

PREFACE

1. A large number of pre-primary schools namely, Regimental Schools and, Shaurya Pre Primary Schools have been established as a welfare measure based on authorization as Kindergarten Schools. Army Pre Primary Schools are a veritable hub of activity, functioning in a vibrant environment with support and involvement of formations. However, these schools are adhoc in nature and functioning according to the peculiarities and dynamics of each station/region.
2. In the present scenario, the functioning of the APPS is meeting the current needs of children, but lack a structured or standardised layout. There is a need to focus on Early Childhood Care and Education (ECCE), and the existing system needs to align to the future challenges.
3. NEP 2020 has proposed to integrate pre-primary schooling and Class 1&2 of primary into a foundation learning. This interalia suggests that these schools would also be under the ambit of Regulatory Bodies. This would necessitate a revised approach to the pre-primary schooling system in the Army so that besides fulfilling our obligations to the regulatory bodies, we meet the rising aspirations of our children specially the seamless transition from our APPS to APS system.
4. Notwithstanding the sterling role of LMAs, there is a need to lay emphasis on aligning to the current policy guidelines and need for standardisation wherever possible, to ensure learning from best practices, attaining financial sustainability and providing quality educational environment.
5. This publication is written as a Guidelines for APPSs. The ibid guidelines may be suitably translated into SOPs by respective Commands for smooth implementation as the role of LMAs and BoA remains primary. This will prepare us better to align with the provision of Pre Primary NEP 2020 in the future.
6. Although the NEP 2020 has been issued, the implementation of this policy is likely to take time. It would be prudent to adhere to standardized norms, strictures and policies issued by AWES/ Regulatory bodies on the subject from time to time. This will better prepare us for aligning with the provisions of NEP 2020.

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CHAPTER 1: BACKGROUND, AIM AND OBJECTIVES OF PRE-PRIMARY SCHOOLS

Background

1. **General.** Post-independence, Indian Army started running its schools to provide education to its children. These Regimental Schools, Shaurya Army Pre-Primary Schools established as a welfare measure based on authorization as **Kindergarten Schools**. They were brought under the Army Pre School Education Council (APEC)/**AWWA in 2005**, to design a sound **ECCE programme** for pre-scholars and prepare the child for formal schooling. A felt need of a common curriculum and uniform resulted in the schools getting delinked from AWWA and placed under the **AWES from Apr 2011**, which included guidance, formulation of policies, coordinate curriculum / books and teacher empowerment. Today, the APPSs are a veritable hub of activity, functioning in a vibrant environment with support and involvement of formations, motivating them to produce confident and responsive learners.
2. **Command & Control.** The trajectory of APPS since its inception has been based on an adhoc structure, without a formal institutionalized layout. This was primarily, with a view to keep the control at the Local Military Authority (LMA) level, given the peculiarities and dynamics of each station, region and the State.

Perspective on Early Education

3. **Early Childhood Intervention and Relevance at APPS & APS Levels.** Parents and parental involvement are as crucial in the child's learning curve as is the research-based neuroscience evidences for cognitive development. Since, such research-based evidence has shown the importance of **Early Interventions**, there is a need to have **Early Identification** procedures streamlined, beginning **from admission to parent interaction and school intervention**. This facet assumes added significance for wards of service persons, who face changing social and domestic environment due to unique service conditions. It is important to encourage parental involvement and inculcate positive home environment in critical and crucial periods of cognitive development (upto the age of 8 years).
4. **National Perspective on Early Childhood Education: National Curriculum Framework (NCF) - 2005.** The **NCF 2005** identifies the age of Early Childhood stage until the age of **6-8 years**, as the most critical period of a child's life for a **foundational development** that impacts the learner for life. The **National Early Childhood Care & Education Curriculum Framework (NECCECF 2013)** covers the holistic development of the child through "**Play-way approach**", developing interrelated domains of development, as stated in "Exemplar Guidelines for Implementation of **ECCE Curriculum by NCERT**."
5. The planning and provision of early childhood and primary education programmes need to consider the **three Principles of Child Development** i.e, Child development is a **continuous and cumulative process**; **Health, nutrition and educational / psychosocial** development are all **synergistically inter-related** and a child's development will be optimized, if the programmes **address not only the child but also the child's overall context**. The Pre School Curriculum

published by NCERT in **August 2019**, significantly brings out the Curricular Framework, Pedagogical processes and the factors that affect the smooth transition of the Pre - School learners to formal education. This refers to the **synergistic functioning of the Pre- School, the Primary School and the parents.**

Aim and Objectives

6. **Aim.** To develop co-educational Army Pre-Primary Schools for imparting quality education at affordable cost to the children of Army personnel.

7. **Objectives.** The objectives of pre-primary education are as under: -

- (a) Ensure a welcoming, loving and caring atmosphere so that the budding learner settles down in an environment away from home.
- (b) Provide a learning environment which would catalyze the inquisitive instincts of the growing mind and stimulate an enquiry-based learning attitude in the students.
- (c) Implementation of the Early Childhood Education (ECE) programme.
- (d) Promotion of inclusive education.
- (e) Assist in cognitive development of children.
- (f) Prepare students for a smooth and seamless transition from UKG to Class-1.

CHAPTER 2:VARIOUS GOVERNMENT REGULATIONS FOR PRE-PRIMARY SCHOOLS

8. **Pre-Primary Schools.** Education is a subject on the concurrent list of the Constitution of India with a dominating role for the States, in regulating school education. As of date, most State governments do not regulate Pre School Education. Pre School education was limited to two years before Class-1 and under various names like Anganwadi, Pre-school -1&2, Nursery & Kindergarten, LKG&UKG etc. The DoP&T rules on Children Education Allowance (CEA) also allow for two years prior to Class -1, besides formal school of classes 1-12. Government institutions like NCERT and Ministry of Women and Child Development have recently begun to profess a three-year pre-school system starting with the **minimum entry age of three years**. The New National Education Policy 2020 also formalizes a three-year Pre-school programme starting after completion of three years of age.
9. **Registration of Schools.** Normally, all educational institutions are supposed to be registered with the State education department which oversees the functioning of the schools. Play schools and Pre-primary Schools were kept out of the ambit of any regulators till recent times. However, the New Education Policy 2020, by virtue of combining with Class 1 and 2 as Foundation level, would result in regulating these schools, as and when the rules are implemented. The Local Management must be prepared to get these schools registered with the state regulating bodies and comply with their instructions, as and when formulated. It is likely that these rules will be in line with the rules set out for regular schools in the state, which include requirements of a Society, land, building and safety norms.
10. **Pre-Schools with Classes above UKG.** Pre-Schools which are already having classes beyond UKG i.e., Class 1 upwards, come under the category of Primary Schools and are required to be registered with the education authorities of the respective State Government and to comply with their rules and regulations.
11. **Bagless Culture.** APPSs should lay emphasis on 'no school bag' and 'no homework policy' and keep the books/workbooks at school itself. Students should only carry tiffin and water bottle.
12. **Children with Special Needs (CwSN).** No CwSN shall be put at a disadvantage in the Schools. Inclusive education shall be afforded to all students who have already been identified or show signs to be falling in the category of CwSN.
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CHAPTER 3:MANAGEMENT STRUCTURE

References

Appendix A - Certificate of Registration of Army Welfare Education Society Article 22-23

Management of Army Pre-Primary Schools

19. The functional aspects of management shall primarily revolve around Chairman and Patron. The management chain should be as under:-

- (a) Chairman : CO of the Unit looking after the Adm of the School.
- (b) Patron : IO of the Chairman.
- (c) Academic Advisor : Principal of the nearest APS.

20. Fmn Cdr would ensure that the guidelines laid down are adhered for the efficient running of all schools / institutions in their area of responsibility.

21. The formations in the channel shall formulate and ensure implementation of broad policies concerning the schools. They shall provide common guidelines for the schools in the Comd to cover the following areas:-

- (a) Visit Schools/Institutions and monitor their activities & academic performance on as required basis. Monitor implementation of policies of regulatory bodies and directions issued.
- (b) Projection, obtaining approval, budgeting & monitor construction of schools through AMWP & Welfare Funds.
- (c) Maintain data bank of all schools.
- (d) Monitor faculty enrichment and demand additional vacancies if required to ensure balance growth of schools. Obtain & forward views of schools. Plan and execute empowerment programme for APPS Head of School (Headmaster / Headmistress)/ Teachers.
- (e) Maintain liaison with Regional CBSE, State Education Department and Regulatory Bodies etc.
- (f) Provide legal assistance / consultancy to schools and monitor progress of cases.
- (g) Monitor financial health of each school.
- (h) Progress land transfer cases and process through QMG's channel.

Role of AWES

22. The functions of AWES relating to APPSs have been given out by the orders of the then Chief of Army Staff in 2011 and are as under: -

- (a) Issue guidelines on curriculum, recruitment and basic qualification of teachers, tuition fees and salary structure. Update and revise the same as and when required.
- (b) Organize workshops for Head of School (Headmaster / Headmistress) and teachers at Faculty Development and Research Centre (FDRC) to upgrade their knowledge and skills.
- (c) Provide advice and guidance on matters relating to pre-primary education.
- (d) AWES Cells, HQ Comds will provide support in administration and management of the schools within their jurisdiction. AWES Cells will act as link between HQ AWES and the respective Comds. AWES Cell may coordinate activities and provide information, as asked for and may also extend technical advice.

23. AWES shall act as advisor for all matters for academic related issues of these Schools. The Certificate of Registration of AWES issued by Registrars of Societies, Delhi is attached as **Appendix A.**

24. For complete management of the school, local SAMC will be formed. Its composition, functions, powers and responsibilities are enumerated in Chapter 4.

Patron

25. Patron (Brig) will ensure that all policies related to the academic and administration are implemented. He will generally follow the chain of Comd. He shall be the coordinating authority for redressing all parental, recruitment and service-related grievances. An 'A' branch officer in his formation HQ shall be tasked to assist him in this role. The broad functions are as under:-

- (a) Patron will nominate Chairman School Administration & Management Committee (SAMC).
- (b) Advertise vacancies and conduct interviews for Head of School (Headmaster / Headmistress), teachers and administrative staff will be carried out at Patron level.
- (c) Award major penalties to Head of School (Headmaster / Headmistress).
- (d) Recommend Head of School (Headmaster / Headmistress) and teachers for awards on Teachers Day/ AWES Day.
- (e) Any other responsibilities assigned by the higher management.

Officiating Appointments

26. As and when the chairman is away on duty/long leave, the Patron shall decide for an equal rank officer to assume charge of his responsibilities towards the school. Except in the case of Chairman, if any post is vacant for more than 15 days, the officer tenanted the appointment in the officiating capacity can assume charge.

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CHAPTER 4: PATRON, CHAIRMAN, SCHOOL ADMINISTRATION AND MANAGEMENT COMMITTEE (SAMC), DISCIPLINARY COMMITTEE AND COMPLAINT COMMITTEE FOR FEMALE EMPLOYEES

References

- Appendix B - Annual Administrative & Technical Inspection Article 31
Appendix C - School Information Article 31

Patron

30. Patron will be senior to the Chairman and generally follow the Chain of Command.
31. **Powers and Responsibilities of Patron.** Patron would exercise general supervision over various activities of the school. His powers and responsibilities are as under:-
- Provide advice and guidance to the Chairman, SAMC and Head of School (Headmaster / Headmistress) from time to time, as deemed fit.
 - Reviewing Officer for the annual confidential report of the Head of School (Headmaster / Headmistress). Accord approval to the composition of SAMC.
 - Approve Proceedings of Departmental Promotion Committee (DPC).
 - Peruse budget of the school and accord confirmation.
 - Exercise financial powers as per Rules and Regulations, as amended from time to time.
 - Peruse the Audit and Action Taken Reports of the school and endorse directions, as deemed fit.
 - Selection and recruitment of Non-Teaching Staff of schools and regularisation of services as per rules.
 - Award major penalties to Teachers /Supervisor Administration on probation. Confirm major penalties awarded by Disciplinary Committee to Adm Staff.
 - Provide Administrative support to the School through fmn resources to the extent possible.
 - To ensure adherence to the National Early Childhood Care and Curriculum Framework 2013, the Pre Primary Curriculum by NCERT as well as NEP 2020 policy guidelines for Foundational level teaching, monitoring & evaluation of the curriculum and pedagogical strategies at APPSs is required through a technical inspection of the staff competencies, school academic plans, age appropriate and standardized teaching methodologies and classroom practices. Format for Annual Administrative and Technical

Inspection is given at **Annexures I & II to Appendix B.**

(m) Forward details of School Information as per **Appendix C** to Command channel as and when required.

School Administration and Management Committee (SAMC)

32. **Composition.** SAMC will be formed where schools are established, with a view to afford freedom to coordinate and facilitate day to day running of the APPSs. Their composition would be as under (50% of members should preferably be females):-

Chairman	-As nominated by Patron.
Secretary	-Head of School (Headmaster / Headmistress).
Members	-Staff Officer. -Two Army parents of students in the School. -Two teachers of the School. -One educationist (Principal of neighbouring APS/Head of School (Headmaster / Headmistress) of neighbouring APPS/any other school)

Notes:-

1. Parents and teachers nominated as members of SAMC will be rotated every year.
2. Relatives of employees/management will not be members of SAMC.
3. Composition of SAMC will be approved by the Patron.
4. Active member of Family Welfare Organisation may be incorporated for advice, feedback and monitoring.

33. **Functions.** Functions of the SAMC are as under: -

- (a) Oversee functioning of the schools including school hours, vacation and holidays as per laid down policy.
- (b) Ensure implementation of policies by regulatory bodies and directions of BoA and Patron.
- (c) Examine Inspection Report and ensure rectification of all observations made by the Inspection Team.
- (d) Examine proposed infrastructure projects and grant confirmation.
- (e) Prepare five-year roll-on plan. Ensure availability of adequate funds for growth of the schools, pay & allowances of employees and routine expenditure while passing the budget. Ask schools to draw up investment plan to build up adequate reserve.
- (f) Nominate CA/ Auditor and ensure that school accounts are audited every year. Examine the CA report and initiate action on observations. Also ensure local audit board carries out audit of school accounts, regularly.

- (g) Recommend amendments required in Text Books/ workbooks.
- (h) Consider case for recruitment of non-teaching staff and regularization of service and grant approval for action as per rules.
- (j) Examine demand for funds and approve the same. Monitor progress of execution.
- (k) Recommend up-gradation of the school, if applicable.
- (l) Obtain list of suggestions received in suggestion boxes from Chairman quarterly and monitor actions thereof.

34. Meeting of the SAMC will be held periodically (at least once in four months) so that members are in touch with running of the school and necessary approval and sanction is accorded, as and when required without delay.

35. **Quorum.** The meeting shall be considered properly constituted with a minimum of two-third members (minimum 5) present. The minutes of duly constituted meeting will be properly recorded.

Powers and Responsibilities of the Chairman

36. The Chairman will function as Chief Executive and exercise general supervision to ensure proper functioning. His detailed powers and responsibilities are as under:-

- (a) To preside over the meetings of the SAMC and be responsible for all functions of SAMC as given in Para 33 above.
- (b) Initiate case for opening new school/adoption of existing school.
- (c) Initiate case for infrastructure projects and supervise execution.
- (d) Ensure school data is forwarded to all concerned.
- (e) Ensure that action is taken on observations in the audit report.
- (f) Deal with all legal cases/complaints, pertaining to school and represent Chairman and Patron in all Court cases.
- (g) Forward recommended amendments to rule books for schools.
- (h) Initiate case for allotment of funds.
- (j) Compile vacancies of teachers and initiate action for recruitment and conduct of selection Boards.
- (k) Ensure publication of school magazine. Also ensure that articles for educational institutions magazine are forwarded in time.
- (l) Ensure implementation of standard curriculum in the school as forwarded by AWES.
- (m) Ensure teachers attend workshops as per vacancies allotted. Arrange to conduct training programme at school level.
- (n) Ensure regular updating of school website, if any.
- (o) Project school activities through media.

- (p) Ensure timely initiation, review of ACRs and dispensation where necessary.
 - (q) Facilitate selection of Head of School (Headmaster / Headmistress).
 - (r) Demand funds and intimate progress of execution. Forward utilization certificate for the funds allotted to Command AWES Cell.
 - (s) Initiate action on points approved in SAMC.
 - (t) Exercise financial powers as laid down by BoA.
 - (u) Sanction move of Head of School (Headmaster / Headmistress) / other employees, for official outstation duties.
 - (v) Sanction all types of leave of Head of School (Headmaster / Headmistress) and extra ordinary leave without pay for all other employees, beyond three months.
 - (w) Ensure that Goals and objectives are set and monitor progress.
 - (x) Ensure Head of School (Headmaster / Headmistress) prepares Year's Academic plan in advance and holds regular staff meetings to review the progress.
 - (y) Obtain regular feedback from parents, teachers & students and address issues raised by them.
 - (z) Ensure Faculty Enrichment Programme (FEP) is subscribed, as planned at FDRC.
 - (aa) Attend maximum PTMs to obtain feedback from parents towards School improvement.
 - (ab) The Chairman is responsible to implement observations in the Annual Adm/Tech Inspection Report.
 - (ac) Periodically interact with faculty/ staff and address important issues.
 - (ad) Ensure affiliation with nearest hospital for emergency treatment of students and staff.
 - (ae) Exercise powers vested on him / her vide various articles of rule book on various matters, as amended from time to time.
 - (af) Provide administrative support from unit resources to the extent possible.
37. In the absence of the Chairman, Second in Command of the Chairman's Unit, if nominated as member of SAMC, will officiate as Chairman.

Staff Officer to Chairman

38. The Chairman may use the services of staff officer, nominated by him, to assist him in the performance of his duties. He will facilitate Chairman in his functioning on account of checking accounts and other such documents sent by the Head of School (Headmaster / Headmistress) to the Chairman.

39. **Duties of Staff Officer to Chairman.** The detailed duties are as follows:-

- (a) He will act as the Principal Coordinator in all respects.

(b) To assist Chairman in day to day management of school.

(c) To scrutinize all the project reports or modernization schemes forwarded by the school and have them vetted by the competent authority. Thereafter, to render advice to the Chairman regarding feasibility and implementation of the projects based on the above feedback.

(d) Facilitate administrative support for the smooth functioning of the school.

Disciplinary Committee (DC)

40. A Disciplinary Committee will be formed to deal with cases of indiscipline in the school. This will be read in conjunction with Articles 121 & 122.

(a) Composition of DC for Employees other than Head of School (Headmaster / Headmistress).

Presiding Officer - Chairman SAMC (in his absence an equal level officer member of the station nominated by the Patron).

- Members**
- *Head of School (Headmaster / Headmistress) of other APPS in station / close by location (as nominated by LMA).
 - A serving officer from the SAMC to be nominated by the Chairman.
 - One teacher (only confirmed regular teacher) to be nominated by the Chairman.
 - SO to Chairman.

*In exceptional cases/ remote locations, Head of School (Headmaster / Headmistress) of some other local school may be co-opted.

(b) Composition of DC for Head of School (Headmaster / Headmistress)

Presiding Officer - Chairman SAMC/An equivalent person nominated by Patron

- SO to Chairman.

- Members**
- An independent member nominate by Patron
 - One Head of School (Headmaster / Headmistress)(female) of an another school (from an APPS, if possible).
 - A Senior teacher from another School (preferably from an APPS), but not related /connected with the unit of the Chairman.

(c) Functions.

(i) To consider the report of inquiry officer/inquiry committee/complaint committee and other material on record and pass order as deemed fit.

(ii) Consider representations of employees against censure awarded by Head of School (Headmaster / Headmistress) and pass order, as deemed fit.

- (iii) Forward suitable cases to Patron for final disposal with its recommendations.

Notes:-

1. If the DC is considering disciplinary case of any of its members, the concerned member will not participate in the proceedings.
2. In case major penalty is awarded to the employees less Head of School (Headmaster / Headmistress), forward the proceedings of Disciplinary Committee containing award of penalty, to the authorities as laid down in **Appendix W** for confirmation.
3. In case major penalty is recommended for the Head of School (Headmaster / Headmistress), forward the proceedings of Disciplinary Committee containing award of penalty, to the Patron for confirmation.
4. Where the DC fails to arrive at a decision for reasons to be recorded in writing, forward such cases to Patron for disposal.
5. DC can also place an employee under suspension where prima-facie is established or where a fair and impartial inquiry cannot be conducted, if the employee is allowed to continue in office/post.
6. Presiding officer of DC will give an opportunity to the defaulter (in writing) to make a statement in his/her defence to the DC by giving, location date and time. If the defaulter does not reply, fails to appear in DC at given date and time or declines to make a statement; the DC will record the same. If the defaulter makes a statement, the same will form part of the proceedings.
7. If any member is a witness in the case, he/she will not be a member of DC. A suitable replacement will be nominated by the Patron.

Complaint Committee for Female Employees / Children

41. A Complaint Committee would be constituted in all APPSs to deal with the complaints of sexual harassment / sexual assault in the school premises. The composition and functions of the Complaint Committee would be as under:-

(a) **Composition.**

- | | |
|--------------------|--|
| Chairperson | - Senior suitable female faculty member. |
| Members | - Two female employees of school. Where two female employees are not available, one female and one male employee.
- Representative NGO familiar with the issues of sexual harassment at work place (wherever NGO familiar with the issues of sexual harassment at work place is not available in the station, especially in schools in remote areas, representative of AWWA may be detailed). |

(b) **Functions.**

- (i) Recommend measures for improvement of work conditions, leisure, health and hygiene for female employees/girl students.
- (ii) Investigate & consider complaints by female employees/ girl students against sexual harassment.
- (iii) Forward investigation reports on sexual harassment complaints to Disciplinary Committee for suitable action along with its recommendations.

Notes:-

1. Complaints of sexual harassment will be submitted by the complainants in writing. If the case of sexual harassment is reported verbally by the complainant, the Head of School (Headmaster / Headmistress) / Chairperson of complaint committee would ask the complainant to submit the complaint in writing at the earliest (within 24 hours).
2. If the complaint involves any member of the complaint committee, the concerned member will not take part in processing the complaint as member of the Complaint Committee. Another suitable member shall be deputed.
3. If the sexual harassment complaint involves the chairperson, the complaint will be submitted to the Head of School (Headmaster / Headmistress). If the Head of School (Headmaster / Headmistress) is the Chairperson of the Complaint Committee and the complaint involves the Head of School (Headmaster / Headmistress), the sexual harassment complaint will be submitted to Chairman who will investigate the matter and submit recommendations to the Disciplinary Committee/Patron who would take suitable action.
4. In case the sexual harassment complaint is against the Chairman, the complaint would be sent to the Patron for necessary action as deemed fit.
5. In cases of penetrative or aggravated sexual assault, all assistance will be provided by the school to the victim in lodging FIR. The offender will be handed over to the civil police and all possible help extended to the police.
6. It will be ensured that the identity of the victim including name, address, photograph, family details, neighbourhood or any other particulars indicating identity will not be disclosed to anyone.
7. In sexual harassment cases other than mentioned in Note 5, a copy of the complaint will be given to the police by the School stating that the sexual harassment case is under investigation by the Complaint Committee.
8. In case the offender is an employee / student of the school, for offences listed in Note 5, the individual will be placed under suspension immediately. For offences under Note 7, the offender will be placed under suspension on establishment of prima-facie in the case. (Attention is also drawn to Protection of Children from Sexual Offences (POCSO) Act 2012 which covers children below 18 years of age).

42-43 Blank

CHAPTER 5: THE HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS)

References

Appendix D - Recommended Fee Structure

Article 47

Powers and Responsibilities of the Head of School (Headmaster / Headmistress)

44. The post of 'Head of the Institution' may be restricted to women. Hence, only suitable female candidates shall be appointed and known as Head of School (Headmaster / Headmistress). Head of School (Headmaster / Headmistress) will render advice to the Chairman on future growth of the school to cover all aspects. The other responsibilities of the Head of School (Headmaster / Headmistress) are classified under the heads of Academic, Administration, Finance and Welfare.

