama and Kavya</i> —		
All the 3 classes of Prathama and Kavya I year ..	2	..
All the 3 classes of Prathama and Kavya I and II Year ..	3	..
(c) <i>Prathama, Kavya and Sahitya</i> —		
All the 3 classes of Prathama 2 classes of Kavya and Sahitya I Year ..	3	1
All the 3 classes of Prathama 2 classes of Kavya and Sahitya I and II year ..	4	2
All the classes of Prathama 2 classes of Kavya and Sahitya I, II and III Year ..	5	3

Note—(1) Pandits/teachers working on Part-time Basis in Categories 2 (a), (b), (c) will get Rs. 100 P. M.

Note—(2) In addition to the above staff pattern as indicated in 2(c) one Head Master may be appointed to administer the institution and the pay scale allowed to the Head Master is the same as in the case of Secondary School Language Assistant Grade I.

Note—(3) It is also permissible to appoint 2 part-time teachers against one full-time teacher post provided the full time teachers are not easily available in any particular place.

NON-TEACHING STAFF

Category I(a) and (b)—

1. One I Division Clerk
2. One II Division Clerk-cum-Typist
3. One Librarian

4. One Attender-cum-Peon
5. One peon-cum-watchman
6. One peon

Category 1(c) —

1. One II Division Clerk-cum-Typist
2. One Attender-cum-Peon
3. One peon-cum-watchman

Category 2 (a) or (b) —

Allowance of Rs. 25 p.m. to the Head Master

Category 2(c) —

1. Allowance of Rs. 50 p.m. to the Head Master
2. One Peon.

Regarding Veda Institutions the staff pattern will be like that of above mentioned Sanskrit Institutions depending upon grades and classes concerned.

APPENDIX V

[Vide Rule 56(a)]

1. *Leave Rules.*—Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave is reserved to the Head of the Institution or the management, as the case may be.

2. Casual leave may be given in special or unforeseen circumstances upto a maximum period of 15 days in a calendar year subject to the condition that ordinarily not more than seven days casual leave can be enjoyed at a time. It shall not be granted in continuation of other leave but it may be combined in any manner with sundays or other authorised holidays provided that not more than seven day's Casual leave exclusive of such Sunday's and holidays shall be taken at a time provided also that such period of absence shall not exceed ten days in all.

Note.—Casual leave to temporary staff may be granted to in the same manner as to those holding permanent appointments but in the case of new entrants who have not put in at least one year's

service, casual leave may be granted in proportion to their service at the rate of one day for every completed month's service.

3. (a) Half pay leave to permanent employees to the extent of 15 days in the case of Class IV servants and 20 days in the case of other employees for each completed year of service may be granted on private affairs or on medical certificate from a Registered Medical Practitioner.

(b) Commuted leave not exceeding half the amount of half pay leave due may be granted to permanent employees only on Medical Certificate from Registered Medical Practitioner subject to the following conditions:

(i) Commuted leave shall be limited to a maximum of 180 days in the entire service;

(ii) When commuted leave is granted twice the amount of such leave shall be debited against the half-day leave due; and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 180 days at a time:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of the leave.

4. Extraordinary leave may be granted to an employee in special circumstances when no other leave is by rule admissible or when other leave is admissible but the employee applies in writing for the grant of extraordinary leave; except in the case of a permanent employee the duration of extraordinary leave shall not exceed three months on any one occasion. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

5. (a) Maternity leave may be granted to married women employees who have put in a service not less than one year for a period which shall not ordinarily exceed two months but which may be extended to three months at the discretion of the sanctioning authority. In no case shall maternity leave extend beyond six weeks from the date of confinement. No employee shall be entitled to maternity leave for more than 3 occasions in the entire service;

(b) Maternity leave shall not be debited to the leave account of the employee. Leave of any other kind may be granted in conti-

10. Courses of instruction to be provided
11. Classes proposed to be started :
 - (a) Number of pupils expected to be admitted to the Institution (class-wise)
12. Financial position of the Association
 - (a) Permanent funds;
 - (b) Other sources of Income;
 - (c) Stability fund how deposited.
13. Is the Association prepared to run the institution without any financial aid from the Government?
14. Accommodation and sanitation
 - (a) Total area of the school building
 - (b) Play ground
 - (c) Number of class rooms—Superficial area and cubical contents of each room with the maximum number of pupils likely to be taught in each room, sanitation, water supply etc.
15. Furniture, Apparatus and appliances available (information separately for each class).
16. Remarks

DECLARATION

(a) I, on behalf of the Management of the institution hereby declare that the institution fulfils all the conditions specified in the grant-in-aid code for Sanskrit colleges/Sanskrit patashalas, Veda patashalas and other allied institutions and promise to comply with all the conditions, laid down in the grant-in-aid code regarding starting of Institutions.

(b) That all the facts stated in the above statement are true to the best of my knowledge.

(c) I, on behalf of the management hereby declare that not more than one member of any family is a member of the management of the institution.

Place :

Signature of the
Correspondent/Secretary (Seal)

Date :

Form of application for recognition of Sanskrit Colleges, Sanskrit Patashala and Veda Patashalas and other allied Institutions.

1. Name of the Institution ..
2. Date of establishment ..
3. Name of the society or Association which is managing the Institution ..
4. Management and its constitution ..
5. Name and Address of the secretary or Correspondent ..
6. Is the association or management running any other institution or institutions recognised by the Department? ..
7. Financial position of the management ..
 - (1) Permanent funds: ..
 - (2) Other sources of Income ..
 - (3) Whether stability fund of Rs. 5,000, Rs. 2,000 has been deposited. If so, the date of deposit etc. ..
8. Whether the management is prepared to run the institution without any financial aid from the Department or not, may be stated ..
9. If any subject or activity that is not included in the curriculum is prescribed the same is to be mentioned with the time provided for its instruction ..

FORM No. 3
[Vide Rule 33(i)]

Form of Application for Grant-in-Aid for Maintenance for the year

1. Name and address of the institution ..
2. Name of Society or Association running the institution ..
3. Name and Address of the Secretary or Correspondent ..
4. (a) No. and Date of the order of recognition ..
(b) Period for which the recognition is granted ..
(c) Classes for which recognition is granted ..
5. Strength and attendance of each class as on 31st March 19.... ..
6. Approved expenditure on maintenance (as per the Financial Statement) ..
7. Description of donations/contribution with yearly Income by way of interest from each type of donation/contribution ..
8. Amount of grant claimed ..
9. Remarks ..

Note.—This application for grant should be accompanied by the Financial Statement and all the other statements pertaining to the receipts and expenditure to facilitate sanction of grants by the competent authority.

DECLARATION

On behalf of the management of the Institution, I hereby declare that the conditions of recognition and aid laid down in the grant-in-aid code and relevant manuals are being and will continue to be fully complied with and that I am prepared to subject all the accounts of the Institutions (including donations Trust accounts its establishment) to inspection and to furnish the returns as may be required by the department. That no unauthorised collection of contributions or donations are made and that all contributions and donations received for the school whatsoever raised are accounted for in the school account.

Place
Date

Signature of the
Correspondent/Secretary

FORM No. 1
[Rule No. 13(1)]

Application for Grant-in-aid for construction or Purchase of
Building

1. Name of the Institution, Locality and Management
2. Purpose for which grant is claimed
3. Strength (Average daily attendance of the Institution)
4. Accommodation existing No. of rooms and halls and dimensions of each
5. Proposed accommodation. No. of rooms and halls proposed to be constructed or purchased with dimensions of each room and hall
6. Necessity for the proposed construction or purchase of additional accommodation and total estimated cost
7. Amount of Government grant applied
8. Amount of building grant drawn in previous years
9. Value of cost of work actually executed and paid
10. No. and date of the order sanctioning the grant
11. Whether site has been granted by Government or local Body and if so, under what orders and terms
12. Whether the title of the management to the site is valid and legal.
13. Agency through which the work will be carried out
14. Probable date by which the work is proposed to be completed
15. Remarks

Note.—Plans and estimates and copies of contracts proposed to be entered into with the construction for work should be enclosed.