45. Academics.

- (a) To plan one year's academic work in advance in consultation with her colleagues and to hold staff meetings at least once a month to review the work done during the month and to assess the progress of the pupils.
- (b) To supervise, guide and control the work of teaching and non-teaching staff.
- (c) To help and guide teachers and promote their professional growth and towards this end, actively encourage their participation in courses designed for in-service training.
- (d) To promote initiative of teachers for self-improvement and encourage them to undertake experiments, which are educationally sound.
- (e) To organise teachers for study of curriculum and syllabi, with a view to analyze the objectives of teaching of various topics and adapting the instructional programme, with due regard to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced. Update the curriculum as per instructions/circulars/notifications issued by AWES, from time to time.
- (f) To ensure that Teacher's Diary is maintained in a manner that it helps the teacher in his/her day-to-day work and helps others to understand and appreciate his/her work. Six best notes of lessons be forwarded to the Chairman each year.
- (g) To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject/area, as well as inter-subject co-ordination.
- (h) To provide special help and guidance to teachers newly entering the profession, on first appointment.
- (j) To prescribe a time table for scrutiny of written work and home assignment of the pupils and ensure that assessment and corrections are carried out regularly and effectively.
- (k) To make necessary arrangements for organising special instruction(s) for the pupils, according to their need.

(l) To inform teachers about the new grading schedules, which may be prescribed from time to time for assessing their yearly work and not only to evaluate their work objectively but also to bring to the notice of the Chairman the meritorious work done or a successful experiment undertaken by any teacher to improve instructions.

(m) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way and ensure maximum participation by students at school and cluster levels.

(n) To organise periodic educational excursions after proper pre-planning.

(o) To keep in constant touch with the latest developments in the field of education.

(p) To organise in-service training of teaching staff in consultation with institution of repute e.g. NCERT and FDRC.

(q) To develop and organise the library resources and reading facilities in the School and ensure that pupils and teachers have access to and use books.

(r) To establish liaison with local reputed Schools to get the latest information regarding academic schemes, procedures and projects followed by them.

(s) To ensure that special children are integrated in their classes and monitor their academic progress.

(t) Take at least 12 periods per week and maintain interaction with the students.

46. **Administration.** The responsibilities are as under:-

(a) Appointment of Administrative Staff as selected by the SAMC.

(b) To implement instructions and policies of the authorities in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the school in these fields.

(c) To administer school on sound lines and to develop healthy teacher pupil relationship.

(d) To be responsible for proper maintenance of school accounts and school records, service books of teaching and non-teaching staff, returns and statistics as prescribed by the Society, from time to time.

(e) To handle the official correspondence relating to the School and to furnish within the prescribed dates, all returns and information required by AWES.

(f) To formulate and submit to the Chairman for approval, proposals for teaching staff, furniture, teaching aids etc, well before commencement of the academic session.

(g) To make purchase of stores required for the School, in accordance with the procedure laid down in chapter on Financial Management.

(h) To have physical verification of school property and stocks including condemnation and depreciation conducted by a committee constituted for the purpose through the administrative staff of the School, at least once a year and to inspect the stock ledgers

periodically to ensure their proper maintenance in accordance with the rules. A report to this effect will be made to the Chairman before the school closes for the summer vacation.

- (j) Pursue all legal cases in courts, maintain interaction with legal counsels to monitor progress and keep the Chairman informed and act as per his directions.
- (k) Head of School (Headmaster / Headmistress) will apprise the Chairman about the complaints received through various channels and act as per his directions.
- (l) To be in charge of admissions in the school, preparation of school time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of tests in accordance with the rules prescribed by the Managing Committee, AWES or affiliating authority, from time to time.
- (m) To ensure conduct of regular parent teacher meetings.
- (n) To forward regular progress reports of students to their parents or guardians.
- (o) To promote physical well-being of pupils, secure high standards of cleanliness and health habits and arrange periodic medical examination and forward medical reports to parents or guardians.
- (p) To establish liaison with local units and authorities in order to secure help for better functioning and growth of the school.
- (q) To maintain record of leave for staff. Also sanction all types of leave for staff, except cases of Extra-Ordinary Leave (without Pay) will be referred to Chairman.
- (r) Proper dissemination of all orders and instructions from Chain of Command and AWES and ensure their compliance. She shall keep Chairman apprised of the same. There shall be no deviation from laid down Rules and Regulations. The Head of School (Headmaster / Headmistress) will ensure correct implementation of policies. Management of the school is not authorized to approve any deviation from policies. Any deviation ordered by management will be intimated to BOA by the Head of School (Headmaster / Headmistress), on occurrence.
- (s) Arranging printing of school magazine, Diary and Calendar, if required.
- (t) Address school assembly from time to time to disseminate important information and emphasize on inculcation of healthy moral and social values.
- (u) Identify infrastructure requirements of the schools and project the same to SAMC.
- (v) Ensure safety and security of students, employees and property in the campus.
- (w) Report any untoward incident in the school to the authorities.
- (x) Ensure all amendments to laid down Guidelines for APPSs are incorporated / pasted at the appropriate place in the books concerned.
- (y) Maintain a list of medico sensitive students to cater for medical emergency.
- (z) To ensure timely initiation of ACR of all employees.

47. **Finances.** Refer to Chapter 12 on Financial Management. The responsibilities are:-
- (a) Present School budget for ensuing fin year to SAMC before 31 Jan each year.
 - (b) He/She will ensure the observance of the following instructions: -
 - (i) Scrutiny of pay bills and ensure correctness every month.
 - (ii) Ensure strict adherence to entitlements of staff and will be responsible to make good any loss suffered by the school by negligence or ignorance.
 - (iii) Personally, scrutinize all financial documents and append a certificate to this effect, before putting them up for Chairman's countersignatures.
 - (iv) Maintain a systematic record of entitlements, dues and liabilities of the staff and periodically produce them for perusal by the Chairman.
 - (c) Make arrangements to draw the money from the Bank and will be responsible for its security, safe custody and accounting.
 - (d) To make all payments (including salaries etc) in time and according to rules.
 - (e) To ensure that the school fees are realised and credited to the School Account. He/She will maintain a proper record of defaulters and sundry debtors and prepare a monthly fee reconciliation statement showing amount of fees due, previous dues, if any, fees realised during the month and fees still due. This should reconcile with the Sundry Debtors list. A suggested fee pattern is given at **Appendix D**.
 - (f) Responsible for proper utilization of School funds and ensure financial viability.
 - (g) To ensure that financial entitlements of School employees like service gratuity, leave encashment and EPF are paid in time and correct record of the same is maintained in the School.
48. **Financial Powers.** Refer to Chapter 12 on Financial Management.
49. **Welfare.** The responsibilities are as under:-
- (a) To grant permission to Group 'D' Employees for appearing in higher examinations.
 - (b) To look after the welfare of students and employees.
 - (c) Adequate suggestion boxes for parents and staff suggestions shall be provided in the school premises including Library, Stationery Shop, end of corridors etc. The keys will be kept only with the Chairman to open the boxes, once a month.
50. Blank.

CHAPTER 6: CODE OF CONDUCT FOR TEACHERS

The Code

51. Teacher has the obligation to conduct himself or herself at all times in accordance with highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command respect of pupils, parents and colleagues.

52. A teacher's duty is not merely to communicate knowledge in specific subjects but also to help children grow to their fullest stature and unfold their personality. In this responsible task, what matters most is personal example of the teacher. The following points are, therefore, laid down for the guidance of the teachers of the APPS:-

- (a) Every teacher shall, by precept and example, instill in the minds of pupils entrusted, values of patriotism, respect for all, love for nature and tolerance for other faiths.
- (b) Every teacher has a responsibility towards pupils. He / she must: -
 - (i) Be impartial in his/her relations; be sympathetic & helpful to slow learners.
 - (ii) Aim to improve physical, mental and moral well-being of pupils leading to overall personality development.
 - (iii) Promote freedom of expression coupled with discipline & dignity.
- (c) Every Teacher should be above board in personal conduct and should: -
 - (i) Be temperate and sober in habits, should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the school.
 - (ii) Have an exemplary moral character, dealings with members of the other sex in the School or outside, should not be such as would cause reflection on his/her character or bring discredit to the school.
 - (iii) Be neat & clean and dressed in a dignified manner.
 - (iv) Abide by rules and regulations of the School and show due respect to the constituted authority and diligently carry out instructions.
 - (v) Be punctual in attendance and all work related to class work and any other work or duty assigned by the Head of School (Headmaster / Headmistress).
 - (vi) Consider school property and funds as if placed in trust with him/her and exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.
 - (vii) Promote dignity and solidarity of his/her profession.
 - (viii) Be polite and courteous towards parents and guardians.
 - (ix) Reflect positive aspects of life in the Armed Forces.

- (d) Attend in service training/workshops/seminars when detailed by the School.
- (e) **Don'ts. A Teacher Will Not:** -
- (i) Divulge confidential matters related to the institution.
 - (ii) Be a member of any political party or indulge in activities either openly or in camera, in support of any such party.
 - (iii) Be a member of the State or Central Legislature. He/she shall resign his/her job, before standing for election as a candidate.
 - (iv) Indulge in or encourage any form of malpractice connected with examinations or other school activities.
 - (v) Indulge in making allegations against anyone, which are fake and not supported by concrete evidence and are only based on hear-say.
 - (vi) Undertake private tuition of students in any form. Extra coaching organised in the school campus after the school hours will not be considered as "Private Tuition"
 - (vii) Engage himself/herself in any commercial activity or as a selling agent/cavass for any publishing firm or trader in school campus.
 - (viii) Represent his/her grievances if any, except through proper channel, nor will he/she cavass any non-official or outside influence or support in respect of any matter pertaining to his/her service.
 - (ix) Accept or permit any member of his/her family or any other person acting on his/her behalf, to accept any gift from any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the school.
 - (x) Ask for or accept contribution to or otherwise associate with raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.
 - (xi) Discriminate against any student on the grounds of religion, caste, region, language, place of origin, social and cultural background or and any of them.
 - (xii) Neglect in duties assigned to him/her by the school.
 - (xiii) Remain absent from school without leave or without prior permission.
 - (xiv) Pass any sexist, racist or other derogatory comments against anybody or make allegations, which are not based on facts supported by evidence or making allegations against any member of staff, parent or management, which are later found to be baseless.
 - (xv) While being present in school, absent himself/herself (except with prior permission of Head of School (Headmaster / Headmistress)) from the class which

he/she is required to attend.

(xvi) Practice or incite a student to practice casteism, communalism or untouchability.

(xvii) Cause or incite any person to cause any damage to school property.

(xviii) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite/ allow a student to indulge in communal and sectarian activities.

(xix) Behavior encourage/ incite any student, teacher or other employee to behave in rowdy or disorderly manner in the school premises.

(xx) Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee or give corporal/mass punishment to students

(xxi) Organize or attend any meeting in school except where he/she is required, or permitted by the Head of School (Headmaster / Headmistress) of the school to do so.

(xxii) Carry out monetary transactions with pupils and parents and/ or exploit his/ her school influence for personal ends.

(xxiii) Smoke, use tobacco/tobacco products within the school premises.

Note:-

1. The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend with no official dealings.

2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift.

3. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gifts.

53. The above code of conduct will apply, where applicable, to the members of non-teaching staff of the school as well as the Head of School (Headmaster / Headmistress). If any employee violates the code of conduct, he/she will be liable for administrative or disciplinary action.

54. Blank.

CHAPTER 7: DUTIES AND RESPONSIBILITIES OF SCHOOL ACADEMIC & ADMINISTRATIVE STAFF

Academic Staff

55. **Faculty.** The faculty shall be responsible to impart education to students in 'Play way method'. It is essential that teachers of APPSs adopt a loving, caring, tolerant, patient and compassionate towards these children. Extra caution needs to be exercised on their safety and careful observation ensured to find out their response to instructions.

56. Teachers will be required to adapt to latest pedagogy as advocated for young children and should be inquisitive and progressive in their personal outlook to imbibe modern practices in the fast-changing educational system.

57. **Wellness Teacher (Counselor).** Duties and responsibilities of Wellness Teacher are:-

- (a) Work as a Mental Health Professional directly under the Head of School (Headmaster / Headmistress).
- (b) Administer Psychological tests and interpret results and advise parents for counseling by specialists, wherever required.
- (c) Take effective measures for preventive and crisis handling.
- (d) Conduct parental counseling sessions and workshops.
- (e) Assist school authorities in formulating discipline policies.
- (f) Guide and assist teachers to manage behaviour of children.
- (g) Be a member of interview board and committee for selection of students and teachers for appointments, wherever required.
- (h) Act as advisor to the Head of School (Headmaster / Headmistress) on behavioral matters in the school.

58. **Special Educator.** Duties of Special Educator are:-

- (a) Needs to have the right mindset and temperament to work with students who have wide range of learning, mental, emotional, cognitive and physical disabilities.
- (b) Be creative, highly intuitive, calming nature, detail and deadline oriented, adaptable and even tempered.
- (c) Be able to identify specific need of a particular student and plan, adopt and present lessons to meet each student's needs.
- (d) Teach life skills and basic literacy to affected students.
- (e) Assist general education teachers to adapt lessons that will meet needs of requirements.
- (f) Maintain organized classrooms, limit distractions, use music & voice modulators, breakdown instructions into small manageable tasks, use multi-sensory strategies and give children of CwSN opportunities for success.

- (g) Depending on situation may stay within a Designated Resource Room and work with CwSN and address each disability factor to overcome them.
- (h) Should track student's progress, provide information to parents, create tests/evaluations, create & reinforce classroom rules, work with school administrators and prepare students for standardized tests.
- (j) Should be able to communicate and coordinate with others involved in the student's well-being i.e., parents, social workers, school psychologist, occupational & physical therapists, school administrators and other teachers.
- (k) His/Her ultimate role as a Special Educator is to provide instructions and support which facilitates the participation of students with disabilities in regular classrooms.
- (l) Maintain resource room and undertake any other task given by Head of School (Headmaster / Headmistress).

59. **Librarian.** No separate Librarian shall be hired. The teacher nominated to maintain the small library should be responsible for accounting and maintenance of the Library including the assets therein.

60. **Computer Technician.** A Computer technician should be hired if School has more than 20 computers & IT equipment. If less IT equipment, option to have on call arrangements with a technician could be considered. If Technician is hired, following be applied:-

- (a) Will be responsible for maintenance & upkeep of computers and IT equipment.
- (b) Responsible to switch on/off all computer systems in the morning/evening and to ensure smooth functioning of the Network/Laboratory.
- (c) Should complete scheduled maintaining tasks like running of Anti-Virus, Scan disk/ Disk Defragmenter progress on each machine once a week, making note of frequent faults occurring, proper list of Hardware Components/Software available.
- (d) Keep proper records of Annual Maintenance Contract and its timely renewal.
- (e) Keep records of all System Software/Educational Software and furniture/items in Computer Laboratory.
- (f) Installation and periodic up gradation of Software / Hardware / Anti-Virus.
- (g) Recommend upgradation of computers consistent with technology development.
- (h) Undertake trouble shooting/minor repair of computers, peripheral and Networking.
- (j) Maintenance of Network and Internet connectivity.
- (k) Check and remove common system faults, cannibalize defective components with permission of Head of School (Headmaster / Headmistress) and request for service of engineer, if essential.

Administrative Staff

61. **Supervisor Administration.** Supervisor Administration will be hired if a School is beyond strength of 300 students. If the Student strength is less than 300, School may be provided local

military support to obviate financial burden on the school. He would work under Head of School (Headmaster / Headmistress) and have following duties:-

- (a) Responsible for security arrangements during day and night including fire prevention and lighting arrangements. Supervision to ensure functioning of school guard and proper maintenance of registers at the main gate.
- (b) Assist in making satisfactory arrangements for supply of drinking water for pupils and ensure that school buildings and its fixtures & furniture, office equipment, lavatories, play grounds, school garden etc are properly and carefully maintained.
- (c) Ensure general upkeep, repairs/maintenance of accommodation, vehicles, furniture and equipment.
- (d) Proper hygiene & sanitation and conservancy arrangements in the campus.
- (e) Liaison with units, MES and other institutions for effective functioning.
- (f) Liaison with SHO for organizing anti mosquito sprays.
- (g) Effective supervision of the premises to prevent pilferage, theft, trespassing and encroachment.
- (h) Liaise with Station HQ for Army buses for transportation of children. Coordinate with transporter to ensure smooth running of hired transport.
- (j) Administrative arrangements for educational and recreational trips.
- (k) Arrange Annual Stock Taking cum Condemnation Boards in respect of all stores.
- (l) Assist in administrative arrangements for annual/ sports day, other competitions and annual inspection.
- (m) Ensure timely repair of electric, sanitary fittings and buildings as per orders of Adm Officer/Head of School (Headmaster / Headmistress).
- (n) Supervise group D staff and employ casual labour for casual/routine work of school, as per orders of Head of School (Headmaster / Headmistress).
- (o) Maintain details of important telephone numbers of essential services like Police, Cantonment Board, Hospitals, Fire Stations, District Administration and Education Authorities including District Disaster Management Centre etc.
- (p) Any other duty assigned by the Head of School (Headmaster / Headmistress).

62. Head Clerk.

- (a) Supervision and control of office staff and ensure smooth functioning of offices.
- (b) Assist Head of School (Headmaster / Headmistress) & Supervisor Administration in administration and office work.
- (c) Co-ordinate meetings, conferences, functions and other co-curricular activities/ competitions.
- (d) Meet petty expenses, maintenance of accounts and handing over the same to account section, each month.

- (e) Prepare documents for inspections/visits/meetings.
- (f) Ensure timely submission of periodic reports and returns.
- (g) Maintain register pertaining to students' admissions and withdrawals.
- (h) Attend to visitors, students & staff members and get their work/queries replied/sorted out.
- (j) Get office documents, files and registers updated. Ensure digitization of records.
- (k) Maintain leave record of school staff.
- (l) Maintain school offices, Head of School (Headmaster / Headmistress)'s Office, Office stores and equipment.
- (m) Maintain demand register.
- (n) Remind Supervisor Administration to hold stock taking board every year.
- (o) Any other task assigned by the Head of School (Headmaster / Headmistress).

63. **Accounts Clerk.** Will work under Head Clerk and duties will include the following:-

- (a) Maintenance of cash Account books & ledgers including digitization of accounts.
- (b) To get school fees receipts from the bank, enter in fee receipt register and maintain proper record of fee receipts.
- (c) Ensure fee collection is as per fee due. In case of discrepancy, report the same to Head Clerk/ Head of School (Headmaster / Headmistress).
- (d) Prepare summary of fee collection, reconciliation statements and list of defaulters overall responsible of accounts office concerning all accounts.
- (e) Prepare vouchers of daily income/expenditure and entries in cash books/ledgers. Preparation of monthly balances of cash book / ledgers.
- (f) Prepare pay roll, salary slips of school staff every month and ensure timely deduction /deposition of EPF, ESIC, Taxes and timely issue of Form-16.
- (g) Depositing of cash/cheques to bank. Reconciliation with monthly bank statement and keeping record thereof.
- (h) Preparation of quarterly audit board proceedings.
- (j) Assist Chartered Accountant in carrying out audit.
- (k) Keep photocopies of school FDs and remind Head Clk/Supervisor Administration/ Head of School (Headmaster / Headmistress) for their crediting/re-investment at least thirty days before the date of maturity.
- (l) Will also be the School Cashier. However, he/she would not hold more than Rs 10,000/- under charge in cash, at any time.
- (m) Carry out all tasks assigned by Head Clerk/Head of School (Headmaster / Headmistress).

64. **Ayaas.** Ayaas will be employed in Schools on as required basis. They shall not exceed a

scale as stipulated in these guidelines. They shall perform all duties as assigned by Head of School (Headmaster / Headmistress) and teachers for managing the children. They have to be polite and caring for students and courteous to faculty and other staff members.

65. **Watch & Ward Staff (Chowkidar)**. Watch & Ward Staff will be responsible to look after school property during the school closure and duties will be to:-

(a) Ensure all rooms have been locked properly and keys deposited with Supervisor Administration/ Head of School (Headmaster / Headmistress) / any other designated person. Lock the main gate.

(b) Ensure that nothing belonging to school, teachers or students has been left out. He/she will report to Head of School (Headmaster / Headmistress) if any item of school property or that of any student or teacher has been found out-side. He/she will keep such things in his custody and handover the same to the Head of School (Headmaster / Headmistress) the next day.

(c) Keep a watch on the school premises during the night and report any untoward incident to the Head of School (Headmaster / Headmistress) if staying in the campus. He will report the incident to the Head of School (Headmaster / Headmistress) on telephone, if not staying in the campus, as soon as possible. He will also report the incident to the neighboring unit for information and assistance.

(d) Carry out any other task assigned to him/her by the Head of School (Headmaster / Headmistress).

66. **Multi-Tasking Staff (Peon)**. Multi-Tasking Staff will carry out all tasks befitting the appointment assigned by the Head of School (Headmaster / Headmistress) including running errands for school work and delivering dak and carrying of documents.

67. **House Keeping Staff (Safai Karamchari)**. House Keeping Staff will ensure that all buildings including Administrative & Academic Blocks, toilets and play grounds are cleaned every day. He/ She will make use of disinfectants as per orders and will work under the Head of School (Headmaster / Headmistress) and Supervisor Administration.

68. **Additional Duties**. In addition to the duties enumerated above, the Head of School (Headmaster / Headmistress) may assign any additional duty to any staff-member, as deemed fit but ensure that they are not employed in her house.

69. **Para Medics (Qualified Nursing Staff)**. Para Medics will perform the duties of providing medical aid/first aid to school employees/students and advise evacuation, where necessary. He/ she would advise the Head of School (Headmaster / Headmistress) on procurement of medicines, ensure that MI Room is adequately stocked with medicines and properly maintained. In absence of female nursing staff, the male Nursing Staff will treat the female patients in presence of a female only. He/she will maintain record including telephone numbers of nearby hospitals/Path labs. Preferably, a qualified female nurse is recommended as Para Medic staff in the school.

70. Duties of other staff if any may be laid down by SAMC of the School.

71. Blank.

CHAPTER 8: CLASSIFICATION, RECRUITMENT, QUALIFICATIONS AND TERMS & CONDITIONS OF SERVICE

References

Appendix E	- Record of Performance/Workshops Attended/Leave Record/Record of Counselling	Article 75
Appendix F	- Qualification Requisites for Staff	Article 75
Appendix G	- Records of Emoluments in respect of Employees	Article 75
Appendix H	- Sample Format for Bio Data: Head of School (Headmaster / Headmistress)	Article 83
Appendix J	- Sample Letter of Offer of Appointment for the Post of Head of School (Headmaster / Headmistress)	Article 83
Appendix K	- Sample Appointment Letter for Head of School (Headmaster / Headmistress)	Article 83
Appendix L	- Sample Agreement between Employer and the Employee	Article 83
Appendix M	- Sample Letter of Offer of Appointment for the Post of Teacher	Article 83
Appendix N	- Sample Appointment Letter for Teachers/Academic Staff	Article 83
Appendix O	- Sample Agreement Regular Teachers	Article 83
Appendix P	- Recommended Staring Lumpsum Salaries	Article 89
Appendix Q	- Leave Account of Employees	Article 97

Authorised Establishment

72. **School Leadership and Supervisory Staff.** The head of the school called the Head of School (Headmaster / Headmistress) will be assisted by team of teachers, Supervisor Administration and Administrative staff in smooth running of the School.

Classification

73. **Teaching staff.** The classification of teaching staff shall be as under:-

(a) **Pre-School Teachers.** Teachers will be employed for teaching all subjects to students of classes Nursery, LKG and UKG. They should be compassionate, adaptive and have sound knowledge of modern-day pedagogical practices for Pre-school level children. They should be fluent in English along with Hindi and preferably one local language. Their services would be utilized for all subjects at the pre-primary level and in addition, also as per individual aptitude and organizational requirement of the School authorities.