and certificates referred to in rules and of the said grant-in-aid code as to the cost and completion of such buildings/alterations and WHEREAS the Government have consented and agreed to make the said grant in the manner provided in chapter of the said grant-in-aid code upon the mortgagor/mortgagors entering into the covenants on his/their part and giving the security hereinafter contained NOW THIS INDENTURE WITNESS that in consideration of the said agreement to make a grant upto a maximum of Rs. and the sum of Rs only a part thereof now paid by the Government to the Mortgagor/Mortgagors and as he/his/their respective heirs, executors, administrators, legal representatives and assigns covenant with the mortgagee that he/they the mortgagor/mortgagors or his/ executors administrators legal representatives or assigns will from time to their, executors, administrators, legal representatives or assigns will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being incharge of the same in accordance with the rules and regulation for the time being in force in the Karnataka Educational Department so far as the same respectively are applicable to the said school and will not prior to the lapse of years from the date thereof divert or allow to be diverted the said piece or parcel of land particularly described in the schedule hereunder written or any part of portion thereof and/or the buildings and erections now being or which may hereafter be thereon to other than educational purposes approved by the Government and will during such period keep such buildings in good and substantial order and repairs so that the same may be always efficient for use for purposes of the said school and will in the event of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited provided always that nothing herein contained shall be deemed to prevent the use by the mortgagor/mortgagors his/their

heirs, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor/mortgagors his/their heirs, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said buildings may be direct *and this indenture further witnesseth* that in consideration of the said agreement to make a grant upto a maximum of Rs. . . . and a sum of Rs. . . .

only a part thereof now paid as aforesaid the mortgagor/mortgagors both/do and each of them both hereby grant convey and assign upto the mortgagee all that piece or parcel of land particularly described in the schedule hereunder written together with all singular the buildings and erections now being or which may hereafter be thereon and all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to being to be appurtenant thereto and also all furniture, fixtures fittings, maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the state right and interest claim and demand of the mortgagor/mortgagors and each of them into and upon the said hereditaments and premises expressed to be hereby assured upto the Governor and according to the nature and tenor thereof or respectively *upon trust* to permit the same hereditaments and premises to be used by the mortgagor/Mortgagors his/their heirs, executors, administrators, legal representative or assigns or his/their nominee or nominees as a school for and with power in case the mortgagor/mortgagors his/their heirs, executors, administrators, legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner herebefore provided to sell and absolutely dispose of the -said hereditaments and premises and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards recouping or reimbursing to the Government the said grant-in-aid or some then due and payable hereunder as aforesaid and to pay surplus if any to the mortgagor/mortgagors his/their, heirs executors administrators legal representatives or assigns a notice

in writing requiring payment of the sum then due and payable hereunder and default has been made in payment thereof for three months after such service provided always and it is hereby agreed and declared that at the expiration of the said period of _____ years hereinbefore referred to the mortgagee shall in the event of the covenants hereinbefore contained on the part of the mortgagor mortgagors his/their executors, administrators, legal representatives or assigns or as he or they may direct all and singular the piece or parcel of and hereditaments chattels goods or other premises hereby expressed to be granted, conveyed or assigned

In witness whereof the said

and

Director of Public Instruction for the state of Karnataka acting on behalf of and by the order and direction of the Governor of Karnataka have hereunto set their respective hands and seal/s the day and year first above written.

Schedule to which the above written indenture refers.

All that piece or parcel of land situated at _____ of _____ in the district of _____ and Taluk _____ and in the sub-registration district of _____ registration district of _____ bounded of the north side thereof.

On the south side thereof by _____
On the East side thereon by _____
On the west side thereon by _____
and containing together in the

Whole by a measurement _____ (both the same
a little more or less) and all which piece or
parcel of land was _____
formerly in the occupation _____
but is now in the occupation of _____
signed sealed and delivered by _____
the above named, _____
in the presence of _____
signed sealed and delivered by the above named _____
in the presence of _____

Director of Public Instruction.

WD -P-3523-

US

GRANT-IN-AID CODE
OR
SAMSKRUTA COLLEGES
SAMSKRUTA PATHASHALAS
AND
VEDA PATHASHALAS IN
KARNATAKA STATE

Sanskrita Institutions in the state-

Accords Sanction to-

Order No. ED 56 PSE 79 Dated:- 20.06.1979,
Bangalore.

Directorate of Sanskrit Education,
Karnataka Sanskrit University,
Chamarajapete, Bangalore-18.