(b) **Primary Teachers.** Schools having classes I to V, shall also have Primary teachers. Primary Teachers shall be employed for teaching primary classes. They should be compassionate, adaptive and have sound knowledge of modern-day pedagogical practices for Primary level children. They should be fluent in English along with Hindi and preferably one local language. Their services would be utilized for all subjects at the primary level and in addition, also as per individual aptitude and organizational requirement of the School authorities.

(c) **Specialist Staff.** APPSs should have a **Special Educator** on their rolls. In addition, if finances permit, they may also have a **Counselor**.

74. Besides the Head of School (Headmaster / Headmistress), school academic staff should preferably be worked out as per the guidelines laid down below. This should be aligned generally with staff and services conditions as elucidated in CBSE Affiliation Bye Laws till further instructions are issued by concerned regulatory bodies.

(a) **Academic Staff.**

(i) **Pre-Primary Teacher.** @ 1 for every section of 25 students and an increment of 1 teacher for every 10 Students.

(ii) **Primary Teachers.** 1.25 teachers for Classes I to V per section of 25 students.

(iii) **Activity Teacher.** 1 per 200 Students or part thereof.

(iv) **Special Educator.** @ 1 for every 40 CwSN or part thereof.

(v) **Counselor.** One per School (Not Mandatory).

(vi) **IT Technician.** Based on reqmt/ if hired, should have Advance Diploma or Diploma in Computing & Hardware with knowledge of at least two of the disciplines i.e Networking and LAN Administration, Operating Systems or RDBMS with programming. Hands on experience should be given due weight-age.

(b) **Administrative Staff.** The administrative staff i.e Supervisor Administration, Head Clerk and Accounts Clerk should be on contract for a term of three academic sessions. The contract will be only for one term and shall not be extendable or renewable. On completion of term, administrative staff will have option to appear in a fresh selection process for a vacancy in the school. The periodicity of contracts should terminate along with the end of the academic session. Alternatively, some categories could be filled on contractual basis & some vacancies earmarked be outsourced to the extent feasible, otherwise these be employed on casual /daily wages.

(i) Supervisor Administration.

(ii) Head Clerk-1.

(iii) Accounts Clerk-1.

(iv) Driver (As required).

- (v) Ayaas (1 per sections of Nursery & LKG, 1 per 3 sections of UKG.
- (vi) Group D Staff ie Multi-Tasking Staff, Gardener, Watch & Ward Staff/House Keeping Staff (as required), Tradesmen like Carpenter,Plumber, Electrician etc.

Notes:-

1. Staff in variation to these scales may be approved by the Patron on case to case basis.
2. The services of group D staff should preferably be outsourced; if not feasible they would be employed on casual/daily basis.

Types of Teaching Staff

75. Teaching staff would be employed as per school requirements based on strength of students. The terms shall be as follows:-

(a) **Regular.** This category shall be the nucleus staff employed through deep selection and shall be the backbone of the School faculty and upto 20% of the staff should preferably be 'regular'.

(b) **Fixed Term Contract.** These appointments will be made before the beginning of an academic session for a term of three academic sessions. The contract will only be for one term and shall not be automatically extendable or renewable. On completion of term, a teacher will have option to appear in a fresh selection process for a vacancy in the school. The periodicity of contracts should terminate along with the end of the academic session.

(c) **Adhoc.** These appointments may be made for a limited period not exceeding 11 months to fill up a leave vacancy or a vacancy which may arise due to resignation/removal of another teacher mid-session. Such employment should not exceed one academic session. On completion of term, an adhoc teacher will have option to appear in a fresh selection process for contractual/regular category, provided there is a vacancy and the individual meets the QR for that employment.

Notes:-

1 All regular teachers will be on probation for a minimum of one year and a maximum of two years, which shall be endorsed. The suitability shall be arrived at within the period of probation. Any extension of probation beyond two years shall only be allowed by the Patron based on specific reasons of inability to judge the efficacy of the probationer within the stipulated time. The record of performance will be maintained as per format given at **Appendix E**. The qualification requisites for staff should be as given at **Appendix F**.

2. The emoluments payable to teachers employed on fixed term basis will be at par with the regular teachers.

3. The emoluments admissible to teachers on 'Adhoc' appointments may be determined by the SAMC.

4. Records of emoluments in respect of all employees is to be maintained regularly as per format given at **Appendix G**.

Recruitment

76. **Head of School (Headmaster / Headmistress)**. The Head of School (Headmaster / Headmistress) will be appointed as a regular employee. She will be on probation for a minimum period of one year extendable by another year with the permission of the Patron. A selection committee constituted by concerned Patron will make selection of Head of School (Headmaster / Headmistress) in accordance with QR spelt out in these guidelines. The composition of the selection board shall be as follows:-

- (a) Presiding Officer - Patron or Officer nominated by Patron.
- (b) Members - Chairman of an APS (another school if APS is not available), Head of School (Headmaster / Headmistress) of another APPS (another school, if APPS is not available).
- Minimum two Members as nominated by Chairman (from any office / Family Welfare Organisation of the stn, as deemed fit).

77. An eligible teacher from the same Army Pre-Primary School may appear, as candidate, in the selection process for Head of School (Headmaster / Headmistress) without resigning from her appointment and retain the option to revert back to her previous appointment in case not found suitable during the probation. In such an eventuality, where a teacher from the same school is selected as Head of School (Headmaster / Headmistress), the appointment will be tenanted as 'Officiating Head of School (Headmaster / Headmistress)' for the period of probation and thereafter, if the performance during probation is satisfactory, appointed as Head of School (Headmaster / Headmistress). Her academic load shall be shared by other staff or a fresh appointee during this period. 'Officiating allowance' equal to the difference between the last pay drawn and the salary allowable for Head of School (Headmaster / Headmistress) shall be paid during the officiating period.

78. **Teachers**. Selection of teachers will be made strictly in accordance with the authorized establishment as laid down in Article 74. The selection board shall be convened by the Patron of the School and shall be composed as follows:

- (a) Presiding Officer - Chairman.
- (b) Members - Principal of an APS (another school if APS is not available), Head of School (Headmaster / Headmistress) from another APPS (another school if APPS is not available).
- Minimum two member nominated by Chairman (Any personnel/ Family Welfare Organisation)

Notes:-

1. If a Special Educator/Counselor is being hired, another additional Special educator/ Counselor of the APS/another School should be incl for technical advice.

2. For selection of art craft/music/computer teacher, a subject expert from the APS/ other School shall be or an additional member.
3. **Recruitment.**
- (a) Recruitment shall be open to all.
- (b) Recruitment of Head of School (Headmaster / Headmistress), teachers and administrative staff shall be carried out by the Patron / Officer nominated by him.
4. **Protection of Seniority.**
- (a) A considerable strength of teaching staff including Head of School (Headmaster / Headmistress) belonging to the Army Environment may be migratory. Over a period of time, the organization shall map out an in-house pool of such experienced and eligible teaching staff.
- (b) Teaching staff moving out on transfer accruing out of personal reasons i.e Spouse transfer etc, shall become eligible for appointment in the new station, depending upon the availability of vacancy in school/schools within in the cluster. If there are more than two applicants, then date of application to the management & physical reporting shall take precedence.
- (c) At the outset, preference may be given for direct appointment for a minimum 5 years of experience of serving in at least two different stations/schools. This would also include consistence performance, training undertaken at FDRC/upgradation/courses done over the stipulated period.
- (d) It is necessary that, a pool/panel of eligible teaching staff shall be created & maint centrally to ensure uniform application of rules & prevent misuse, if any. **Further, detailed instructions need to be worked out and disseminated.**
- (e) No transfers of teaching staff shall be ordered by the management. **Readjustment/ Relocation within station, may be carried out by the management.** If relocation/ readjustment outside station but within a cluster is carried out, the same will be augmented with an appraisal and shall be deemed as a reward and be also acceptable to the employee.
- (f) Consequent to a break of 2 years, the applicant will not be eligible for direct appointment. However, based on the number of years of experience, the applicant may be given weightage on a sliding scale during selection as under:-
- | | | |
|-------|--------------------------------|----------------|
| (i) | More than 15 years | - 25% |
| (ii) | Less than 15 years to 10 years | - 15% |
| (iii) | Less than 10 years to 5 years | - 10% |
| (iv) | Less than 5 years to 2 years | - 5% |
| (v) | Less than 2 years | - No Weightage |
- (g) **Protection of Seniority on Appointment.** Teaching staff may be given upto ten increments based on work experience at the discretion of Selection Board at the time of appointment. Refer Article 88.

79. **Activity Teacher (Art Craft/ Music/Dance Teacher).** Selection and employment of teachers in this category may only be done on need basis, subject to fund availability and the size of the school. The salary /grade shall be at par with other teachers of the School.

80. **Administrative Staff.** The feasibility of outsourcing the administrative services/staff will be explored before making appointments of administrative staff. All recruitments of Adm Staff in the schools will be contractual (term based). SAMC may carry out recruitment as per following procedure: -

(a) As far as possible, posts will be advertised in the News Papers one month prior to the date of interview and applications invited. Interviews will be held for various categories of posts.

(b) A merit list of candidates interviewed will be prepared category wise and signed by the members of the Selection Committee. The same will be submitted to the Chairman SAMC for approval.

(c) Candidates will be appointed from the top in the merit list to fill the existing and approved vacancies. Reserve list will be maintained for appointment against vacancies arising subsequently.

(d) Terms and conditions of service, appointment and discharge will be clearly mentioned in the appointment letter. Ex-servicemen applying for the job holding equal competence should be given preference in employment.

81. **Selection Board.** The Board for such selection shall be convened by the Patron with a Chairman as the Presiding Officer. Members would include a Head of School (Headmaster / Headmistress), Supervisor Administration of the School and one more faculty member of a School, besides any member as deemed necessary.

82. **Certificates from Applicants for Employment in School.** The following certificates / self-declaration will be obtained from all applicants:-

(a) Non-involvement in legal/disciplinary cases and in case involved, details of pending cases and punishment awarded where cases have been closed. No individual shall be employed, who has an ongoing criminal case against him/her.

(b) Non-termination/non-dismissal from earlier service due to inefficiency/unsatisfactory performance of duties.

Notes:-

1. The above would be cross checked from the details submitted in the application by the applicant. The Selection Board will consider the above certificates to determine suitability of the candidate for employment.

2. Suppression of any information, submission of false/fake certificates/documents and/or giving false/incorrect information would lead to termination of service of the employee.

83. Sample formats for New Head of School (Headmaster / Headmistress)'s Bio-data, Offer Letters, Appointment Letters and Agreements are at **Appendix H to O**.

Ban on Employment of Relatives of Patron, Chairman, Head of School (Headmaster / Headmistress) and Other Authorities Associated with the School

84. Wife, Son, Daughter and Son / Daughter-in-law of Chief Patron Senior Patron, Patron, Chairman, Head of School (Headmaster / Headmistress), and any other authority associated with the school including SAMC will not be appointed in those APPSs, in respect of which they hold the office without sanction of HQ Comd.

Filling up of Adhoc Vacancies caused due to Leave, Resignations and Terminations during Academic Session

85. These vacancies would be filled on adhoc basis for a period of leave of permanent incumbent/ appointment or till the end of academic session, whichever is earlier. The following guidelines are laid down in this regard: -

(a) If the vacancy occurs at a time of the year where the school work can be carried on without serious handicap or dislocation, the vacancy may not be filled at all. The Head of School (Headmaster / Headmistress) shall manage the affairs of the School with rest of the staff.

(b) If the vacancy is of more than a month's duration and occurs at a time when the teaching work cannot be managed without filling up the vacancy, adhoc appointment may be made. No commitment for permanent absorption should be made in respect of such arrangements and duration of appointment should be clearly specified. This period can be extended later, if the teacher concerned extends his / her leave but in any case, not beyond the long vacation.

(c) In the situation mentioned under (b), if a whole-time teacher is not available, the Head of School (Headmaster / Headmistress) may make some part-time arrangement on reasonable remunerations. The actual amount of remuneration should bear a relationship to time devoted by the person appointed.

86. **Abinitio Void Appointments**. In case any certificate/degree/diploma submitted by the appointee is found to be fake /false and/or any information given by the appointee in application for the appointment or at the time of interview, either verbally or in writing is found to be false or incorrect or if the qualification is not found to be matching the QR for the post, the appointment will be deemed void abinitio and liable for termination with immediate effect, through a termination order and no salary in lieu of notice is required to be paid.

Medical, Character and Other Certificates

87. Every employee shall be required to produce the following certificates on appointment:-

(a) Medical certificate of fitness from hospital established or maintained by the Government/Army or local authority.

(b) Two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying character and conduct to the satisfaction of school authorities.

(c) Original degrees/diplomas, certificates along with certificates(s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

Increments at the Time of Appointment

88. Staff being employed as regular or fixed term employment may be given upto ten increments, based on work experience at the discretion of Selection Board at the time of appointment. Norms of awarding increments would be as given below. Increments should be based not only on years of experience but also on special talent, competence, skills and other factors. **This is not a right of the Candidates** but a facility to draw better quality. Financial resources of school will be considered. Table of increments is as follows:-

(a) One - 3 years' work experience	- One
(b) More than 3 and upto 6 years' work experience	- Two
(c) More than 6 and upto 8 years' work experience	- Three
(d) More than 8 and upto 10 years' work experience	- Four
(e) More than 10 years upto 11 years' work experience	- Five
(f) More than 11 and upto 12 years' work experience	- Six
(g) More than 12 and upto 13 years' work experience	- Seven
(h) More than 13 and upto 14 years' work experience	- Eight
(j) More than 14 and upto 15 years' work experience	- Nine
(k) More than 15 years' work experience	- Ten

Pay and Allowances

89. The schools should be financially self-sustaining. The pay and allowances of employees of APPSs shall be laid down by the LMAs considering Central / State Govt pay scales if any, and shall be fixed subject to local conditions and financial viability of the school. The salaries are directly related to the fee collections and therefore, SAMCs will align both these aspects in consultation with Patron. A sample format with starting lumpsum salaries for various categories of teachers based on strength of schools ie ≤ 300 students, 301-500 students and ≥ 500 students is attached as **Appendix P**.

Notes:

1. The employees of these schools are usually not completing an eight-hour work day and are therefore, government rates have not been recommended for any category of work. But this does not imply that the staff is paid so low that they are not enough to attract talent, or motivating for those already employed. Accordingly, if local conditions warrant, the scales may be suitably modified.

2. **Salary of Term based / Adhoc Teaching / Non-Teaching Academic Staff**. Starting emoluments of staff within a category shall be uniform except for the increments part of it, which may vary based on experience.

3. It is recommended that a school with less than 300 Students should not expand to include Class 1 or above, to avoid expenditure on hiring of PRTs.
4. **Salary of Administrative Staff.** Contractual / adhoc administrative staff shall be on consolidated pay. Group 'D' employees may be aligned with minimum wages as applicable to respective state.
5. **Increment.** Annual Increment to employees on consolidated pay may be fixed at a rate of 5% since they are not being given any DA increases.
6. SAMC may approve lesser salaries, if funds do not permit paying the above-mentioned salaries. Any scale less than tabulated above shall be approved by the Patron.
7. Services of Group D Employees will be outsourced to the extent feasible. Where this is not feasible, they would be employed on casual / daily wages/ part time on wages to be decided by SAMC. In exceptional cases, Group D staff may be employed on temporary basis on consolidated pay with sanction of the Patron.
8. EPF & ESIC membership shall be extended to all eligible employees as per EPF&ESIC Acts, as amended from time to time.
9. Records of emoluments in respect of all employees is to be maintained regularly as per format given at **Appendix G.**

Service Conditions

90. **Regular Teaching, Non-teaching Academic & Administrative Staff.**

(a) **Tenure.** Staff employed under this category shall be on the rolls of the school till attainment of the age of superannuation. The date of superannuation shall be 60 years of age in all categories.

(b) **Probation.** All regular teachers will be on probation for a minimum of one year and a maximum of two years, which shall be endorsed. The suitability shall be arrived at within the period of probation. Any extension of probation beyond two years shall only be allowed by the Patron based on specific reasons of inability to judge the efficacy of the probationer within the stipulated time. Services of an employee during probation or extended period of probation may be terminated by the appointing authority, without assigning any reason by giving one-month notice in writing or one-month salary in lieu of notice. In case, there is a need to terminate the services due to a major act of indiscipline or breach of code of conduct, disciplinary action shall be initiated and only termination of services shall not be resorted to. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one-month notice in writing or one-month salary including all allowances in lieu of notice.

(c) **Confirmation.** If the work and conduct of a regular employee during the period of probation or extended period of probation is found to be satisfactory, the management may confirm services of the regular employee through a written communication. Decision to not give a confirmation shall have to be taken at least one month before the period of

probation and communicated to the probationer as a notice for termination of service. The absence of a written communication in time on decision of non-confirmation and the probationer's continuation in holding the appointment beyond the date of completion of probation, shall also be construed to be a confirmation.

(d) **Retirement.** All members of the academic staff under this category shall retire on the last day of the academic session in which the individual attains the age of 60 years. An individual born on 01 Apr shall however retire on 31 Mar of the same year in which the individual attains the age of 60 years. Non-academic staff shall retire on the last day of the month in which they attain the stipulated age.

(e) **Resignation.** All members can resign from their service by giving two months' notice or two months' pay in lieu of such notice. Also, see Article 93.

(f) **Removal.** A member who turns into a non-performer can be removed from service, if the individual does not show improvement even after serving two written counseling and two warnings interspersed by three months each. Decision of such administrative action shall be preceded by serving a show cause notice and consideration of the reply thereof. The removal of an employee shall be done on the signatures of the appointment, who is empowered to order the convening of a board for selection of such category of employee.

(g) **Transfer.** Refer to Note 4 of Article 78.

(h) **Security Deposit.** Every teacher employed as regular shall have to deposit two months' salary as a security deposit, which may be done in six installments during first six months of the employment.

Note. Service conditions of other academic staff shall be governed by the clauses of their agreement / appointment letter.

91. **Contractual Administrative Staff.** The administrative staff, other than group D staff would be employed on contractual basis. The terms and conditions of contractual administrative staff would be as under:-

(a) **Age.** Whenever, the management desires to appoint contractual Administrative Staff, the maximum age for initial employment would be 45 years. However, if the individual is an ESM, maximum age shall be up to 55 years at the time of initial joining.

(b) **Period of Engagement.** Supervisor Administration and Administrative staff would be appointed for a period of three years at a time. The contractual engagement can only be made through a fresh selection process. The accounts of contractual employees will be closed at the end of the contract period. Contractual Administrative Staff may apply afresh after expiry of initial contract period and their application will be considered on merit.

(c) **Leave Entitlement.** Leave will be entitled to them as given in Article 97.

(d) **Pay and Allowances.** Administrative staff will be employed on consolidated pay as given at Article 89 or as fixed by the School Management.

- (e) **Retirement.** Adm staff shall superannuate at the age of 60 years. This shall be affected on the last day of the month in which the individual attains the age of 60 yrs. Those born on the last day of the month shall however retire on the same day.

Termination of Service due to Closing Down of Schools & Abolition of Posts etc

92. The SAMC shall also be competent to terminate the service of a confirmed employee in case of abolition of a post due to closing down of school/institution, a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one month notice in writing or one-month salary including all allowances.

Resignation

93. If a member of the academic staff including other regular employees intends to resign, he/she shall give two months' notice in writing or two months' salary in lieu to the school. However, other employees shall give one month's notice or one month's salary in lieu. In the case of all members of regular academic staff, resignation should be co-terminus with the end of academic session. The competent authority to accept a resignation shall be the Chairman in the case of teachers, non-academic and Administrative staff and Patron in case of Head of School (Headmaster / Headmistress). Authorities vested with powers to accept the resignation also has the powers to waive off notice period of resignation or clause of co-terminus with Academic Session. Acceptance of resignation shall be given in writing specifying a date when it shall come into effect. Any application for withdrawal of resignation received on or after the date of signing this letter of acceptance shall not be considered.

Notes:-

1. **Vacation Period.** The vacation period may also be counted as part of notice period for the purpose of resignation by a confirmed employee on vacation pay provided; he/she is present on duty either on last working day prior to the commencement of vacation period or on the first day after expiry of the vacation period. However, this provision will be applied at the discretion of management since this does not match with the clause of co-terminus to end of academic session.

2. An employee is allowed to withdraw his / her resignation any time before it is accepted by the competent authority. Once accepted by the competent authority, the resignation comes into effect shall be communicated to the employee through fastest possible means and process initiated to fill the vacancy that is bound to occur as a result of the resignation. If an employee submits resignation with immediate effect or without mentioning any effective date, his/her resignation once accepted by the competent authority, will become final. The resignation will become effective on the mentioned date if accepted by the management.

3. The management at its discretion may decide the date of acceptance of resignation and convey the same to the employee in writing, within three working days of acceptance of resignation.

Age of Retirement

94. **Head of School (Headmaster / Headmistress) and Teaching Staff.** Every employee

shall retire at the age of 60 years. If the age of retirement of the Head of School (Headmaster / Headmistress) and the teaching staff falls during the academic year, they will retire on 31 Mar of the following year (on completion of academic year).

95. **Administrative Staff.** Administrative staff will retire on the last date of the month in which they attain the age of 60 years. Those born on the first day of the month shall however, retire on the last day of the previous month.

Service Benefits

96. The following service benefits will be admissible to the employees of the APPSs:-

(a) Eligible employees as per the Employees Provident Funds and Miscellaneous Provisions Act 1952 (As Amended) would be member of Employees Provident Fund Scheme and will contribute 12% provided the employee strength is 20 or above subject to a salary ceiling of Rs 15000/- per month (Basic + DA). No employees in APPSs, where salary is more than 15000/-pm at the time of appointment will be made member of the EPF.

(b) Accident insurance policy as operational through AWES and if, subscribed to shall be applicable.

(c) Service Gratuity to the regular confirmed employees will be paid at the time of resignation/termination/superannuation @ $\frac{1}{2}$ month's emoluments for every completed year of service as a regular employee provided an employee has continuous service of five years in the institute. Employees who have secured successive contracts through interviews shall not fall in to the category of continuous service. The service gratuity will be limited to a maximum of 16 $\frac{1}{2}$ months emoluments. Service gratuity will not be paid to an employee whose service has been terminated on disciplinary grounds with major penalty.

(d) **Service Gratuity in case of Death of Employee in Service.** In case a regular employee dies while in service, he would be paid gratuity for the period served in the school irrespective of completing 5 years continuous service or not.

(e) For definition of Wages see explanation in Article 2 (s) of "The Payment of Gratuity Act 1972" i.e 'Wages' mean all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and include dearness allowances but does not include any bonus, commission, house rent allowance, overtime wages and any other allowances".

Note:- Formula for calculation of Gratuity. = Monthly Emoluments x 15/26 days x No of years of unbroken Service.

Leave Entitlement of the Staff

97. Staff other than outsourced will be entitled to the following types of leave in an academic year:-

- (a) **Casual.** 08 days. Sunday/Closed holidays falling during the period of casual leave are not counted as part of casual leave. Unavailed casual leave will not be encashed.
- (b) **Medical.** 12 days on half pay or 6 days on full rates of pay. To be availed on the prior production of a medical certificate from a MBBS Doctor, Ayurveda or Homeopath. This may be availed in parts in a calendar year. Accumulation of medical leave up to a maximum of 30 days in entire service is permissible.
- (c) **Vacation.** Applicable only for vacation staff as per academic calendar.
- (d) **Earned.** Earned leave due to non-vacation staff calculated @ 1 day's leave for every 12 days of qualifying service. No earned leave is authorised to vacation staff. While availing earned leave, holidays / Sundays in between the period shall not be excluded from the total leave being availed.
- (e) **Maternity.** Can be given as under:-
- (i) **Pregnancy Cases.** 26 Weeks (applicable up to two surviving children).
- (ii) **Miscarriage/Abortion.** 45 days in the entire career of a female staff. Frequency of this type of leave is on "as required basis", but to a maximum of four weeks, supported by medical certificate.
- (f) **Paternity.** 15 days (for male employees within first two months of adoption/ delivery of child by spouse).
- (g) **Child Adoption.** 80 days (For first adoption only, if there is not more than one surviving child).
- (h) **Extra Ordinary leave (Without Pay).**

Ser	Ground	Max Days	Sanctioning Auth	Remarks
1	Compassionate	15	Head of School (Headmaster / Headmistress)	
2	Medical	90	Head of School (Headmaster / Headmistress)	With Med Cert
3	Compassionate	45	Chairman	
4	Medical	180	Chairman	With Med Cert
5	Maj disease like TB/Cancer Leprosy Mental illness etc.	365 days	Patron	With Med Cert

Notes:-

1. A women employee is entitled to 26 weeks of Maternity Leave, which should commence from a date any time between the Expected Date of Delivery (EDD) and eight weeks prior to it. This leave shall be a continuous span of 26 weeks irrespective of Holidays / Sundays / Vacations etc which may fall within this period. In case the delivery takes place before the EDD, the date of commencement of leave shall accordingly be from the date of actual delivery.
2. A women employee is entitled maternity benefits on completion of 80 days qualifying service (including authorized absence / holidays with wages) in the twelve months immediately preceding the date of her expected delivery.
3. Period of maternity leave will not extend beyond the term of employment.
4. All employees will intimate in writing about their pregnancy and EDD once their pregnancy is confirmed to facilitate the management to plan in advance adhoc appointments for the period of absence on account of maternity.
5. Details for leave of employees is to be maintained as per format given at **Appendix Q**.

Common Rules Regarding Leave

98. All types of leave will be subject to the following rules:-

- (a) Leave is a matter of privilege and cannot be claimed as a right.
- (b) Leave must be got sanctioned, before it is availed of.
- (c) In case of sudden illness or emergency when prior sanction can not be obtained, leave application will be submitted at the earliest, along with a medical certificate. However, telephonic intimation shall be passed to the school authority on the first day.
- (d) Casual leave cannot be combined with earned leave, summer vacation, autumn and winter break. Unexpended casual leave is neither encashable nor accumulated and would lapse at the end of a calendar year, if not availed.
- (e) There shall be no half day's casual leave due to short working hours.
- (f) Period of extra ordinary leave without pay on medical grounds or otherwise, will not count towards notice for resignation from service. It is also clarified that in case resignation is submitted during extra ordinary leave without pay on medical grounds or otherwise, the period of extra ordinary leave will also not count towards notice for resignation.

Note:- Prefix and suffix may be permitted to be combined with CL/EL at the discretion of the sanctioning authority. Vacations cannot be prefixed/suffixed with CL.

Vacation Staff

99. The teaching staff including Counselor of the school, shall be in the category of vacation staff. However, they may, without any extra financial benefits be called for organised educational

activities upto one week (Five working days) during the vacation period in an academic year. Accordingly, leave entitlement to vacation staff will be limited to a maximum of 60 days in a year during the vacation period.

Non-Vacation Staff

100. Head of School (Headmaster / Headmistress), Supervisor Adm, Computer Technician, Office Staff and Group D Employees of the school shall be in the category of Non-vacation staff.

Admissibility of Vacation Pay to Teachers and other Staff Categorised as 'Vacation'

101. The staff of school who have been classified as 'Vacation' and who are not called for duty during the long vacation (Summer), shall be entitled to vacation pay only when they complete eight months continuous service prior to vacation. (For Schools in hill stations and following a longer winter vacation, the summer break will not be considered as the 'Long Vacation' as referred above).

102. It is clarified that a teacher would qualify for vacation pay if he/she is present on duty either on the last working day prior to the commencement of summer vacation or reports for duty on the first day on the expiry of the summer vacation. Adhoc/Temporary/Part-time teachers are not entitled to any vacation pay.

Notes:-

1. The condition of eight months continuous service prior to vacation would apply to long vacation (summer) and not to autumn and winter breaks.
2. Vacation staff can include the summer vacation in their notice period for resignation provided they are present on the last working day prior to commencement of summer vacation and are eligible for vacation pay.

Encashment of Leave by Non-Vacation Staff

103. Regular and those employed for fixed terms non-vacation staff, will be entitled to encashment of leave not exceeding 15 days in a year subject to a total of 300 days at the time of retirement / resignation / completion of term of engagement. Medical/Casual leave cannot be encashed. Contractual employees on consolidated pay would be entitled to encashment of leave at the rate of their consolidated pay not exceeding 15 days in a year. Encashment of leave be permitted in mid service at request of individual at the rate of pay drawn (Basic + DA) at that time. However, total period of such mid service encashment will not exceed overall entitlement of 300 days in the entire service.

Leave Travel Concession

104. Due to financial limitations, leave travel concession facilities cannot be given to the employees of APPSs.

Travelling Allowance/Expenditures

105. Any employee of the APPSs when detailed on duty to proceed to another station will be

entitled to TA. For travel by road in one's own transport, prior permission of the Patron will be obtained. All such moves will be carried out with prior sanction of the Chairman and will be kept to the bare minimum. Employees can be ordered to move on outstation duties by the Chairman. Rates of TA shall be uniformly applied for all schools as follows: -

- (a) **Head of School (Headmaster / Headmistress)**. Air Economy/ AC I tier/ AC Bus. Accommodation Rs 3000/- per day. TA Rs 1000/- per day lump sum.
- (b) **Faculty**. Air Economy/ AC II tier/AC Bus. Accommodation Rs 1000/- per day and TA Rs 750/- per day lump sum.
- (c) **Gp C/ Adm Staff**. AC III Tier. Accommodation Rs 750/- per day and TA Rs 600/- per day lump sum.
- (d) **Gp D Staff**. II Class. Accommodation Rs 500/- per day and TA Rs 400/- per day lump sum.

Note:- All outstation moves of employees, when on duty / not on leave will be intimated by Chairman SAMC to Patron. The scales given above shall be revisited every five years.

Loan

106. Loan up to a maximum of Rs 10,000/- (against security deposit) can be advanced to Group D employees in emergent cases with the approval of Chairman. The loan amount will be recovered in suitable installments from salary as per directions of Chairman. No interest will be levied on the loan. If the loan amount is not returned by the employee within the stipulated time, the loan amount will be adjusted against the security deposit of the employee.

Note:- For the posts which have been abolished through these guidelines, existing staff on such posts shall continue in service to complete their terms of engagement.

107. Blank

CHAPTER 9: MISCELLANEOUS SERVICE RELATED ISSUES

References

Appendix R - Record of Service	
Appendix S - Attestation and Identity Certificates	Article 108
Appendix T - Instructions for Preparation and Maintenance of ACRs	Article 109
Appendix U - Report on Probationer: Head of School (Headmaster / Headmistress)	Article 110
Appendix V - Report on Probationer: Regular Staff other than Head of School (Headmaster / Headmistress)	Article 111
	Article 111

Service Records

108. **Service Book and Personal File.** A service book in respect of all employees will be maintained by all APPSs. For each employee of the school, a personal file would be opened in the school office soon after joining the school. The personal file will be shown to staff/ teacher and signature obtained. On first appointment in the school, particulars of the employee will be filled in the Record of Service (**Appendix R**). A copy of the same will be placed in personal file. Bio data of Head of School (Headmaster / Headmistress) (As per **Appendix H**) along with board proceedings on initial appointment will be forwarded by Chairman to the Patron.

Verification of Character and Antecedents

109. All employees will furnish their antecedents in duplicate as per the attestation and identity certificates given at **Appendix S**, within one month of their appointments. Identity certificate in case of dependents of Defence personnel may be signed by the OC Unit. Services of teachers/ staff whose verification of character and antecedents is not received within one month, will be terminated.

Annual Confidential Reports

110. The work and conduct of each member of regular teaching staff will be reported on, at the end of the academic year in the prescribed Confidential Report Forms. The instructions for preparation of ACR are given at **Appendix T** and ACR Forms for Principal, Teaching Staff & Non-Teaching Staff (NTS) are given at **Annexure - I to III to Appendix T** respectively. ACRs where initiated will be initiated and reviewed as under:-

Notes:-

1. ACRs of School Staff will be initiated and reviewed by designated authorities only, which is neither to be delegated nor given to the officiating incumbent.
2. ACR of Adm Staff will be initiated by Head of School (Headmaster / Headmistress).
3. 90 days of physical service under IO and 45 days under RO would be mandatory for initiation and review of ACR.
4. In case, employee does not complete 90 days under initiating officer, the report can

be initiated by the reviewing officer provided the employee completes 90 days of physical service under him.

5. In case employee does not complete 90 days of physical service under IO or under RO, initiation of his/her ACR can be delayed upto a maximum period of 60 days. In such cases, the period covered under the report would be changed accordingly.

6. The ACRs would be forwarded to SRO (not beyond Patron) for appointments i.e Teachers/Spl Educators/Supervisor Administration for his remarks, only if these are below average, outstanding or when specifically asked by him.

7. If the Head of School (Headmaster / Headmistress) is not appointed in a school for more than 9 months in an academic year or is involved in a disciplinary case for more than 9 months in an academic year, the Officiating Head of School (Headmaster / Headmistress) can be permitted to initiate the ACRs of the designated employees with special permission from the Patron.

8. It is mandatory to show ACRs graded 'Average' and below to the ratee. ACRs having any adverse/advisory remarks will also be shown to the ratee and signatures obtained on the ACR.

9. If IO as stipulated above is not eligible / available to initiate the ACR, SAMC will nominate a person to initiate the ACR.

10. **Retention of ACRs.** ACRs of school employees will be retained for a period of five years after an employee has become non effective. ACRs will be retained for period of three years only in case of an employee dismissed / not granted extension for any reason. The ACRs of employees who have gone to court/appealed against should be retained till finalization of the case.

Report on Probationers

111. A special report on probationers on completion of 11 months of service will be forwarded by the Head of School (Headmaster / Headmistress) to the Chairman SAMC. Subsequent reports will be initiated two months prior to completion of probation. The probation report of the Head of School (Headmaster / Headmistress) will be initiated by the Chairman SAMC and will be reviewed by Patron. The specimen forms of the Report on probation for Head of School (Headmaster / Headmistress) and for Staff other than Head of School (Headmaster / Headmistress) are placed at **Appendices U and V** respectively.

Permission to Teachers to Appear at Higher Examinations

112. Teachers employed in the school may be permitted to appear in higher examinations privately, provided that such pursuit of higher studies is of utility to the school and is not prejudicial to the discharge of his/her duties and responsibilities in the school.

113. Such permission can be granted in case of teachers other than the Head of School (Headmaster / Headmistress) by the Head of School (Headmaster / Headmistress). In the case of the Head of School (Headmaster / Headmistress), such permission shall be obtained from the Chairman, SAMC.

114. The permission to appear in an examination will further be subject to condition that no preparatory leave for such examination shall be granted to the teacher concerned. He/she will only be allowed leave of the kind due, and if no leave is due, extra-ordinary leave without pay for the days of examination plus the actual transit time to place of examination (both ways) will be granted.

In-Service Training of Teachers

115. Head of School (Headmaster / Headmistress) shall be responsible for In-Service training of their teachers. They should plan the Seminars/Workshops/Courses on a yearly basis, their school teachers would attend in various subjects, either in station or outstation in close liaison with Head of School (Headmaster / Headmistress) of other institutions organising such training programmes. In-Service Training of teachers should be planned for complete year and integrated with academic calendar of the school. The in-service training of teachers will be conducted as under: -

- (a) **FDRC.** For five days as per programme to be issued by the FDRC. The teachers will be detailed under school arrangements as per instructions of FDRC.
- (b) **By Respective HQ Command.** Two working days as per programme to be issued by HQ Command concerned. The teachers will be detailed under school arrangement as per instructions of HQ Command concerned.
- (c) **Schools.** For five working days with the commencement of summer vacation i.e, first Monday of summer vacation as per programme to be issued by the school concerned. The teachers will be detailed under the arrangements of the school.

Provision of Uniform for Ayaas, Model Room Attendant incl Group D Employees

116. If funds permit, employees like Ayaas, Model Room Attendant and Group D employees may be issued uniform/items (not cash in lieu) as under:-

- (a) **Ayaas.** Two sets of Light Blue Coloured Saree /or Suit every two years.
- (b) **Model Room Attendant incl Group D Employees.** The standard pattern of uniform for male employees will consist of a Sky-Blue Shirt, Blue trousers, Black Shoes and Black Cap. Short Buttoned-Up Coat/Pullover for winter. For female Group D employees, the standard pattern will consist of Light Sky-Blue Sari, Blouse and Sandal, and Blue Pullover for winter (Sky Blue Salwar Kameez and Dupatta can be given in lieu of Sari).

Teaching Days, Holidays, Vacation and Working Hours

117. **Yearly Schedule.** The School session will be from 01 Apr each year and shall terminate on last day of March the next year. All progress cards and TCs/Admissions etc shall be given away in the first week of March. There shall be an administrative break each year from 16-31 March when Students shall not be required to come to School, however teachers shall be coming to School. This period shall be used to prepare for the next session alongside the management of admissions, transfers, staff recruitment etc. The total number of **teaching days** during the academic year i.e. from the 1st Apr of the year to the 31st Mar of the next year would be minimum

180 days and a max of 200 days. Autumn and summer breaks may be re-arranged as per the orders of local administration. However, the loss of academic days due to orders of the local administration will be made good by adjusting the summer /winter breaks as the case may be. Head of School (Headmaster / Headmistress) will organize interaction with all teachers on academic matters on third Saturday of every month to include evaluation of academic work of the preceding period and planning for the coming weeks.

A break-up of working days and holidays etc. is given below:-

Ser No	Description	Days
(a)	No of Teaching days	180
(b)	Summer Vacation	50
(c)	Autumn break	10
(d)	Winter break	15
(e)	All Saturdays, Sundays and Govt. of India/State Holidays not accounted for in (b) (c) & (d) above	84
(f)	PTMs, Non Academic Days	20
(g)	Holidays at the Discretion of Head Mistress	6
	Total	365

118. **Daily Schedule.** The schedule spread over 180 working days in a year works out to 4 hours (5 periods per day) (40 minsx5), Assembly (20 minutes) and Recess 20 (minutes). If School has Classes 1 and above, the School shall be of 4 hrs 40 mins with one extra period each day. Working hours will be in conformity with other schools in the station. Minor adjustments in the daily schedule could be made within the powers of local Management/ Head of School (Headmaster / Headmistress) to suit local weather/conditions. Incase holidays are announced by the State Govt due to weather and other reasons, the same may be observed. The school is required to intimate to the SAMC the actual dates covering the duration of the autumn, summer, winter breaks and special holidays. Working hours for non-vacation staff will be two hours more than the School hours. Timings for the same will be laid down by the SAMC keeping the overall school timings in view.

Notes:-

1. Schools located at Hill stations may have summer break of 10 days and winter break of 60 days.
2. Working Hours of Adm Staff may be fixed by the SAMC.
3. Teachers would be required to be present in the school for at least one hour more than the School timings ie, 15 minutes before start time and 45 minutes after school to set up arrangements for the next day and to take on additional assignments as per requirements imposed by the Head of School (Headmaster / Headmistress).

119 & 120. Blank.

CHAPTER 10: DISCIPLINE, TERMINATION OF SERVICE, REPRESENTATIONS AND REPORTING OF INCIDENTS

References

- Appendix W - Authority to Award Penalty and Appeal against Decision of Disciplinary Committee. Articles 121(c), (d) and 122(b)
- Appendix X - Redressal of Grievances Articles 133, 134 & 135

Discipline

121. **Employees Other than Head of School (Headmaster / Headmistress)**. The employees under this category, whether under probation or not, suspected of corrupt practices or breach of discipline or misconduct will be dealt in the following manner: -

(a) The Head of School (Headmaster / Headmistress) will carry out preliminary investigations and if prima facie case is established, will forward report in writing to the Chairman of the SAMC for detailing of an Inquiry Officer/Committee for further investigations.

(b) In no case this preliminary investigations and reporting of the matter will be delayed beyond 24 hours. The inquiry officer/committee so appointed will complete the Inquiry expeditiously and forward report to the Presiding Officer, Disciplinary Committee within 20 days. If the delinquent employee does not report for inquiry, when called upon to do so by the inquiry officer/committee appointed for the purpose, or does not give evidence or walks away without permission of inquiry officer/committee, such behaviour of the delinquent employee will lead to termination of service. Same will be recorded in writing by the Committee in inquiry committee report, duly signed by all the members.

(i) Inquiry committee will provide adequate opportunity to the delinquent employee to defend his/her case. The delinquent employee will be allowed to cross examine witnesses and record to that effect be made in the inquiry report, duly signed by the witness, delinquent employee and inquiry officer.

(ii) In case of sexual harassment, the procedure contained in the POCSO Act to be followed by the Inquiry Committee.

(c) An emergent meeting of the Disciplinary Committee will be called within reasonable time. The recommendations of the Inquiry Officer/Committee will be placed before the meeting, for information of all members. The committee may award appropriate penalty under Rules as authorized under **Appendix W**.

(d) Appeal against the decision of the Disciplinary Committee can be made to the authorities as authorized under **Appendix W**, whose decision will be final and binding.

122. **The Head of School (Headmaster / Headmistress)**. The cases against Head of School (Headmaster / Headmistress) will be investigated by the Chairman SAMC in a discreet manner. The Chairman will follow the procedure as given below:-

(a) After preliminary inquiry, in case prima facie is established, he will immediately inform the Patron and send the report in writing. The Patron will detail an Inquiry Officer/Committee to investigate the case within given time frame (Not exceeding 14 days). If the delinquent employee does not report for inquiry when called upon to do so by the Inquiry Officer/committee appointed for the purpose, or does not give evidence or walks away without permission of inquiry officer/committee, such behaviour of the delinquent employee will lead to termination of his/her service. He would forward the report of the inquiry committee to the Patron along with his recommendations for convening of the Disciplinary Committee (DC).

(b) Disciplinary Committee (DC) will be constituted as laid down in Article 40 by the Patron, with instructions to assemble and consider the report of the inquiry officer/committee. The DC can award minor penalties to the above employees. In case of Head of School (Headmaster / Headmistress), the recommendations for award of major penalties would be forwarded to the Patron School (Refer **Appendix W**).

Notes:- Under Article 121 and 122.

1. Disciplinary proceedings without a show cause notice violates the principle of natural justice and is liable to be set aside on the grounds of illegality.
2. Resignation shall not be sought to avoid taking disciplinary action. If this is done, all documentary evidence / findings should be retained for five years and information about such action shall be sent to all schools so that the individual does not take up employment in any Army Educational Institution.

Administrative Action

123. Action can also be taken against employees on grounds of inefficiency, delinquent behavior and redundancy. Following procedure will be followed by the Chairman:-

- (a) Peruse the record of counseling and warnings administered to the employees by the Head of School (Headmaster / Headmistress).
- (b) In case the action is to be taken against the Head of School (Headmaster / Headmistress), the counseling / warnings administered by the Chairman shall be perused by the Patron.
- (c) Issue warning to show improvement giving suitable time (not less than 90 days).
- (d) Issue show cause notice to the employee concerned, seeking a reply within stipulated time (Not less than 15 days from the date of receipt). Proceedings without a show cause notice violate the principle of natural justice and is liable to be set aside on the grounds of illegality.
- (e) Initiate discharge proceedings, if necessary, duly endorsed with considerations on the reply of the employee to the show cause notice. All record of proceedings shall be maintained, with reasons considered for taking this step.

(f) Termination of service, confirmation and disposal of appeal against termination will be in accordance with **Appendix W**.

(g) All terminal benefits as applicable, shall be payable after deducting dues if any. Such entitlements should be cleared within 15 days from date of termination.

(h) In case any employee of School absconds from their place of duty for more than four days, without any intimation to concerned authorities, a written notice of absence must be sent to the employee at recorded address, through registered post and e-mail. In case of no reply, employee does not return to duty after 15 days of absence, Chairman may terminate the services of the employee suo-moto. If any loss of stores / property / finances is involved, an FIR should also be lodged.

124. **Major and Minor Penalties.** **Major Penalties** are like reduction in grade and dismissal / termination from service. The procedure for disciplinary action has already been covered in Articles 121 & 122 and administrative action in Article 123. Service gratuity will not be paid to an employee whose service has been dismissed/terminated on disciplinary grounds with major penalty. **Minor Penalties** like censure, withholding of increment of pay and recovery of any pecuniary loss caused by an act of omission or commission are minor penalties. The following shall not amount to a penalty within the meaning of this rule, namely:-

- (a) Stoppage at the efficiency bar on the ground of unfitness to cross the bar.
- (b) Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
- (c) Termination of service of a teacher, who was not qualified on the date of appointment.
- (d) Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.

Notes:-

1. **Authority to Award Penalties.** Levels at which the penalties are to be confirmed and levels at which petitions against the penalties are to be disposed are at **Appendix W**. All awards of penalties, confirmation of penalties and disposal of petitions will be under the personal signature of the designated authority.

2. Censure can be awarded by Head of School (Headmaster / Headmistress). However, all other minor penalties will be awarded by the Disciplinary Committee.

Breach of Code of Conduct Leading to Disciplinary Action

125. All employees will follow the Code of Conduct as prescribed under Article 51 to 53 of Rules & Regulations of AWES. The disciplinary proceedings may be initiated against the employees for misconduct as given below:-

- (a) Breach of Code of Conduct as given in Article 51 to 53.
- (b) Willful insubordination or disobedience, whether alone or in combination, with others, to any lawful and reasonable order of a superior.

- (c) Theft, fraud or dishonesty in connection with the School's business or property.
- (d) Willful damage to or loss of School's goods or property.
- (e) Taking or giving bribes or any illegal gratification.
- (f) Habitual absence without leave or absence without leave for more than 10 days.
- (g) Habitual late attendance.
- (h) Breach of any rules and regulations of the School.
- (j) Disorderly behaviour during working hours at the School or any act of subversion of discipline even outside the School.
- (k) Habitual neglect or negligence of work.
- (l) Frequent repetition of any act or omission for which a fine may be imposed.
- (m) Striking work or inciting others to strike work in contravention of the provisions of any law or rule.
- (n) Does not report for inquiry, when called upon to do so, by the Inquiry Officer (IO) / Committee/DC or walks away while giving evidence without completing the same, without permission of IO/Committee/DC.

Note:- If the employee having given all opportunities of hearing does not cooperate at all and ignores the inquiry completely, the justified punishment awarded by the Disciplinary Committee, which is neither shocking nor disproportionate, does not violate the principle of natural justice.

Suspension

126. Chairman SAMC may place an employee under suspension with immediate effect for grave criminal offence like rape, assault, delinquent behaviour and misdemeanor etc to be ratified by the Disciplinary Committee within 7 days. Disciplinary Committee may place an employee under suspension for the following:-

- (a) Where a prima facie case against an employee is established and disciplinary proceedings are contemplated or pending.
- (b) Where a case against him/her in respect of any criminal offence is under investigation or trial.
- (c) Where the employee is charged with embezzlement.
- (d) Where the employee is charged with cruelty towards any student or other employee of the school.
- (e) Where the employee is charged with misbehaviour towards any parent, guardian, student or employee of the school.
- (f) Where the employee is charged with misconduct.

Note:- An employee under suspension can be restrained from attending office and duties, by a written order of the Chairman SAMC/DC as the case may be. He would, however, report as and when ordered by the Chairman/DC and submit a certificate that he/she has not joined any other service during the period of not reporting/suspension.

127. No order for suspension shall remain in force for more than three months, unless the SAMC, for reasons to be recorded by it in writing, directs the continuation of the suspension beyond the period of three months provided that, where a suspension is continued beyond a period of six months, the Patron may, if he is of the opinion that the suspension is being unreasonably prolonged, revoke the order of suspension.

128. An employee shall be deemed to have been placed under suspension by an order of the appointing authority:-

(a) With effect from the date of his detention, if the employee is detained in judicial custody for a period exceeding forty-eight hours on a charge or an offence, which in the opinion of the managing committee involves moral turpitude.

(b) With effect from the date of his conviction, if in the event of a conviction for an offence involving, in the opinion of the managing committee, moral turpitude, the employee is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent to such conviction.

Explanation. The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose, intermittent periods of detention shall be taken into account.

129. Where a penalty of termination from service imposed upon an employee is set aside or rendered void, in consequence of, or by a decision of a court of law or of the Tribunal, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, such employee shall be deemed to have been placed under suspension by the managing committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds, without going into the merits of the case.

130. **Miscellaneous Issues.**

(a) An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Managing Committee or the Patron.

(b) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the SAMC may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

(c) An order of suspension made or deemed to have been made under these rules may, at any time be modified or revoked by SAMC or by the Patron.

131. An employee under suspension shall report for duty, subject to Note to Article 176, and also shall be entitled to a subsistence allowance as an amount equal to one-half of the pay last drawn by him and in addition to such pay, dearness allowance at the appropriate rate to be paid in the same manner as salary.

Termination of Service

132. As the tenure of service is usually the matter of agreement between the employer and the employee, service of an employee may be terminated in the following manner:-

- (a) A contract of service comes to an end, when particular job or the period for which an employee is engaged is completed.
- (b) It can be terminated before the stipulated period by the management by means of notice for a certain period or in lieu of notice by payment of salary for that period.
- (c) It comes to an end by the resignation tendered by an employee as per the terms and conditions laid down in the appointment letter.
- (d) It comes to an end when the employer of AWES terminates/dismisses the employee as per rules of the Society.
- (e) It comes to an end when the post is abolished due to discontinuation of a subject/ closing down of a class/stream or of the School.
- (f) In the case of contractual employees and probationers, the services could be terminated as per terms and conditions given in the appointment letter.
- (g) Services of employees can be terminated as follows:-
 - (i) **On Disciplinary Grounds**. Services of employees found guilty of corrupt practices, breach of discipline and misconduct can be terminated by following the procedure enumerated in Articles 121 & 122. A show cause notice would be issued to the delinquent employee explaining the reasons why his/her services are proposed to be terminated.
 - (ii) **On Administrative Grounds**. The services of employees can be terminated on Administrative Grounds by giving notice for the period (as applicable) or salary in lieu, provided before terminating the service an employee shall be given a show cause notice explaining the reasons why his/her services are proposed to be terminated. Administrative grounds will cover the following:-
 - (aa) Inefficiency.
 - (ab) Suppression of any information, submission of false/fake certificates/ documents and/or giving false or incorrect information.

(ac) Delinquent behaviour.

(ad) Redundancy

Notes:-

1. The school should have sufficient documentary evidence in support of the charge. For the purpose, the school will maintain disciplinary record of each employee. Warnings issued to the employees will be recorded and signed by the employee and the Head of School (Headmaster / Headmistress). In case employee refuses to sign, signatures of two witnesses will be recorded. If required, a proper inquiry be conducted against the charge of delinquent behaviour.

2. For termination of service on administrative grounds, a show cause notice will be given by the Chairman SAMC to the employee. The show cause notice along with the reply of the employee will be considered by the SAMC, who would recommend action against the employee to the appointing authority. The appointing authority will take a decision, which would be conveyed by the Chairman SAMC to the employee.

(h) All termination of service under Article 132 (g) (ii) will be done by the prior concurrence of one level above the level of appointing authority (Reference **Appendix W**).

(j) A copy of disciplinary proceedings/administrative proceedings on termination of service of any head of institution on any account shall be forwarded to the Patron within 10 working days.

Redressal of Grievances

133. Grievances Redressal Committee (GRC) composed as under will be formed in the schools for redressal of grievances of teaching and non-teaching staff :-

- (a) Presiding Officer -Senior member of the SAMC nominated by the Chairman
- (b) Members -Head of School (Headmaster / Headmistress), One teacher (Member of SAMC), One Parent, Head of School (Headmaster / Headmistress) another APPS (If required) and one employee of Adm staff (If required)

134. Functions of Redressal Grievances Committee (GRC).

- (a) The committee will consider written complaints of employees other than complaints against Head of School (Headmaster / Headmistress).
- (b) Consider the complaint and give decision within 15 days of receipt of complaint.
- (c) No Action shall normally be taken on any anonymous and /or pseudonymous complaints made to the GRC in respect of the affairs of the school.

135. Appeals. Appeals against the decision of GRC or other authorities can be addressed to the authorities given at **Appendix X**, who will decide the appeal within 30 days from the date of receipt.

Reporting of Incidents

136. Serious incidents involving cases of accidents, assault and affray, unnatural deaths, ragging, immoral behaviour, damage to property and loss of life would be reported immediately on occurrence in accordance with the procedure enumerated below:-

- (a) **Initial Report.** Initial Report will immediately be submitted by the Head of School (Headmaster / Headmistress) to the authorities in chain on telephone, followed by written report by Fax/e-mail within 24 hrs of the incident. Besides the chain of command, cases of accidental deaths/injuries will be reported to AWES for processing of Insurance claims.
- (b) **Detailed Report.** Detailed report will be sent by the Schools within seven days of the incident by e-mail and post to the authorities in chain including HQ AWES.
- (c) **Final Report.** Final Report will be submitted to the Patron by the Schools, through proper channel on finalisation of the case. A copy shall be endorsed to HQ AWES for records.

137. Prohibition of Sexual Harassment.

(a) All employees of APPSs are prohibited from causing any sexual harassment to employees, students and visitors. Complaints of sexual harassment will be submitted by the complainants in writing to the Head of School (Headmaster / Headmistress)/Complaint Committee. In cases, where sexual harassment occurs as a result of an act of omission by outsiders, the Head of School (Headmaster / Headmistress) shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. For this purpose, sexual harassment would mean unwelcome sexually determined behaviour (whether directly or by implication) and would include the following:-

- (i) A demand or request for sexual favours.
- (ii) Eve-teasing and molestation.
- (iii) Jokes causing or likely to cause awkwardness or embarrassment.
- (iv) Gender based insults or sexist remarks.
- (v) Innuendos, unsavory remarks and taunts.
- (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- (vii) Physical contact, touching or brushing against any part of the body and the advances.
- (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- (ix) Physical confinement against one's will and any other act likely to violate one's privacy.
- (x) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(b) **Reporting of Sexual Harassment Cases within School Campus.** Sexual harassment cases will be reported as given in Article 137.

138. **Use of Tobacco and its Products.** Min of HRD (Dept. of Education), Govt. of India has banned the use of Tobacco/Tobacco products within the school premises by teachers, parents, visitors and staff. All schools will display board indicating "**POSSESSION AND USE OF TOBACCO PRODUCTS IN ANY FORM IS STRICTLY PROHIBITED IN THE SCHOOL**".

139. **Ban on Employment in APPSs-Teachers & Head of School (Headmaster / Headmistress).** The particulars of staff dismissed on the following grounds will be sent to all AWES Cells, HQ AWES and all schools, who will maintain a record of such staff in a register:-

- (a) Dismissed from service on disciplinary grounds.
- (b) Unsatisfactory performance.
- (c) Dismissed on grounds of misconduct or any other serious charges.

140. **Dress.** Keeping in view the sense of responsibility and dignity inherent in the personnel likely to be employed as Head of School (Headmaster / Headmistress) or teachers, no specific dress is laid down for them. However, it shall be obligatory for the teaching staff to be dressed up in a sober manner during the school hours and while present in the school premises. Use of slippers, long loose unkempt hair and nails not closely trimmed are health hazards and poor examples for children. These shall be avoided.

141. **Punctuality.** All employees shall be punctual in attending to their work. Casualness and unpunctuality will be viewed seriously and would attract disciplinary action.

142-144. Blank.

CHAPTER 11: ADMISSION RULES

References

Appendix Y - Transfer Certificate	Article 152
Appendix Z - Specimen for Registration Form	Article 152
Appendix AA - Application for Admission	Article 152

General

145. Admission in APPSs to **children of serving Army personnel coming on transfer from out station can be made anytime during the year and they will not be denied admission.**

Priorities for Admission

146. The priorities for admission, **subject to availability of seats** will be as under:-

- (a) Children of serving Army personnel including DSC (ex-Army), children of Army widows and children of those TA personnel who have a minimum of 5 years embodied service.
- (b) Children of Ex-Army personnel retired / invalidated out on medical grounds with pension, DSC personnel retired with pension from DSC, Children of teaching staff members.
- (c) Children of serving Air Force, Naval and Coast Guard personnel.
- (d) Children of retired Air Force, Naval and Coast Guard personnel.
- (e) Children of ex-Army personnel who left Army with less than 10 years of service and not categorized as ESM.
- (f) Children of Central Armed Police Forces including MES, GREF & TA (when not embodied).
- (g) Other children.

147. The above priorities of admission shall be suitably moderated to bring parity with the priorities of admission offered to wards of Army personnel by other services / organizations in their schools in the same station / location.

148. If due to acute shortage of classrooms there is difficulty in adjusting all children of serving Army personnel, SAMC may further prioritize children at Article 146 (a) as follows:-

- (a) Transfer cases from APPSs and private recognized schools.
- (b) Transfer cases from local schools within the city.
- (c) All other cases.

149. In stations where there are two or more schools, a comprehensive policy will be drawn by the respective Patron (Service Senior) so that load is evenly distributed. It should be based on proximity of the school from residence and availability of seats.

Notes:-

1. Children under Article 146 (f) and (g) will be considered civil Children for the purpose of admission.
2. Children of civilian staff employed in the school will not be counted as civilians for this purpose.

Civilian Children

150. APPSs largely being a facility for service children, admissions to civilian children has to be regulated. For the purpose of attaining, financial viability, the same may be undertaken, albeit with necessary sanctions.

151. Civilian children can be admitted only if infrastructure permits and their admission does not adversely affect teacher to pupil ratio, only after ensuring 100% admission of Army children with a few reserved seats for them for mid-session admissions. A bond from parents of civilian children would be obtained to ensure no automatic admission to APS schools.

Admission Procedures and Evaluation Test

152. **Admission.** All children of serving/retired Army **personnel** coming on Pass/promoted TC from another APPSs any time during the academic year will be admitted based on Transfer Certificate (TC) from previous school, without an admission test. Transfer certificate will be issued to all outgoing students as per format given at **Appendix Y**. Specimen for Registration Form and Application for Admission is given at **Appendix Z & AA** respectively.

153. **Evaluation Test.** No evaluation test will be held, even if the candidate is arriving from a school other than APPS.

Admission With/Without Transfer Certificate

154. Direct admission i.e. admission without a transfer certificate shall be made up to class V only, in the case of wards of Army personnel. If a pupil, who has not previously attended any recognised school, applies for admission to any one of the Classes II to V, his parent or guardian shall be required to give full history of his previous education and submit an affidavit to the effect that his ward has not attended any recognised school till then. He/she shall also be required to submit the District Administration Certificate of Registration of birth to ascertain the exact date of birth of his ward. If a seat is available in the class to which admission is sought, the head of the school shall arrange a special test to determine the suitability of the pupil for admission to the class. Admission shall be granted if the pupil passes in the special test. If the parent or guardian's statement under this clause is found to contain any willful misrepresentation of date of birth or other facts regarding the pupil's educational career, the head of the school shall cancel the admission and report the matter to the education authorities of the district for circulation of the information to other schools. The name of the pupil will be struck off the roll of the school.

Age

155. **Age Limit.** Where state rules are not being enforced, the age of a student on first admission to various classes in APPSs shall be regulated as indicated below:-

<u>For Admission</u>	<u>Completed Age on 31 Mar of Year of Admission</u>
Nursery	3 Years
LKG	4 Years
UKG	5 Years
I	6 Years
II	7 Years

Notes:-

1. The table above shall not be applicable, if a student arrives on transfer from a CBSE recognized School, with an age not matching the ages given above. For all others, the admission shall be moderated as per stipulated age.
2. **For Differently Abled Children.** For admission to Class I, the maximum age limit as on 31 Mar would be 7 years, which can further be relaxed by the Head of School (Headmaster / Headmistress). Age for all other classes will be calculated accordingly.
3. For the purpose of this clause, it is clarified that those born on 01 Apr of the year shall be considered to have completed the age on 31 Mar of the same year.

156. **Proof of Age.** Birth certificate issued by the Registrar of Births and Deaths as authorized by the State Govt/Govt of India.

157. **TC from Other Schools.** TCs in respect of candidates from schools will be accepted for admission provided these are endorsed by the District Education Officer of the District in which the school is located.

158. **Change in Date of Birth.** Once recorded in the school scholar register, request of change of date of birth will be processed as per procedure laid down in CBSE Bye Laws.

159. **Promotion of Students.** All students in the School will be assessed regularly on their progress but no student shall be detained in any class in any APPS under any circumstances. They shall invariably be promoted to the next class under the No Detention Policy of the government.

160. **Inclusive Education.** Students assessed to be slow learners or having any other problem in coping with the curriculum shall be assessed by the Special Educator of the School. The parent should be informed of any such condition and counseled to take proactive steps to help the student in a manner that the child can undergo clinical tests etc. Efforts will specially be made in collaboration with the parents so that such students are appropriately handled, both at home and at school.

161. **Curriculum.** The NCERT has developed a curriculum for Early Childhood Care and Education. This shall be followed in All APPSs. The details of academic framework are given in

Section 2 of this Book. The Schools shall prescribe books/workbooks only out of those recommended by AWES. No Student up to Class II will be required to carry books/workbooks and stationery in the school/ classroom only.

School Uniform

162. **School Uniform.** All students are expected to wear uniform. Uniforms as stipulated below shall be applicable to the students in APPSs.

163. (a) **Summer.**

Boys	Girls
White shirt with half sleeves	White Shirt or Blouse with half sleeves, Plaits and Red Ribbon
Steel Grey shorts or trousers	Steel Grey Divided Skirt Or Steel Grey Kameez with 'V' Neck White Salwar and White Dupatta
White canvas shoes	White canvas shoes
Steel Grey socks	Steel Grey socks
School Belt, Tie (Grey and Red striped Tie and Belt	School Belt, Tie (Grey and Red striped Tie and Belt)
Sikh Students may use a white handkerchief over the bun of hair neatly tied on the head.	Long Hair may be braided

(b) **Winters.**

White shirt	White shirt or Blouse. Plaits and Red Ribbons
Navy Blue blazer or Navy-Blue pullover ('V' Neck without collar)	Navy Blue blazer or Navy Blue pullover ('V' Neck without collar)
Dark Grey worsted trousers or shorts	Dark Grey worsted skirt or Dark Grey Kameez with Half 'V' neck White Salwar and White Dupatta
White Canvas shoes	White canvas shoes
Dark Grey socks or stockings	Dark Grey socks or stockings
School Belt, Tie Badge (Grey and Red striped Tie and Belt,	Tie (Grey and Red striped Tie and Belt) School Belt,
Sikh Students may use a white handkerchief over the bun of hair neatly tied on the head.	Long Hair may be braided

(c) School tie may be made optional in summer at the discretion of the Principal, depending on local weather conditions.

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CHAPTER 12: FINANCIAL MANAGEMENT

General

166. Financial management is an important organizational function. Financial management in Army Pre Primary Schools applies at various levels from Patron, Chairman at supervisory level to Head of School (Headmaster / Headmistress) and Supervisor Administration & Accountant at execution level.

167. To improve financial management, schools must develop effective accounting and auditing practices. Financial management involves operation of accounts, procurement, auditing, accounting and preparing financial documents. The major five pillars of Financial Management are availability of funds, transparency, responsibility, safety and accountability. The guidelines given in this Chapter may be suitably translated into SOPs for smooth implementation.

168. Financial robustness and viability of the school is joint responsibility of Head of School (Headmaster / Headmistress), Chairman and Patron. They will work towards this and ensure the same.

Financial Management and Responsibility

169. Head of School (Headmaster / Headmistress) will be overall responsible to manage the finances of the school. She would be assisted by Supervisor Administration, and/or by the Accountant/Account Clerk of the school. She will ensure that all policies on management of finances are implemented and complied. She would be responsible for payment of all bills and correct maintenance of accounts.

School Administration and Management Committee (SAMC)

170. **Composition.** Composition of SAMC is given in Article 32 of this book.

Functions

171. Financial functions of the SAMC are as under:-

- (a) Over seeing the financial management of the school.
- (b) Local financial control, raising of funds and incurring expenditure.
- (c) Consider and approve Annual Budget of the school after being presented by the Budget Planning and Monitoring Committee (BPMC).
- (d) Workout a Prioritised Procurement Plan (PPP) for the school.
- (e) Ensure proper and optimum utilisation of Financial Assistance received by the school.
- (f) Nominate Chartered Accountant (CA) or Auditor and ensure that school accounts are audited by them every year. Ensure that CA is changed every three years.

Financial Responsibilities of the Chairman

172. The Chairman will function as Chief Executive and exercise general supervision to ensure

proper functioning of the school. His detailed powers and responsibilities (read in conjunction with Article 36 of this book) are as under:-

- (a) Preside over the meetings of the SAMC.
- (b) Ensure that the school does not have Deficit Budget.
- (c) Exercise financial powers as laid down.
- (d) Jointly operate the School Bank Account(s) along with the Head of School (Headmaster / Headmistress).
- (e) Sanction annual increments as per financial health of school.
- (f) Financial powers of the Chairman will not be delegated to any officer or member of SAMC except Officiating Chairman. Powers of Chairman may be delegated to Head of School (Headmaster / Headmistress) in exceptional and special circumstances e.g 'General Mobilisation'. Such a delegation will be accorded and withdrawn, in writing, in the form of a speaking order.
- (g) Ensure that the school bank accounts are in the name of the school and not the name of Head of School (Headmaster / Headmistress) or any Local Authority.
- (h) Nominate an officer/team of officers/outsource a person for carrying out Special (Internal) Audit of the school, if required.
- (j) Render whole hearted support to the officer(s) or the person detailed by Patron to carry out the Special (Internal) Audit of the School and not interfere with the process of Special (Internal) Audit ordered by any superior authority.
- (k) Approve payment of Terminal benefits and security deposit to staff. Non payment / stoppage beyond seven days of retirement / resignation / termination of service shall be informed to the Patron with reasons thereof.
- (h) Monitor School Improvement Plan (SIP) / School Development Plan (SDP) in keeping with the school's Academic priorities. Cut down budgeted expenditure in keeping with SIP/SDP, if required. Report to Patron on SIP/SDP every six month.
- (l) The Chairman will be equally accountable for any omission/commission, which may be found in the accounts at any given time.

Staff Officer to Chairman

173. Duties and responsibilities of SO to Chairman are covered in Article 38 and 39 of this book.

Budget Planning & Monitoring Committee (BPMC)

174. **Composition.** The BPMC will be convened by Chairman of the school. Composition of BPMC will be asunder:-

- Presiding Officer - Head of School (Headmaster / Headmistress)
- Members - A Teacher, Supervisor Administration and Accountant/Account Clerk/UDC

175. **Duties of Budget Planning & Monitoring Committee(BPMC).** Duties are as under:-
- (a) Prepare budget in a Fiscal/ Academic year.
 - (b) Assemble in the month of November for a preliminary meeting to plan for Budget for next Fiscal/Academic year.
 - (c) Ensure that the Financial / Non Financial data presented by Supervisor Administration, Accountant, teachers etc. are arithmetically correct.
 - (d) Ensure that Budget is prepared based on total anticipated/ available income from all sources during the Financial Year, less income from Development Fund, Security Deposit Fund (Staff/ students), interest against FDs not received by the school in the planning year and Income over Expenditure of the previous Financial Year.
 - (e) Ensure that Sundry Creditor and Sundry Debtor are reflected by the school in the account books/ relevant documents and the same has been reflected in the budgets.
 - (f) The BPMC shall take into account information, as obtained from Chairman/SO, about turnover of units and its effect on the students roll (class wise/category wise) of the school.
 - (g) The Head of School (Headmaster / Headmistress) and all members of the BPMC will ensure that the staffing norms, as given in this Book, are strictly adhered to and the school staff is optimally utilised and not under-employed.
 - (h) Ensure that no "Deficit Budget" is prepared under any circumstances. The BPMC will plan the Budget that it does not become deficit due to creation of a fait-accompli situation by planning over expenditure in Budget (based on anticipated income). Principal will be personally accountable and responsible for the same.
 - (j) Ensure that the basis/ parameters of calculations while planning and preparing the Annual Budgets for the school, are expressly mentioned and duly supported with documentary evidence, where possible.

Duties of Head of School (Headmaster / Headmistress) (Read in Conjunction with Article 44 to 49 of this Book)

176. The duties of Head of School (Headmaster / Headmistress) about management of finances are given below:-

- (a) Being head of the school, the Head of School (Headmaster / Headmistress) will be overall in-charge of all financial affairs of the school. He/She will ensure compliance to relevant rules and regulations and keep the appropriate superior authorities apprised on all issues, as required.
- (b) She will ensure the following:-
 - (i) Prepare School Profile Statement (staffing structure).
 - (ii) Scrutiny of salary bills every month. Salary for the month is paid on the first day of the next month less the month of March (by 31 Mar only).

- (iii) Salary is paid to the employees after deducting authorised deductions including TDS.
- (iv) Strict adherence to the entitlements of the staff. She will be responsible to make good any loss suffered by the school due to negligence or ignorance in this regard. She will ensure that the staff is not paid in excess to his/her entitlements.
- (v) All financial documents being put up to Chairman for signatures/counter signatures are correct in all respect.
- (vi) Prepare all relevant cheques pertaining to drawl and disbursement of pay and put up the same for counter signature of the Chairman under a properly recorded Noting Sheet from the relevant file.
- (vii) Make arrangements to draw money from bank and will be responsible for its security, safe custody and correct disbursement, when required.
- (viii) Amount paid to the employee or the vendor is through Account Payee Cheques or NEFT or through any other electronic means only and not through bearer's cheque/cash.
- (ix) Travelling Allowance (TA)/ Daily Allowance (DA) claims of the teachers are strictly as per entitlements.
- (x) All advances paid to the teachers/ staff for performance of official duty/ authorised Temporary Duty or for any other purpose is liquidated by submission of bills within 10 days from the date of expenditure/ utilisation of the advances.
- (xi) School fees are realised and credited to the school Account. She will maintain proper record of defaulters and Sundry Debtors and ensure preparation of student wise monthly fee reconciliation statement showing amount of fees due, previous dues, if any, fees realized during the month and fees still due. Ensure maintenance of student ledger. This should reconcile with the Sundry Debtors list.
- (xii) Cash beyond the Cash Monetary Limit (CML) is deposited in the Bank same day.
- (xiii) Unspent money, more than the operating expenses, is invested in FDs in a manner so as to accrue maximum interest.
- (xiv) Funds are used only for the purpose authorised and not otherwise.
- (xv) No unauthorised money is collected from parents of the students. The authorised collection from the parents of students is carried out only after written approval from Chairman and properly accounted for, including making an entry in the Student Ledger.
- (xvi) Ensure that any payment of Rs 5,000/-and above is done through cheques only.

- (xvii) She will ensure that the school/staff and property including school transport is used by the school staff including Head of School (Headmaster / Headmistress) only for official purposes. Use of school property for personal purposes by school staff will amount to financial misappropriation.
 - (xviii) Principles of objectivity, transparency, economy, separation of duties and Value for Money is incorporated in the purchase procedures followed by the school.
 - (xix) No Phantom/ Bogus purchases are carried out by the Head of School (Headmaster / Headmistress)/Purchase Committee/Teachers/Staff from the school funds.
 - (xx) All items/ Stores purchased from the school funds are taken on Ledger charge in the same month viz., Master Property Ledger, Expenditure Ledger, Stationary Ledger, Diesel Consumption Ledger, Repair & Maintenance Ledger etc.
 - (xxi) Bills received are genuine and arithmetically correct.
 - (xxii) Refund of any entitled money to the students is correctly and rightly credited in the account of the students through electronic means only. The individual student ledger is updated every month and reconciled with the bank statement.
 - (xxiii) School funds are audited in accordance with laid down rules.
 - (xxiv) Minimum laid down balance is maintained in the Terminal Benefit Fund (TBF) and Asset Replacement Fund (ARF).
 - (xxv) Amount equivalent to depreciated value of property items is credited in The ARF.
 - (xxvi) Policies/rules/regulations are neither misrepresented nor suppressed. To favour the Head of School (Headmaster / Headmistress)/teachers/staff or any other employee of the school or to cause any financial loss to the school.
 - (xxvii) Safe custody of the Cheque books and school financial documents.
 - (xxviii) She will ensure that the budgeted expenditure is realistic, justified and specific to the school requirement.
- (d) Prepare minutes of SAMC meeting in which the budget was presented and put up the same with complete budget papers for approval of Chairman/Patron.
 - (e) She may take the assistance of Supervisor Administration or any other member of staff in financial management of the school.
 - (f) Extend whole hearted support to the Special (Internal) Auditor/Special (Internal) auditing team by submitting the documents/ data requisitioned by him/them and answering to their queries by school staff.

- (g) Receive Audit Reports/ Special (Internal) Audit Reports and furnish parawise reply, based on facts. Initiate corrective action/disciplinary action against the defaulters and in addition develop action plan to implement their recommendations.
- (h) She will be responsible for settling all Audit objections raised by the CA/ Quarterly Audit Board/Special (Internal) Auditor/Special (Internal) Auditing team.
- (j) Obtain sanction of the Chairman for major repair of stores/equipment on monthly basis.
- (k) Institute adequate internal financial controls and document the same.

Duties of Supervisor Administration (Read in Conjunction with Article 61 of this Book)

177. The duties of Supervisor Administration are enumerated below:-

- (a) Assist Head of School (Headmaster / Headmistress) in discharge of her financial duties and take on tasks as assigned.
- (b) The Supervisor Administration is expected to be flexible to carry out all duties in compliance with the SOP/Financial Procedures Manual (if any) of the school.
- (c) Maintain school accounts and make recommendations to Head of School (Headmaster / Headmistress) on proper investment of school funds as per SOP approved by Patron.
- (d) Arrange remittances to Provident Fund Commissioner, IT authorities, Telephone authorities and electricity and rent and allied charges of accommodation to MES authorities, as per rules.
- (e) Arrange Annual Stock Taking and Condemnation Boards in respect of all stores and undertake proper follow up action. Ensure Annual Stock Taking Board Proceedings reflect the depreciation and the present value of property items.
- (f) Ensure proper maintenance of files, documents, ledgers, vouchers and other documents related to financial matters.
- (g) Prompt processing and payment of the bills as per rules and on instructions of the Head of School (Headmaster / Headmistress).
- (h) Arrange proper Provisioning, Procurement and Accounting of School Stores and Equipment.
- (j) Ensure closing of Cash Account Book before 5th of each month and put up the same for signatures of Head of School (Headmaster / Headmistress).
- (k) Ensure timely realization of interest on FDs from financial institutions/banks and inform the Head of School (Headmaster / Headmistress) about timely renewal of FDs.
- (l) Oversee and ensure that all items/ stores purchased from the school funds are taken on Ledger charge in the same month viz., Master Property Ledger, Expenditure

Ledger, Stationary Ledger, Diesel Consumption Ledger, Repair & Maintenance Ledger etc.

- (m) Handle and assist in all types of audit and take follow up actions on audit objections and keep the Head of School (Headmaster / Headmistress) informed.
- (n) Update/maintain school's financial system related equipment
- (o) Monitor spending against budget and apprise variances from the approved budget to the BPMC/Head of School (Headmaster / Headmistress).
- (p) Generate financial reports, as directed by the Head of School (Headmaster / Headmistress) or any authority nominated by the Patron/Chairman. Ensure adequate cash flow is available in the school.
- (q) Assist the Head of School (Headmaster / Headmistress) in setting up aims and objectives for all support staff, ensuring they are optimally utilised.
- (r) Work with the Accountant to resolve salary related queries from teaching and support staff.
- (s) Ensure that appropriate accountancy systems are in place, in the school. Participate in BPMC as member and assist the Head of School (Headmaster / Headmistress) in preparation of the Annual Budget.
- (t) Provide suggestions and support to the Head of School (Headmaster / Headmistress) on resource planning and income generation and on the school's overall financial status.
- (u) Prepare reports, financial statements and minutes of meetings, as required.
- (v) Co-ordinate purchase of goods and supplies and ensure that the school obtains best value for money from suppliers and contractors.
- (w) Ensure that no "Phantom/Bogus Purchases" are carried out by the school.
- (x) Supervise and maintain the school's financial systems and accounts and keep Head of School (Headmaster / Headmistress) apprised. Maintain the school's database on pupils and staff.
- (y) Be responsible for the security of data and access rights to the system.

Duties of Accountant / Account Clerk

178. The duties of Accountant/ Account Clerk will be as under:-

- (a) He/ She will work under the control of Head Clerk, Supervisor Administration/Head of School (Headmaster / Headmistress) and carryout all tasks as assigned.
- (b) Responsible for correct and actual physical entries in financial documents/ Computer systems.
- (c) Maintain Cash Account Books and Ledgers. He/She will ensure that all the Purchases

have been accounted for and the property value is reflected correctly, as per the depreciation/ appreciation carried out in that month.

- (d) Preparation and posting of receipts from other than fee. He/ She shall ensure that the cash received / held by school is deposited in the bank account on the next bank working day. The daily summary of the cash receipts shall be prepared and put up to Head of School (Headmaster / Headmistress) / Supervisor Administration for counter signatures.
- (e) To ensure that the entitled income of the school has been correctly and rightly received by the school. He/ She will prepare summary of fee collection and student-wise detail of the fees entitled and fees dues every quarter and put up the same to Chairman through Head of School (Headmaster / Headmistress) for countersignatures.
- (f) Preparation of vouchers of daily income/expenditure and necessary entries in cash books /ledgers.
- (g) Ensure that the Pay and allowances to the staff are made only through Pay Roll Management System and not through Cheque.
- (h) Ensure that the salary/payments made is strictly as per entitlement and laid down rules. No payment is made in the name of any ex-employee of the school after his / her termination/resignation/leaving the school.
- (j) Ensure that all cheques prepared are crossed and account payee only. The payments required for bonafide expenditures may be made through bearer cheques with the approval of Vice Chairman/ Chairman after processing them through the Head of School (Headmaster / Headmistress).
- (k) Preparation of monthly balances of Cash Book/Ledgers and Quarterly Audit Board Proceedings.
- (l) Reconciliation of monthly bank statement and keeping record thereof. The Bank Reconciliation shall be carried out diligently for every income and expenditure and the cross reference shall be recorded in Columnar Cash Book, Accounting Software and also in the monthly financial statements issued by the bank. The Bank Reconciliation shall be audited by Quarterly Audit Board and CA every quarter.
- (m) Accountant / Account Clerk shall be personally responsible for any errors of commission or omission in the account books and other documents of accounts maintained by him/ her. The anomalies observed/ detected at a later stage after the Audit of accounts by CA/ QAB (Quarterly Audit Board)/Special (Internal) Auditor(s) doesn't absolve him/ her of the responsibility and accountability of the same.
- (n) Ensure that the issued cheques not presented for payment are correctly Reconciled and the expired cheques are cancelled and taken on charge in the account books in the month of expiry and not afterwards.
- (o) Ensure that payment on account of any expenditure is made only after CFA's approval. All the supporting documents for purchases and payments are maintained and

updated regularly and receipt of payment to the vendor/ employee /recipient is obtained prior to making the payment.

- (p) No payment is made against the Bills without GSTIN, as decided by the SAMC.
- (n) Maintain proper record of stationery used in the account section and take all measures to economise the expenditure of Accounts Section.
- (o) Responsible for the safe custody of all documents pertaining to purchases and payments. Any loss of such documents shall constitute misappropriation of school funds and deemed to be a financial loss to school equivalent to the amount of Purchase/ Payments that can't be ascertained due to the lost documents.
- (p) Maintain fee collection record/register of each student.
- (q) Maintain proper record of Sundry Creditors/Debtors.
- (r) Assume over all responsibility of accounts office covering all matters concerning accounts and assist QABs/CA/Special (Internal) Auditor in conduct of audit.
- (s) Keep photocopies of school FDs and remind Supervisor Administration/ Head of School (Headmaster / Headmistress) about their maturity/re-investment/ interest due atleast one month before the date of maturity.

179. **Signatories Shall not Sign Blank Cheques.** Cheque signatories should also thoroughly check the supporting documents and ensure that the payee details, amount agreed to in the supporting documents, the purchase procedures and the supporting documents are in order.

Financial Powers

180. **Budgeted.** The budgeted financial powers of various authorities for the School Funds (APS) which may be suitably applied to **Army Pre Primary Schools** as under:-

S.No	Appointment	Per Transaction	Monthly Ceiling
(a)	Head of School (Headmaster / Headmistress)	Rs 78,000/-	Rs 7,80,000/-
(b)	Chairman (Col)	Rs 2, 50,000/-	Rs 25,00,000/-
(c)	Patron (Brigadier)	Rs 5,00,000/-	Rs 50,00,000/-
(d)	Maj GenCOS Corps/GOC Division/Sub Area Cdr /Dy Comdt Cat 'A' Est	Rs 15,00,000/-	Rs 1,50,00,000/-
(e)	Lt Gen (Chief of Staff, Command) & GOC Corps/Area/Comdt Cat 'A' Establishment	Rs 22,50,000/-	Rs 2,25,00,000/-
(f)	Army Commander	Rs 30,00,000/-	Rs 3,00,00,000/-
(g)	AG	Rs 60,00,000/-	Rs 6,00,00,000/-
(h)	COAS	Above Rs 60,00,000/-	No limits

181. **Non-Budgeted**. The non-budgeted financial powers will be 50% of Budgeted Financial powers of various authorities in schools as given at Article 180 above.

Fixed Deposit Receipts

182. Fixed Deposit Receipts (FDRs) will be kept under the safe custody of the School. Photocopies will be kept in the safe custody of the Head of School (Headmaster / Headmistress). A FDR register will be maintained by the School with details of amount invested, date of maturity and maturity amount. All FDRs will be in the name of APPS. FDR register will also have details of fixed deposits under various sub heads. The register will be put up on quarterly basis to the Chairman. FDs will be checked by the BOOs detailed by the Chairman and once a year by Chairman personally, in April, and a report of the same will be submitted in writing to the Patron.

183. Reinvestment proposal stating utilization of the interest will be moved on file minimum one month in advance of the date of maturity. Utilization of interest should be as per SOP /Rules and Regulation approved by the Patron.

Ledgers/Books to be Maintained

184. The following ledgers / books will be maintained by the School:-

- (a) Account Book
- (b) Sanction Book – Head of School (Headmaster / Headmistress) & Chairman
- (c) Property Ledger
- (d) Payment Vouchers
- (e) Receipt Vouchers
- (f) Fee Register
- (g) CRV file
- (h) Petty Cash Book
- (j) Security Deposit Register
- (k) Salary Register
- (l) Fixed Deposit Register

Operation of Accounts

185. Accounts will be operated as under:-

- (a) Custodian and Holder - Head of School (Headmaster / Headmistress)
- (b) Joint Signatory - Chairman
- (c) Custody of Cheque Books - Head of School (Headmaster / Headmistress)

186. **Requirement of Cash**. The Supervisor Administration will work out the requirement of cash on weekly basis based on the daily expenditure. A summary of daily expenditure will be put up by the Supervisor Administration for the perusal of the Head of School (Headmaster / Headmistress).

187. **Ceiling Limit for Cash.** Maximum limit for cash in hand will be Rs 10000/- (Rupees ten thousand only). Cash will be kept in the safe custody of the Accountant.

188. **Record of Petty Cash.** Cash in hand in the School will be handled by the Accountant. The cash will be reconciled every day.

189. **Transaction of Cash.** The Accountant will maintain records of day to day payment of cash in hand for expenditure by entering the same in Petty Cash Register. All payment above Rs 5000/- will be made by cheque.

Purchase Procedure

190. All purchases of major items (costing above Rs 10,000/-) will be pre planned well in advance and approved by the Chairman.

191. Items to be purchased would be entered in Sanction Book for sanction of competent authority. Items will only be purchased after sanction.

192. A Purchase Committee comprising of Lt Col/Major/Capt (Presiding Officer), members; Head of School (Headmaster / Headmistress), a Teacher and Supervisor Administration will be detailed by the Chairman for three months. Members of the Purchase Committee in terms of the teacher will be changed after three months. A register maintaining the details of the Purchase Committee will be put up to the Chairman on a quarterly basis. In the event of a Head of School (Headmaster / Headmistress) being CFA for the procurement, the senior most teacher will replace Headmistress as member. The purchase committee will also check the specifications of the items to be purchased and also inspect the stores after receipt.

193. Purchase of articles/group of articles costing upto **Rs 10,000/-** may be made without inviting quotations. Articles costing above **Rs 10,000/-** will always be purchased by inviting quotations. It will be ensured that the total amount (**above Rs 10,000/-**) for which an item/group of items is purchased, is not further broken into successive **Rs 10,000/-** to defeat the essence of this clause.

194. Where quotations are invited for items upto Rs 10,000, the firms should be requested to send their quotations in sealed covers. The quotations will be kept with the Principal and opened by the Purchase Committee on given date and time. These quotations will be kept in a sealed box for opening by a Bd of offrs. The board detailed for opening of quotations will also check the specifications/sample of the items to be purchased.

195. For purchase beyond Rs 10000/-, the quotations will be opened by a Bd of Offrs (BOO) detailed by the Chairman.

196. A comparative statement of the quotations received would be prepared, the lowest rate of each article be indicated in red ink and the recommendations of the BOO/ Purchase Committee would be recorded. The recommendations of the BOO / Purchase Committee would be put up to the Chairman for his approval. Articles will only be purchased on receipt of approval. Minimum three quotations would be required.

197. Items purchased will be taken on ledger charge. A BOO will be convened by the Chairman quarterly after the non-expendable/expendable purchase is done to ensure that property items are taken on ledger and physically checked in all respects.

198. Procedure of calling for quotations need not be adhered to in case items are purchased from CSD / Kendriya Bhandar. No purchase to be carried out through GeM portal as of now.
199. In case, it is felt that lowest quotation is not acceptable, detailed reasons will be included in the noting to justify rejection or acceptance of higher quotation.

Management of Accounts

200. The Columnar Cash Book and cheque books will be kept under the custody of the Head of School (Headmaster / Headmistress). A saving bank account with a Nationalised Bank will be maint. Head of School (Headmaster / Headmistress) will be the Account Holder. It is important that school funds are kept in the school totally separate from other funds. An unambiguous record is required to be maintained to avoid discrepancy in handling of the school funds. The fund heads should have well defined sources of income and expenditure.

201. **Maintenance of Accounts.** Essential aspects/guidelines are as under:-

- (a) A Columnar Cash Book will be maintained in which each monetary transaction will be entered with its supporting documents i.e. receipts and payment vouchers. Entry will be in Cash Acct Book on the day of its occurrence in an appropriate column duly initialed by the Head of School (Headmaster / Headmistress).
- (b) All bills will be stamped 'PAID' with a PV No written in Red Ink. Each cheque will also be given a PV No.
- (c) CRVs will be made for non expendable items. Payments over Rs 1000/- will be made through cheque only, except in exceptional cases, for which special sanction by the CFA will be accorded on case to case basis. All receipts/payment vouchers will be serially numbered for the whole financial year.

202. All non-expendable items purchased from any fund, its cost will be reflected in the Columnar Cash Acct Book under "Property" head.

203. Columnar Cash book will be closed and a balance sheet will be prepared at the end of each month and will be countersigned by the Head of School (Headmaster / Headmistress). The cash balance in hand will be physically checked and endorsed by the Head of School (Headmaster / Headmistress). Bank reconciliation will be prepared to reconcile the balance shown in the bank statement with balance in the Columnar Cash Book.

204. All purchases below Rs 10,000/- under the sanctioning powers of the Head of School (Headmaster / Headmistress) will be maintained in separate sanction book and the same will be informed to the chairman through a noting sheet at the end of each month.

205. Details of amount invested in FDRs will be shown while preparing assets/liabilities, i.e. balance sheet at the end of each month.

Payment of Salary & Fees and Other Charges

206. All employees will have their salary acct in the bank in which the School saving acct is maintained. No salary will be paid in cash.

207. **Fees and other Charges.** School Management can fix the fee chargeable from students in line with directions of the Patron. School fee should be so fixed that the school is financially self-sustaining. Exception to fee may be given to wards of regular and contractual faculty members only if they/spouse are not entitled to CEA from any source.

208. School management may consider online fee payments to avoid cash transactions in the schools. Besides annual fee which is to be charged at the beginning of the academic session, tuition fee should preferably be charged on quarterly basis.

209. A suggested fee pattern for Army and Civilian wards for all APPSs is given at **Appendix D** (Read in conjunction with Article 47). Fee for the wards of the Ex-Servicemen (Defence) Personnel would be same as for wards of service personnel. The criteria to be considered for at par fee is given as under: -

(a) Ex-Army/Navy/Air Force/Coast Guard personnel granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board/invalided medical board.

(b) Recruits medical boarded out and granted disability pension.

(c) Ex-Army/Navy/Air Force/Coast Guard personnel who have taken discharge/released after 10 years of service.

(d) TA personnel retired with pension or those who have taken discharge after 10 years of embodied service.

(e) Members of MNS who have taken discharge after 10 years of service or are in receipt of pension from Army.

(f) Ex-Army Postal Services (APS) personnel who have retired from APS after completing their minimum pensionable service and ex APS personnel who had served in the Army on deputation for a period of 10 years.

(g) Short Commission Officers who were released from service on completion of their term of engagement.

210. **Late Fees.** If fees are not paid by due date (1-10th day of the Month), late fee will be charged as under:-

(a) Up to 20th of the current month -Rs 100/-

(b) Up to 1 month -Rs 200/- Caution/Reminder Notice be sent

(c) From 1 to 2 months -Rs400/-Warning/Reminder Notice be sent

(d) From 2 to 3 months -Rs 750/-

211. **Payment of School Fees.** If fees and fine are not paid for three consecutive months, the name of the student will be struck off the rolls.

Refund of Fee

212. Tuition Fee and Annual Charges already charged from students in advance beyond the date of struck-off-strength from the school, will be refunded alongwith security amount as under :-

- (a) Tuition Fee - Where quarterly fee in advance is charged.
- (b) Annual Charges - Proportionally for the rest of the year.

Additional Issues related to Fees

213. **Navy & AF, Coast Guard, DSC, GREF.** At par with Army in all stations. This shall be suitably moderated to bring parity with the protocol of fee charged from wards of Army Personnel by other services/organisations in their schools in the same station/location.

214. **CAPF.** As a general policy, there will be No fee concession. Northern & Eastern Commands may extend the fee concession at their discretion. However, in stations where there are schools run by CAPF, the concession will **NOT** be extended.

215. **TA Personnel.**

(a) **Ex Servicemen TA.** TA personnel retired with pension from TA to be treated as ex-servicemen and charged fee accordingly.

(b) **TA Personnel with 10 Years Embodied Service.** The children of TA personnel with ten years embodied service to be charged fee at par with the Army children.

(c) **TA Personnel with Less than 10 Years Embodied Service.** The wards of TA personnel with less than ten years embodied service to be charged fee as applicable to civil children.

216. Fee for wards of Ex-Servicemen (Defence) Personnel would be same as for wards of service personnel. The criteria to be considered for at par fee, is given at Article 209.

217. **Exemption of Tuition Fee for Wards of School Employees (Teaching and Non-Teaching).** They would be charged fees at par with civilians paid out of Defence Estimates. Exemption of tuition fee will be granted to two children per employee (less adhoc employees) of the same school. Tuition fee exemption will only be given in case the husband/wife of the employee is not entitled to claim the children education allowance from the Govt. Where the husband/wife of the employee of the school is entitled to claim the children education allowance from the Govt, tuition fee exemption would not be given. However in cases where the tuition fee is more than the children education allowance, the difference between the two would be exempted.

218. **Exemption of Tuition Fee for Special/ Differently Abled Students.** Tuition fee will be charged from special/disabled children (as defined by Govt of India), if they are getting any educational grant/CEA from Govt on account of disability. For other cases, exemption of tuition fee may be allowed by the Patron on the recommendations of SAMC based on financial conditions of the parents.

Budgeting and Accounting Procedure

219. Yearly budget not only aims at balancing the expenditure with income for the year but also caters for the funding of future projects, maintenance and replacement of assets of the School.

220. The budget for the next financial year will be presented by the Head of School (Headmaster / Headmistress) in SAMC and approved by 10th Feb by the Patron. The SAMC has the power to raise observations or pass it. Budget will clearly bring out the assets and liabilities, fixed deposits and best utilization of fund. It should also cater for cost inflation. Previous year income over expenditure upto 31 Mar will be credited in the sub-heads of School Development Fund upto 75% and Terminal Benefit Fund upto 25%.

221. A separate noting will be put up for the approval of the Chairman by 10th Apr for crediting of the balance in the above mentioned sub-heads. The SAMC also reserves the right to credit the amount in any other sub-head on case to case basis. Half yearly review of the budget will be carried out by 31 October every year. The annual growth of the school will be in the range of 5-15%.

222. A rough calculation of income and expenditure for two models of school size of 300 and 500 students is given at **Appendix AB**.

Employees Provident Fund

223. Employees entitled to Provident Fund will be made members of the scheme and employee's share of contribution will be deducted at source as laid down in Employee Provident Fund and Miscellaneous Provision Act 1952, as amended from time to time. Relevant documents will be maintained by the School.

Audit of Account

224. **Quarterly.** The accounts will be audited every quarter by a Board of Officers detailed by Chairman and bd proceedings of the same will be put up to the Chairman. The stock taking of the cheque books and FDs will also be carried out by same BOOs.

225. **External Audit.** Annual audit of the school will be carried out by a Chartered Accountant. The Chartered Accountant will be changed every three years. The Chartered Accountant will carry out physical check of Fixed Deposits receipts and reflect the same in audit report.

Annual Stock Taking Board

226. Physical verification including depreciation / appreciation of items will be done once in a year in June, by a BOOs detailed by Chairman. The proceedings will be approved by Patron.

227. After annual physical verification is completed, a separate Board of Officers will carry out conditioning of stores and depreciation of property.

228. Cyber audit of all computers, held on charge of the school, will be carried out in consultation with respective LMAs and record thereof, will be maintained.

Security

229. Head of School (Headmaster / Headmistress) is responsible for security of all school assets including physical assets and electronic financial data, under the guidance of Chairman. The school's accounting software should have adequate checks and balances and accounting data shall be backed up regularly. All other financial data and instruments will be secured. Proper record of the personnel handling such instruments must be maintained. A detailed SOP in this regard be prepared at the school level, duly approved by the Chairman.

Charging off Consumable Items

230. The School will maintain two ledgers, Property Ledger and Consumable Item Ledger. Consumable / expendable items will be charged-off on monthly basis.

Property

231. Property items both expendable and not expendable (movable & immovable property) will be taken on separate ledger charge. The details of property will be as under:-

(a) **Immovable Property.** Immovable property will include all items of civil/electrical construction within the School premises.

(b) **Movable Property.** All movable property will include furniture, loan stores, sports store, computers and electronic items etc.

232. **Depreciation of Property Items.** The details of percentages of depreciation for various property items including method of depreciation are given at **Appendix AC.**

Insurance

233. All electronic items, furniture and other property as deemed appropriate by SAMC will be insured against theft & fire.

234-237. Blank.

CHAPTER 13: MISCELLANEOUS

Monitoring of Implementation of Policies & Directions

238. The role of AWES will be limited only to disseminate the central Govt policies / decisions with respect to management/administration of APPSs with the aim of ensuring compliance by all APPSs. Their implementation will be the responsibility of respective LMAs. LMAs under the directions of Patron may institute their own system of inspections. The record of these annual inspections be kept at the level of Patron. The format for Annual Inspection Report is given at Annexure II to Appendix B.

Accommodation, Rent & Allied Charges and Furniture

239. Accommodation.

(a) Provisions for kindergarten school (KG)/ schools has been made in Para 3:40 of Scales of Accommodation. These schools can be constructed under financial powers of various CFAs upto Army Commanders.

(b) Wherever such accommodation is not available, the existing available accommodation can be re-appropriated under Para 64 of Defence Works Procedure (DWP) 2007/Para 155 of Regulations for MES (RMES).

(c) Provision of KG Schools in Stations are authorized as per para 3.40 of SoA 2009. Existing APPSs which have been regularized by MoD can be constructed through AMWP, being a authorized work. New School can be opened in Military Station only with approval of MoD.

240. The scaled auth of area is 2.37 Sqm/child per KG School as per Para 3.40 of SoA. The extract of the same is attached as per **Appendix AD**. While projecting any new building for construction of KG school, it should be ensured that 50% reserve is inbuilt to cater for future expansion.

241. Rent and Allied Charges. The Schools will pay rent and allied charges as per existing instructions and as amended from time to time.

242. Furniture

(a) Furniture has been scaled for schools in Table 3 X of Scale of Furniture 1989.

(b) Wherever schools have been constructed through Regimental/Welfare Funds (Non-Public Funds) or where the furniture is not available, the furniture should be procured through a Board of Officers who will approve the quality and the design.

(c) Physical comfort, economy in material and labour and durability should be the main consideration in design of the furniture of the school. All furniture, fixtures and equipment should be scaled to the size of the pupils for whom they are intended. Great care and prudence should be exercised while ordering furniture for different classes. In particular, it should be ensured that all items of furniture, particularly desks, chairs and tables purchased

by the school are elegant and conform to the size and height of the age group of children for whom they are intended.

School Library

243. The library plays an important role in creating a high-quality early childhood learning experience that enriches language and vocabulary development. The main purpose of the library is to increase the level of information of students, to help develop in them attitudes of devotion to work and help build their character, exposing them to well-chosen ideas and examples given in the books. It is a matter of importance and priority to promote the desire and habit of general reading among the children.

244. The library should be a kid-friendly place where young children can go to look at, or "read" books. The library area should be a clear, defined space with places for students to sit and read. Some "homey" touches to the library such as lamps, curtains, chairs or furniture, and beanbags can be created.

245. Encouraging a love for reading is essential for children at preschool age. To do this, teachers need to **create a pretty picture in the children's minds that libraries can serve as their sanctuary** for exploring different places, things, and ideas through books. Decorating the space with photographs of children reading books and putting up the students' drawings as a display are good ideas. Quotes and iconic pictures from children's books should also be present in the space to help those who are having a hard time choosing their next book to read.

246. The books selected for the library should augment the academic contents and be consistent with the level of education and understanding of the children. These should be properly stacked to afford ease in selection by children. All schools shall continue to modernize library and have e-library facilities to meet required standard for preschool libraries in future.

Name of Army Pre Primary Schools

247. All schools shall be designated as per Formation Identity (Kharga, Rhino, Chetak, Eagle etc.) "Army Pre Primary School _____ followed by location of the school (example Narangi, Sukna, Gangtok etc.)".

Concessions to Army Widows and Wives of Army Personnel Boarded Out with 100% Disability

248. In order to rehabilitate and to provide them some relief, widows of Army personnel, who die in service, and to wives of those who are boarded out with 100% disability, the following concessions and privileges may be given for the initial appointment only, if the applicant meets basic academic qualification, suitability, competence and potential. No other concession would be given subsequently :-

- (a) Maximum entry age for those who have no teaching experience will be 45 years (instead of 40 years as in case of others).
- (b) Maximum entry age for those who have teaching experience of 5 years or more within the past ten years will be 57 years to ensure 3 years residual service prior to retirement.

- (c) May be appointed as an employee (term based/adhoc/part time/honorary/assistant teacher) without B.Ed and screening test. Minimum 50 percent marks are mandatory in graduation or higher level of education
- (d) They would be required to undergo interview and teaching skills tests as per rules.
- (e) They would be awarded a bonus of 20 marks in addition to the marks obtained in interview and reflected accordingly in the board proceedings.
- (f) The management may consider grant of a second contract after approval of Patron subject to an undertaking by the widow to acquire minimum eligibility qualifications.

Canteen/Tuck Shop Facilities

249. It would be ensured that all food handlers are medically examined on quarterly basis by a qualified Doctor. Supervisor Administration will check the medical certificate of such employees during their visits to the Canteen.

Visits to the School

250. It will be ensured by the school management that the visits to school by various dignitaries are kept to the bare essential. It will be ensured by the Head of School (Headmaster / Headmistress)/Chairman that the academic activities of the school are not disrupted due to inspection/visit.

Detailment of Employees for Duties by Regulatory Bodies

251. In case, the employees are detailed by regulatory bodies for education related duties like invigilator in exams, evaluation of papers, seminars, workshops etc, the detailed employees will be permitted to perform the duties as asked for. They would, however, seek permission of the SAMC/Head of School (Headmaster / Headmistress) if detailed directly by name.

Prohibition Against Becoming Members/Office Bearers of Trade Unions and Associations

252. All employees including Head of School (Headmaster / Headmistress) and teachers are prohibited from becoming members/office bearers of trade unions and associations formed outside the school and not recognized by the school management without its due permission.

Legal Aspects

253. All legal issues arising / pertaining to APPS will be handled at LMA level with the guidance of Patron. LMAs may hire legal aid for the same as on required basis and payment to be made from school funds.

Reports and Returns

254. The following Reports and Returns will be submitted to Command AWES Cells by Schools:-

Ser No	Report	From	To	Due date	Authority
(a)	Information Data Army Pre Primary Schools	Army Pre Primary Schools	Comd AWES Cell	01 Aug	HQ AWES Circular No 05/ Policy/04 dated 15 Jun 2004.
(b)	Quarterly report (Updation of records on change of appointment of Patron, Chairman and Head of School (Headmaster/ Headmistress))	Army Pre Primary Schools	Comd AWES Cell	05 th Jan, Apr, Jul & Oct	HQ AWES letter No B/ 45706/DATA/AWES dated 03 Nov 2013.

255. The book shall be reviewed within five years or on further issue of implementation guidelines of NEP 2020, whichever is earlier.

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**Appendix A
(Article 23 refers)**

CERTIFICATE OF REGISTRATION OF SOCIETY ACT XXI OF 1860

No.S/13459of 1983.

I hereby certify that Army Welfare Education Society (AWES) has been registered under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi this 29th Day of April One Thousand Nine Hundred and Eighty Three.

REGISTRATION FEE OF RS. 50/- PAID

Office Seal

**Sd/-X- X-X-X-X-
Registrar of Societies:
Delhi Administration: Delhi**

ANNUAL ADMINISTRATIVE INSPECTION AND BASIC DATA

1. Name of the School
2. Year of Establishment
3. Name of the Head of School (Headmaster / Headmistress)
4. Dates of Last Inspection
5. Dates of Current Inspection
6. Composition of Board of Officers
7. Administrative & Technical Inspection Report

APPS INSPECTION (ADMINISTRATION & TECHNICAL)

1. **Objective.** The objective of inspection for APPS is to ensure that the measures for enabling quality preschool learning in child friendly spaces with a competent staff and continuous LMA support is met for the benefit of the children towards Joyful Learning.

2. **Inspection Team.** It may comprise of three to four persons headed by a (Col/Lt Col) (other than the Chairman), along with a team of academicians comprising of one APS Principal and an APPS Principal (other than the Principal of the school being inspected). The Inspecting Team will examine and deliver remarks based on the status and accordance to the Preschool curriculum, objectives and initiatives implemented in the school. The Inspecting Team will report the required recommendations analysed based on the inspection conducted in the Preschool under the above-mentioned categories. APPS inspection can be conducted under the following three main heads:-

- (a) Physical Setting and Safety Measures.
- (b) Administrative, on-Administrative & School Procedures.
- (c) Technical-School Curriculum & Implementation.

3. **Physical Setting and Safety Measures.** The general ambience of the school must be child friendly, age appropriate, environmental friendly with open spaces for children to play indoor and outdoor games. The Inspecting Team will observe and examine the general layout, maintenance, cleanliness and outlook of the Preschool. The Inspecting Team will examine the safety measures adopted in the school related to Insurance, transport, road, fire & water safety, Natural disaster, CCTV installations and electrical systems and report or recommend any up-gradation as required. The Inspecting Team will check the school facilities related to first aid medical facilities in school and parking areas for children's safety. Related to infrastructure the Inspecting Team will ensure that the school meets the requirements of a safe and child friendly play school. The school should have appropriate number of classrooms that are well ventilated and with good electrical fittings. The infrastructural settings must have child accessible toilets, play areas like sand pit, sensory learning areas, music and dance room, art and craft room, resource room, mini children's library with age appropriate books, digital resources, audio visual room, computer room, an assembly area, playground with child friendly age appropriate play stations or items. The use of safe and Non toxic play items in resource rooms is to be checked. Under Physical Setting and safety measures, the following areas will be inspected:-

- (a) General Layout of Preschool.- Access to parking area, school premise boundary walls, gates.
- (b) Maintenance and Cleanliness of School outlook
- (c) School Building Safety Levels- Electrical fittings, CCTV installations, water (Tanks)

safety measures.

- (d) Appropriate playing, learning, sitting and toilet facilities for children.
- (e) Safety Measures in a school Insurance, Fire safety, Natural Disaster, CCTV installations.
- (f) Medical Facilities-First Aid and infirmary, Personal Hygiene, Healthy Habits formation.
- (g) Learning spaces- Age appropriate and curriculum related learning spaces, no of classrooms, no of sections, ratio of students per classrooms, Art room, Music room, dance room, play rooms, Audio visual rooms, computer rooms, play ground, indoor outdoor spaces, mini library with age appropriate books sand pit, water areas, sensory park, play stations. Use of non toxic teaching leaning materials, well equipped digital resources for preschool learning.

4. **Staff-Administrative & Non Administrative & Procedures.** In accordance to Preschool, the APPS will have staff as per appointment norms given and selected by LMA. The Inspecting Team will check the compliances to standard procedures related to the following:-

- (a) Staff service terms and conditions, Preschool teacher's competency mapping, Cluster Level Master Trainers as Resource persons for own schools and cluster.
- (b) School academic leadership- execution of school improvement plans.
- (c) Admission age criteria's and processes followed.
- (d) Advocacy and support to parents (especially with Children with Special needs (CwSN)).
- (e) POCSO Act Awareness

5. **Technical-School Curriculum Implementation processes.** The Inspecting Team will check compliances to the following:-

- (a) Implementation of School Curricular and Pedagogical Framework (as per NCERT Preschool Curriculum as given in APPS Restructured Curriculum), objectives, initiatives taken as per the Early Childhood Education programme.
- (b) Implementation of Innovative Pedagogy, Lesson planning, Assessment use of teaching learning materials digital and non-digital.
- (c) Teachers' Continuous Professional Development – competency building in various areas, in-house and FDRG trainings.
- (d) Implementation of Baal Vaatika and Vidya Pravesh for seamless transition in class 1.
- (e) Implementation of AWES prescribed books for Preschool 1, 2 & 3.

6. **Inspection Report.** The Inspecting Team will sent a detailed Inspection Report to LMAs. The format is placed as Annexure II to Appendix B.

FORMAT FOR SCHOOL ADMINISTRATIVE AND TECHNICAL INSPECTION

Date of Visit School Name.....

AREAS FOR INSPECTION		<u>Yes</u>	<u>No</u>	<u>Remarks</u>
Physical Setting and Safety Measures	The General outlook of the school is neat and clean.			
(a) General Layout of Preschool.- Access to parking area, school premise boundary walls, gates.	The School is placed at a reasonably accessible distance from home.			
(b) Maintenance and Cleanliness of School outlook.	The Parking area is in a safe area for children.			
(c) Maintenance and Cleanliness of School outlook.	The school boundary and gate is defined and well made.			
(d) School Building Safety Levels- Electrical fittings, CCTV installations, water (Tanks) safety measures.	The building safety and maintenance are adequate.			
(e) School Building Safety Levels- Electrical fittings, CCTV installations, water (Tanks) safety measures.	The school has adequate Safety Levels- Electrical fittings, CCTV installations, water (Tanks) safety measures.			
(f) Appropriate playing, learning, sitting and toilet facilities for children.	The school has adequate appropriate playing, learning, sitting and toilet facilities for children.			
(g) Safety Measures in a school- Insurance, Fire safety, Natural Disaster, CCTV installations.	The school has adequate Safety Measures in a school- Insurance, Fire safety, Natural Disaster, CCTV installations.			
(h) Medical Facilities- First Aid and infirmary, Personal Hygiene, Healthy Habits formation	The school has Medical Facilities- First Aid and infirmary, Personal Hygiene, Healthy Habits formation.			
(j) Learning spaces- Age appropriate and curriculum related learning spaces, no of classrooms, no of sections, ratio of students per classrooms, Art room, Music room, dance room, play	The school has age appropriate Learning spaces- and curriculum related learning spaces.			
	The school has adequate no of classrooms, no of sections, ratio of students per classrooms.			
	The school has adequate Art room, Music room, dance room, play			

AREAS FOR INSPECTION

	<u>Yes</u>	<u>No</u>	<u>Remarks</u>	
<p><u>Staff – Administrative & Non Administrative & Procedures:</u></p> <p>(a) Staff service terms and conditions, Preschool teacher's competency mapping, Cluster Level Master Trainers as Resource persons for own schools and cluster.</p> <p>(b) School academic leadership- execution of school improvement plans. Admission age criteria and processes followed.</p> <p><u>ADMISSION PROCEDURES</u></p> <ul style="list-style-type: none"> • Specific & detailed Information • Information Brochures & Pamphlets • Admission Age • Admission procedures <p>(c) Advocacy and support to parents (especially with Children with Special needs (CwSN). POCSO Act Awareness</p>	<p>The school is aligned to the given service terms and conditions as set by management.</p>			
	<p>The school has done Teacher's competency Mapping and has Master Trainers in their schools.</p>			
	<p>The School is demonstrating competent leadership in terms of academic performance, school and staff management. POCSO Awareness is given.</p>			
	<p>The admission age for each level Nursery, LKG and UKG have been strictly followed as per the NCERT & ECCE standards.</p>			
	<p>Admission forms are comprehensive & in detail to know about the learner.</p>			
	<p>Parents are given Orientation to Early Childhood Education Program.</p> <p>Parents are given support for CwSN learning. Parental queries are addressed to satisfaction.</p>			
	<p><u>Technical-School Curriculum Implementation processes.</u></p> <p>(a) Implementation of School Curricular and Pedagogical Framework (as per NCERT Preschool Curriculum as given in APPS Restructured Curriculum), objectives, initiatives taken as per the Early Childhood Education programme.</p> <p>(b) Implementation of Innovative Pedagogy, Lesson planning, Assessment use of teaching learning materials</p>	<p>The school has implemented the NCERT (APPS Restructured Curriculum) Curricular and Pedagogical Framework.</p>		
	<p>School is following objectives, initiatives taken as per the Early Childhood Education programme.</p>			
	<p>School has adequately Implemented Innovative Pedagogy, Lesson planning, Assessment use of teaching learning materials digital and non-digital.</p>			
	<p>School has complied to Teachers' Continuous Professional</p>			

AREAS FOR INSPECTION		<u>Yes</u>	<u>No</u>	<u>Remarks</u>
digital and non-digital. Teachers' Continuous Professional Development – competency building in various areas, in-house and FDRC trainings. (c) Implementation of Baal Vaatika and Vidya Pravesh for seamless transition in class 1. (d) Implementation of AWES prescribed books for Preschool 1,2 & 3.	Development – competency building in various areas, in-house and FDRC trainings.			
	(f) School is following Implementation of Baal Vaatika and Vidya Pravesh for seamless transition in class 1.			
	(g) School is following Implementation of AWES prescribed books for Preschool 1, 2 & 3.			
Any other query – PI note here.				

Inspected by

Signed by

SCHOOL INFORMATION DATA AS ON _____

1. Name of School: _____
2. Name of Head of School (Headmaster / Headmistress): _____
3. Tele No: (Mil) _____ (Civ) _____ (Fax No) _____
4. E Mail ID _____
5. Controlling Formations: Command _____ Corps _____
Div _____ Bde _____ Unit _____
6. Military station/Cantt _____
7. Postal Address _____ PIN No _____
8. School started wef : _____

Students.

Category	Boys	Girls	Total
Serving Army Pers			
Retd Army pers			
Air Force and Navy			
Central Armed Police Forces, Coast Guard, Civilians paid out of Defence Estimates, GREF and TA)			
Total			

Note:- (Last 5 years) Till current year.

10. **Class-wise Strength.**

Class	Sec - A	Sec - B	Sec - C	Total	CWSN
Nursery					
LKG					
UKG					
Class -I					
Class -II					

Note:- Create table as per school requirement.

11. **Details of Teachers.**

Ser No	Name	Appt	Qualification	Emp wef	Permt/ Contract/ Adhoc	Army/ Civilians	Attended workshop at FDRC (Yes/No)	Remarks

12. **Details of Adm Staff.**

Ser No	Name	Appt/ Trade	Qualification	Emp wef	Permt/ Contract/ Outsourced	Remarks

13. **State of Infrastructure.**

- (a) Land Area _____ Sq meters
- (b) Building re-appropriated Govt Building /Constructed from _____ Funds.
- (c) Boundary wall with gate _____ (Adequate / Deficient)
- (d) No of Class rooms : _____ (Adequate / Deficient)
- (e) Administrative rooms: _____ (Adequate / Deficient)
- (f) Toilets for Staff and Students : (Adequate / Deficient)
- (g) Play Equipment : (Adequate / Deficient)
- (h) Fire Fighting equipment : (Adequate / Deficient)
14. Resource Room Available? : Yes/ No.
15. Books/Work books prescribed in different classes:
(List Here)

16. **Fee Structure:**

Ser No	Type fee/charges	Amounts	
		Army Wards	Others
(a)	One time Fee		
	(i) Admission Form		
	(ii) Registration		
	(iii) Admission		
	Total		
	(iv) Security (Refundable)		
(b)	Annual Fee (To incl Books/work books. school stationery, play way, school journal, Accident Insurance, etc)		
(c)	Tuition Fee per month		
	(i) Nursery/LKG/UKG		
	(ii) Classes 1 and 2		
	(iii) Classes 3 to 5		

17. Fee increased for the current Academic year _____ %

18. **Salary Structure (Monthly).**

Ser No	Category of Employee	No of Employees	Rate	Salary Bill
1	Head of School (Headmaster / Headmistress)			
2	Pre-Primary Teachers			
3	Primary Teachers*			
4	Clerical Staff & Nur Asstt			
5	Ayaas			
6	Gp D Staff			
	Total			

19. **Accounts.**

(a) **Income Sources.**

- (i) Fee
- (ii) Interest from Bank Deposits
- (iii) Others (Please Specify)
- (iv) Total Annual Income

(b) **Expenditures.**

- (i) Salaries
- (ii) Stationery
- (iii) Others (Please Specify)

(c) **Fixed Deposits.** (Under different heads like Gratuity, School Development, Maintenance, etc)

(d) Average Income over Expenditure last three years:

20. Audited Balance Sheet as on 31 March of last Financial Year)

21. New Initiatives undertaken:

Signature of Head of School (Headmaster / Headmistress) _____

Name _____

Date _____

Counter Signature of Chairman

Place:

Date :

Signature

Name & Appointment

RECOMMENDED FEE STRUCTURE: APPS

Ser No (a)	Type fee/charges <u>One-time Fee</u>	Amounts	
		Army Wards	Civilian wards
	(i) Admission Form	50/-	50/-
	(ii) Registration	450/-	950/-
	(iii) Admission	2000/-	2500/-
	Total	2500/-	3500/-
	(iv) Security (Refundable)	2000/-	5000/-
(b)	Annual Fee (To include books/workbooks. school stationery, play way, school journal, Accident Insurance)	1500/-	1500/-
(c)	Tuition Fee per month		
	(i) Nursery/LKG/UKG	2000/-	3000/-
	(ii) Classes 1 and 2	2500/-	4000/-
	(iii) Classes 3 to 5	3000/-	5000/-

Notes:-

1. Fee shall be revised every year by 10% or the rate allowable by the State Education Department, whichever is less. This is mandatory since increasing load of salaries and other operational expenses have to be met by the Schools.
2. Management may decide higher fees as per financial viability of the school on case to case basis, depending upon strength of the school.

PERFORMANCE RECORD

Year	Academic Performance	Personal Conduct	ACR initiated	Reason of Non initiation	Remarks
			OS/NG/G/A/P		

WORKSHOPS ATTENDED

Ser	Dates	Subject/Topic	Agency/Resource person	Remarks

LEAVE RECORD

Year	Dates		No of Days			Remarks
	From	To	Casual Leave	Med Leave	Maternity Leave	

RECORD OF COUNSELING /WARNING

Ser	Date	Counseling for	Written / Verbal	Letter ref if Written	Sign of Principal	Sign of Teacher	Sign of Witness if teacher refuses to sign

Qualification REQUISITES

1. Qualification requisites (QRs) of Teaching, Non-Teaching Academic Staff and Administrative Staff are given insucceeding paras.

2. **Head of School (Headmaster / Headmistress).** The following QRs are laid down for selection of Head of School (Headmaster / Headmistress) of APPSs:-

- (a) Graduate or above in any discipline.
- (b) Mandatory - A Teaching Degree B.Ed (Elementary Education or NTT (mandatory).
- (c) Experience as required under anyone of the following clauses:-
 - (i) At least 3 years experience of administrative charge of a recognized Middle School or higher classes.
 - (ii) At least 5 years experience as Head of School (Headmaster / Headmistress) /Coordinator/Supervisor of Primary Wing of a recognized High School or an APPS.
- (d) Age criteria will be Below 55 years on the date of appointment.

3. **Teachers**

- (a) **Teachers for Pre-School.** Must have at least qualified **Grade XII through any recognized Board CBSE/ICSE/NIOS etc.** with minimum **50% marks**. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable.
- (b) **PRTs. Graduates with 2 years Diploma in Elementary Education (D.E.Ed) / B. Ed in Elementary education** with minimum **50% marks in each**. CTET/State TET qualified.

Note:-

1. The candidate who has qualified as B.Ed and not D.El. Ed would have to undergo a six month bridge course in elementary education from an institution recognized by the NCTE within the period of probation (two years).

3. No specific academic qualification is laid down for activity teachers. Their selection will be subject to suitability based on experience and knowledge as assessed by the Selection Board. Good communication skills in English is mandatory.

4. For teachers being appointed on vacancies that may arise during the course of the academic year ('Adhoc' appointments) the above said QR would be preferred QR and not mandatory QR.

4. **Age.** As on 01 Apr of the year of appointment, the age of the candidate should not be less than 25 years and more than 40 years if not holding any experience. Candidates with at least 5 years teaching experience in the last ten years in Pre-primary classes can be enrolled up to the age of 55 years:-

Note:- To avail of any age relaxation case shall be processed to the Patron.

5. **Special Educator.** Graduation with B.Ed (Special Education) or B.Ed General with 1 Year Diploma in Special Education.

6. **Health Wellness Teacher (Counsellor).** Graduate with Psychology with a certificate or Diploma in Counselling with minimum experience of one year as Wellness Teacher /Counsellor.

Administrative Staff

7. **Supervisor Administration.**

- (a) Preferably an ex-serviceman of General Duties category upto the age of 55 years.
- (b) Minimum graduate in case of civilian.
- (c) Working knowledge of computers and basic financial matters.
- (d) 5 years of experience in administration and ability and willingness for liaison work with various government and non-government agencies.
- (e) Should not have any disciplinary case against him in the entire service.

8. **Head Clerk.**

- (a) Preferably an Ex-Serviceman of clerk category up to the age of 55 years.
- (b) 5-10 years' experience in office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
- (c) Computer Savvy- MS Office. Etc.
- (d) Educational Qualification - Minimum Graduate in case of civilian.
- (e) Should not have any disciplinary case against him in the entire service.

9. **Accounts Clerk/ Accountant.**

- (a) Commerce Graduate or Fifteen years' service as a clerk in the Defence Services.
- (b) Basic computer application course of Army/Diploma in Computer Applications of not less than one-year duration. Speed -12000 key depression per hour. Knowledge of double entry system of accounting, excel sheet and accounting software.
- (c) Minimum 5 years experience as an Accounts clerk in the Defence Services/reputed organization.

10. **Para-Medics.** 10+2 and diploma in Nursing with minimum five years of experience. A female Para-medical should be given preference.

11. **Ayaas.** At least 8th pass.

12. **Group 'D' Staff.** Preferably Group D staff should be outsourced.

Notes:-

- 1. Medical fitness certificate issued by a MBBS Doctor to be submitted by all employees.
- 2. Security clearance / Police verification shall also be obtained.

Appendix G
(Note 9 to Article 89 refers)

ARMY PRE-PRIMARY SCHOOL _____ (Name of the School)

RECORD OF EMOLUMENTS FOR THE MONTH OF _____

Ser No	Name	Basic Pay Rs	Grade Pay	Total Basic Pay	DA Rs	Dues			Recoveries/ Deductions			Net Amount Payable Rs	Signature (on Revenue Stamp)	
						HRA Rs	Misc Rs	Total	EPF Rs	Misc Income Tax Rs	Total			

Date:

Signature of Head of School (Headmaster / Headmistress)

Appendix H
(Article 83 Refers)

**FORMAT FOR BIO DATA: HEAD OF SCHOOL
(HEADMASTER / HEADMISTRESS)**

1. School :
2. Name :
3. Husband/Father's Name & Profession :
4. Date of Birth :
5. Date of Appointment :
6. Date of Superannuation :
7. Date of Marriage :
8. Mob. Number :
9. Qualification (Graduation & above)

Recent
passport
size
Photograph

Qualification	Year	Institution	Subject

10. Experience:-

Job	Institute	From	To

11. Awards, if any :
12. Expertise :
13. Major achievements :
14. Seminar/Workshops attended:-

Event	Date	Venue

15. Books/Papers Published :
16. Computer Literacy :
17. Previous EPF Membership :
18. Any other aspect the appointee would like to highlight :

Dated : (Signature of Head of School (Headmaster / Headmistress))

**Appendix J
(Article 83 Refers)**

**SAMPLE LETTER OF OFFER OF APPOINTMENT FOR THE POST OF HEAD OF SCHOOL
(HEADMASTER / HEADMISTRESS)**

Tele :

**OFFER OF APPOINTMENT FOR THE POST OF HEAD OF SCHOOL (HEADMASTER /
HEADMISTRESS)**

Dear _____,

1. Reference your application for the post of and interview held on
2. You have been selected for the Post of to be appointed wef. Your basic pay will be ' per month. DA @ %. HRA will/will not be admissible. Increments/Basic Pay and DA shall be revised periodically as applicable from time to time.
3. Initially you will be on probation for a period of, which may be extended further by the appointing authority if necessary. After successful completion of Probation or extended period of probation you will be communicated, in writing, about your confirmation. Important terms and conditions specifying leave entitlements, retirement age, etc. are attached for your perusal.
4. Your appointment is subject to entering into an Agreement with the School Administration and Management Committee, before joining the school, on a Rs 50/- Non-judicial Stamp Paper as given in Sample Agreement attached with Appointment Letter. Failure to enter into an agreement within stipulated period would automatically cancel the Letter of Offer/Letter of Appointment.
5. At the time of joining, you are required to produce Medical Certificate of fitness from a hospital established or maintained by the Government. You are also required to produce two certificates from educationists or any other respectable member of society, not related to you, certifying your character and conduct, to the satisfaction of the school authorities. The referred documents are required to be submitted with the agreement as stated in Para 4, above.
6. You are required to join duty on (..... hrs). You will not be entitled to any TA/DA or charges for conveyance of your baggage for joining the service. The Chairman, School Administration and Management Committee shall not be in any way responsible for any liability towards your previous employer, if any.
7. In view of above, you are requested to confirm your joining in writing, by If you fail to confirm the same by due date, the offer will stand cancelled automatically and the school will be free to appoint the next candidate on the selection panel.
8. If this offer of appointment is acceptable to you, you are required to report to school on for issuance of formal appointment letter. No TA/DA will be paid for this visit. You will produce and submit original certificates/degrees/diplomas, against receipt, alongwith their photocopies for verification, one day prior to joining the school. Original documents will be returned to you after verification within ten working days.
9. You may contact School office in case of any query.

(.....)
Office of the Patron

SAMPLE APPOINTMENT LETTER FOR HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS) OF ARMY PRE-PRIMARY SCHOOL (SCORE OUT/OMIT WHATEVER IS NOT APPLICABLE)

REGD BY POST

.....
.....

APPOINTMENT LETTER FOR HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS)

Dear Sir/Madam,

1. Reference Letter of Offer for appointment dated _____ and your confirmation Letter No _____ dated _____.

2. The School Management congratulates you on being selected as Principal, Army Pre Primary School _____ with effect from _____. You shall be entitled to Basic Salary of _____ with annual increment of ____% per year. You shall be entitled to following allowances, which would be revised periodically:-

(a) _____.

(b) _____.

3. Your service conditions will be governed by Rules and Regulations for Army Pre Primary School, as in vogue. You will study these rules and regulations at the time of joining and submit a certificate before joining that you have read above rules and regulations and would comply with them.

4. Initially, you will be on probation for a period of _____ which may be extended further, if required by the Management. Your services may be terminated during the probation or the extended period of probation by giving one month's notice or salary in lieu of the notice without assigning any reason by the appointing authority. Likewise, you may resign by giving one month's notice or salary in lieu thereof during the probation period.

5. On completion of your probation or extended period of probation you will be communicated, in writing, about your confirmation or otherwise.

6. After confirmation, your service can be terminated by the appointing authority on administrative/disciplinary grounds in accordance with School Rules. On confirmation after successful completion of probation you will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to you, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Management.

7. After confirmation, you can resign from the service by giving two months' notice or two months' pay in lieu of notice with the proviso that you cannot do so during the academic session. The end of the notice period therefore has to be co-terminus with the last day of the academic session. You can leave the service only on acceptance of your resignation by the competent authority. If you resign from the service during academic session or leave the service without your resignation being accepted by the competent authority, your security deposit will stand forfeited.
8. It will be mandatory on your part to keep a Security Deposit equivalent to total emoluments of two months with the school. The amount will be recovered from your salary in six equal installments. The Security Deposit will be refunded to you, interest free, at the time of leaving the service on submission of clearance certificate, provided you have complied with the conditions laid down in Para 7 above.
9. In the event of any loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by SAMC.
10. You will not be entitled to any TA/DA or charges for conveyance of your baggage on joining the service.
11. Prior to joining the service in the school, you will produce "No Objection Certificate/ Clearance Certificate" from your previous employer, if any. Appointing Authority or SAMC shall not be, in any way, responsible for any liability towards your previous employer.
12. Your working hours will be as laid down by the SAMC from time to time. In addition, you will be required to attend meetings/conferences called by the Chairman or any other authority of the school to discuss various issues even after school hours. You would also be required to attend seminars, workshops and academic interactions during the summer vacation for a period up to nine days.
13. Your appointment is made on the basis of information given by you in your application for employment and at the time of interview. You will produce original certificates/degrees/diplomas alongwith self-attested photocopies for verification one day prior to joining the school. Original documents will be returned to you after verification. In case any certificate/ degree/diploma or information given by you is found to be fake/false or incorrect, your appointment will be deemed void abinitio and your services would be terminated without any notice or salary in lieu of notice.
14. At the time of joining, you are required to produce a medical certificate of fitness from a hospital established or maintained by the Government or local authorities. The medical certificate should not be more than one month old.
15. You are required to produce two certificates (Not more than six months old) from educationists or any other respectable member of Society, not related to you, certifying your character and conduct to the satisfaction of the School authorities. In case these certificates are not produced within a period of one month of appointment, the said appointment shall stand null and void.

16. Your appointment is subject to entering into an agreement with Chairman SAMC, on behalf of the Patron, within 15 days of joining the School on a Rs 50/- Non-judicial Stamp Paper as given in Sample Agreement to School Rules and Regulations. Failure to enter into 'Agreement' within stipulated period would automatically cancel the appointment.
17. You will abide by the instructions given to you by the Chairman SAMC and other higher authorities from time to time and take active part in co-curricular and other such activities of the school.
18. You will redress grievances, if any, through Chairman, SAMC. The decision of the Appointing Authority shall be final and binding on you. It may be noted that Army Pre-Primary School _____ comes under the category of 'Unaided Private School' and it is not a Govt. Institute.
19. Your address, as indicated in your application for appointment, shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk within three days from the date of such change and get such change of address recorded.
20. The matters not specified in Rules and Regulations for Army Pre-Primary Schools, this Appointment Letter and Agreement shall be decided on merit by the management and the decision shall be binding on you.
21. You are requested to report for duty on _____ to Chairman SAMC for briefing. If you fail to join by _____ without prior information, the offer will automatically stand cancelled and the next candidate on the panel will be appointed.

Yours Sincerely
Office of the Patron

Appendix L
(Article 83 refers)

SAMPLE AGREEMENT HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS)

Army Pre-Primary School, _____ (Name of the Station)

**Agreement between the Employee (Head of School (Headmaster / Headmistress))
and the Employer**

AGREEMENT

An agreement is made on this _____ day of _____, 20____, between Mr/ Mrs/Miss _____ Head of School (Headmaster / Headmistress) of the School _____ hereinafter called Party No. 1 of the One Part and the Chairman School Administration Management Committee (SAMC) (Army Pre-Primary School.....) on behalf of Board of Administration _____ hereinafter called the Employer, the Party No. 2 of the Other Part. The Party No. 2 hereby agrees to employ the Party No. 1 and the Party No. 1 hereby agrees to serve as _____ in the school on the terms and conditions enumerated as follows:

1. That Party No.1's employment shall begin from the _____ day of _____ Month of the year_____. Party No. 1 shall be paid a monthly Salary of Rs. _____ all-inclusive with annual increment of _____% per year.
2. These shall be revised from time to time as applicable to his/her case.
3. The service conditions of Party No. 1 will be governed by Rules and Regulations for Army Pre-Primary Schools as in vogue. Party No. 1 has already submitted the certificate stating that Party No. 1 has read the said Rules and Regulations and would comply with them. Party No.1 will also abide by orders and instructions (Oral or written) given by or on behalf of Party No. 2.
4. Initially the Party No. 1 will be on probation for a period of _____ which may be extended further by Party No. 2. The services of the Party No. 1 may be terminated during the probation period by giving one month's notice or salary in lieu thereof by Party No. 2. Likewise Party No. 1 can also resign from the service by giving one month's notice or one month's pay in lieu of notice to Party No. 2 during the probation period.
5. After completion of Probation or extended period of probation, Party No. 1 will be communicated, in writing, about the confirmation by Party No. 2.
6. After confirmation of services of Party No. 1, Party No. 2 can terminate the services of Party No. 1 by giving two months' notice or salary in lieu. Likewise, Party No. 1 may also resign by giving two months' notice or salary in lieu thereof with the proviso that Party No. 1 cannot do so during the academic session. The last day of notice for resignation by Party No. 1 has to be co-terminus with the last day of the academic session. Party No. 1 can leave the service of the school only on acceptance of his/her resignation by the Party No. 2. If Party No. 1 resigns from

the school during the academic session and/or leaves the school without acceptance of his/her resignation by the Party No. 2, the Security Deposit of Party No. 1 will stand forfeited.

7. The appointment of Party No. 1 has been made on the basis of certificates/degrees/diplomas submitted by Party No. 1 and information given by Party No. 1 during the interview. If the certificates/degrees/diplomas and/or information given by Party No. 1 are found to be fake/false or incorrect at any stage, the appointment of Party No. 1 would be invalid abinitio and terminated. In such cases no advance notice be served or salary in lieu of notice be given by Party No. 2.

8. Party No. 1 will keep a Security Deposit equivalent to two months total emoluments with Party No. 2. The amount will be recovered from the salary of Party No. 1 in six equal installments by Party No. 2. Party No. 2 will return the Security Deposit, interest free, to Party No. 1 in the event Party No. 1 leaving the service after giving requisite notice and as per terms and conditions given in the Appointment Letter of Party No. 1.

9. During the service under this AGREEMENT, Party No. 1 will be liable to disciplinary action in accordance with the Rules and Regulations of the school as amended from time to time for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or misconduct or non-performance of duties or breach of any of the provisions of the rules and regulations as prescribed by the management and the said School as amended from time to time.

10. If the Party No. 1 is suspended from duty during investigation into any charge of misconduct or other charges mentioned in Para 9 above, Party No. 1 will not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance as per the AWES Rules and Regulations.

11. The Party No. 1 will apply himself/herself honestly, diligently and efficiently under the orders and instructions of Party No. 2. Party No. 1 will discharge all duties pertaining to that office and/or which are necessary to be done in Party No. 1's capacity as aforesaid and will make himself/herself in all respects as useful as may be required of Party No. 1. Party No. 1 will always act in paramount interest of the School.

12. Duties of Party No. 1 will, include the usual duties of the post of Head of School (Headmaster / Headmistress) for which Party No. 1 is employed and any other suitable duty/duties, which the Party No. 2 may call upon Party No. 1 to perform. The Party No. 1 shall not either directly or indirectly engage and be concerned in trade or in a private professional practice, but shall devote the whole of his/her time and attention to the services of Party No. 2. The Party No. 1 shall use his/her utmost exertions to promote the interests of the Party No. 2. Party No. 1 shall conform with and be subject to the terms and conditions of employment, issued by the Management as well as the School Administration and Managing Committee from time to time.

13. On confirmation, after successful completion of probationary period, Party No. 1 will be eligible for annual increment(s) which may have become due during the period of probation. However no increment will be granted to the Party No. 1, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Party No. 2.

14. If at any time, Medical Officer designated by the Party No. 2 certifies that the Party No. 1 is

by reason of any infirmity of mind or body, is incapable of rendering efficient service in the School, the Party No. 1 shall be called upon by Party No. 2 to relinquish the appointment. The decision of the Patron shall be final and binding on Party No. 1.

15. The Party No. 2 will be competent to terminate the service of Party No. 1 as per Rules and Regulations of AWES even after confirmation of service of Party No. 1 in case of closing down of the school by giving two months' notice in writing or two months' salary including all allowances in lieu of the notice.

In witness whereof the Parties hereto set their hands this _____ day of _____ (month) and _____ (year).

In presence of following Witnesses:

1. _____

Address and Occupation of the Witness

Party No. 1 (Signature)
(Head of School (Headmaster / Headmistress))

2. _____

Address and Occupation
of the Witness

Party No. 2 (Signature)
(Patron of the School)

SAMPLE LETTER OF OFFER OF APPOINTMENT FOR THE POST OF TEACHER

Tele:

Dt.....

OFFER OF APPOINTMENT FOR THE POST OF

Dear _____,

1. Reference your application for the post of and interview held on
2. You have been selected for the Post of to be appointed w.e.f. ... Your monthly pay will be ' per month all Inclusive. Increments shall be given periodically as applicable from time to time, as per extant School policies.
3. **(For 'Regular' Appointees only)** Initially you will be on probation for a period of _____, which may be extended further by the appointing authority. After successful completion of probation or extended period of probation you will be communicated, in writing, about your confirmation. Important terms and conditions specifying leave entitlements, retirement age, etc. are attached for your perusal.
4. Your appointment is subject to entering into an Agreement with the School Administration and Management Committee, before joining the school, on own behalf and on behalf of the School Management on an ' 50/- non-judicial stamp paper as given in Sample Agreement attached with this letter. Failure to enter into an agreement within stipulated period would automatically cancel the appointment.
5. At the time of joining you are required to produce medical certificate of fitness from a hospital established or maintained by the Government. You are also required to produce two certificates from educationists or any other respectable member of society, not related to you, certifying your character and conduct, to the satisfaction of the school authorities. The referred documents are required to be submitted with the agreement as stated in Para 4, above.
6. You are required to join duty on (..... hrs). You will not be entitled to any TA/DA or charges for conveyance of your baggage for joining the service. The Chairman, School Administration and Management Committee shall not be in any way responsible for any liability towards your previous employer, if any.
7. In view of the above, you are requested to confirm your joining by If you fail to confirm the same by due date, the offer will stand cancelled automatically and the school will be free to appoint the next candidate on the selection panel.
8. If this offer of appointment is acceptable to you, you are required to report to school on for issuance of formal appointment letter. No TA DA will be paid for this visit. Further, you will produce and submit original certificates/degrees/diplomas, against receipt, along with the photo copies for verification, one day prior to joining the school. Original documents will be returned to you after verification within ten working days.
9. You may contact school office in case of any query.

(.....)
Chairman

Appendix N
(Article 83 refers)

SAMPLE APPOINTMENT LETTER (Teachers / Academic Staff)

APPOINTMENT OF _____

Dear Sir/Madam,

1. Reference letter of offer for appointment dated _____ and your confirmation letter _____ dated _____.
2. The School Administration and Management Committee congratulates you on your being selected as _____. You shall be entitled to Monthly Salary of ' _____ with annual increment of ____% per year.
3. Your service conditions will be governed by Rules and Regulations for Army Pre-Primary Schools as amended from time to time. You will study these rules and regulations at the time of joining the appointment and submit a certificate before joining duty that you have read School rules and regulations for Army Pre-Primary Schools and would comply with them.
- *4. Initially you will be on probation for a period of _____ years, which may be extended further by the appointing authority. In case you are not found suitable for regular employment for _____ during the period of probation or extended period of probation, your services as regular _____ will be deemed to have been terminated at the end of probation/extended probation period. If found suitable after probation or extended period of probation your services will be confirmed as Regular _____. Your services can be terminated during the probation period by giving one month's notice or salary in lieu thereof. Likewise, you can also resign from the service by giving one month's notice or one month's pay in lieu of notice to the School Authorities during the probation period. On confirmation after successful completion of probationary period you will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to you, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Management.
*** Delete if format used for employment on Contract**
- #5. Your last pay drawn would be protected in case the same is more than the entry level pay cited above. During probation you will be eligible for all benefits as applicable to you in previous regular appointment. In case you are not found suitable during probation, you would be given an option of reverting back to your previous regular appointment. In case of reversion, the service rendered during probation would be counted as service in your old appointment.
Applicable for regular teachers of same school only. Delete if not applicable.
6. If you do not complete eight clear months as regular teacher before summer vacation, no vacation pay would be paid to you.

7. On confirmation your service conditions would be the same as applicable to confirmed employees in the School as laid down in Rules and Regulations for Army Pre-Primary Schools as amended from time to time. You shall be liable for transfer in organizational interest.

8. After confirmation, your service can be terminated by the Chairman SAMC on administrative/disciplinary grounds in accordance with *ibid* Rules by giving two months' notice or salary in lieu of notice as per Rules in vogue.

9. After confirmation, you can resign from the service of the school by giving two months notice or two months pay in lieu of notice, with the proviso that you cannot do so during the academic session. The end of the notice period for resignation therefore has to be co-terminus with the last day of the academic session. You can leave the service of the school only on acceptance of your resignation by the competent authority. If you resign from the service during academic session and/or leave the service without acceptance of your resignation by the appointing authority, your security deposit will stand forfeited.

10. It will be mandatory on your part to keep a security deposit equivalent to two months of total emoluments with the school. The amount will be recovered from your salary in three equal installments. The security deposit will be refunded to you interest free at the time of leaving the service on submission of clearance certificate, provided you have complied with the conditions laid down in Para 10 above.

11. In the event of any pecuniary loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by SAMC.

12. Your working hours will be as laid down by the school from time to time. In addition, you will be required to attend meetings/conferences called by the Head of School (Headmaster / Headmistress) or any other authority of the school to discuss various issues even after school hours. You would also be required to attend seminars, workshops and academic interactions during the summer vacation for a period up to five days.

13. At the time of joining, you are required to produce a medical certificate of fitness from a hospital established or maintained by the Government or local authorities. The medical certificate should not be more than one month old.

14. Within 15 days of your confirmation, you are required to enter into an Agreement with the SAMC on a Rs 20/- non-judicial stamp paper. Failure to enter into 'Agreement' within stipulated period would make you liable for administrative/disciplinary action and/or automatically cancel the appointment.

15. You will abide by the instructions given to you by the Head of School (Headmaster / Headmistress) and other higher authorities from time to time and take active part in co-curricular activities and other such activities of the School.

16. During the service you will be liable to disciplinary action in accordance with the rules and regulations framed by the school from time to time for any act of insubordination, intolerance or

other misconduct or the commission of an act which constitutes a criminal offence or of any breach of non-performance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the School.

17. You will apply yourself honestly, diligently and efficiently under the orders and instructions of the Management Committee/Head of School (Headmaster / Headmistress) under whom you are placed as teacher or employee in the School and you shall discharge all duties pertaining to that office and or which are necessary to be done in your capacity as aforesaid and will make yourself in all respects generally as useful as may be required of you and shall always act in paramount interest of the Institution.

18. You shall not appear for or apply for interview for any job outside the School without the prior permission of the authorised officer of the School. If you have already applied before joining the school it is your duty to inform the Principal at the time of appointment and seek his/her written permission if you are required to appear for interview later on.

19. You will not on any occasion absent yourself from duties without first having obtained the permission of the Head of School (Headmaster / Headmistress) or in the case of sickness or accident without forwarding a medical certificate to the satisfaction of the Head of School (Headmaster / Headmistress).

20. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk within three days from the date of such change and get such change of address recorded.

21. You will redress grievances, if any, through Head of School (Headmaster / Headmistress). The decision of the Chairman shall be final and binding on you. It may be noted that Army Pre Primary School _____ comes under the category of Unaided Private School and it is not a Govt Institute.

22. The matters, not specifically mentioned in Rules and Regulations for Army Pre-Primary Schools, this Appointment Letter and Agreement, shall be decided on merit by the management and the decision shall be binding on you.

23. You are requested to report for duty on _____. If you fail to join by _____ hrs without prior information, the offer will automatically stand cancelled and the next candidate on the panel will be offered the appointment.

Yours Sincerely,
Chairman APPS

SAMPLE AGREEMENT REGULAR TEACHERS

Army Pre Primary School _____ (Name of the Station)
Agreement between the Employee (Teachers) and the Employer

AGREEMENT

An agreement is made on this _____ day of _____, 202____, between Mr/ Mrs/Miss _____ Teacher of the School _____ herein after called Party No.1 of the One Part and the Chairman School Administration Management Committee (SAMC) (Army Pre-Primary School.....) on behalf of the Patron _____ herein after called the Employer, the Party No.2 of the Other Part. The Party No.2 hereby agrees to employ the Party No.1 and the Party No.1 hereby agrees to serve as _____ in the school on the terms and conditions enumerated as follows:-

1. That Party No.1's employment shall begin from the _____ day of _____ Month of the year _____. Party No 1 shall be paid a Monthly Salary of ` _____ (all Inclusive) with annual increment of _____% per year.
2. These shall be revised from time to time as applicable to his/her case.
3. The service conditions of Party No 1 will be governed by Rules and Regulations for Army Pre-Primary Schools as in vogue. Party No 1 has already submitted the certificate stating that Party No 1 has read the said Rules and Regulations and would comply with them. Party No 1 will also abide by orders and instructions (Oral or written) given by or on behalf of Party No 2.
4. Initially the Party No.1 will be on probation for a period of _____ which may be extended further by Party No 2. The services of the Party No.1 may be terminated during the probation period by giving one-month notice or salary in lieu thereof by Party No.2. Likewise Party No 1 can also resign from the service by giving one-month notice or one month's pay in lieu of notice to Party No 2 during the probation period.
5. After completion of probation or extended period of probation, the Party No. 1 will be communicated in writing about the confirmation by the Party No. 2.
6. After confirmation of services of Party No.1, the Party No.2 can terminate the services of Party No.1 by giving two months' notice or salary in lieu. Likewise the Party No.1 may also resign by giving two months' notice or salary in lieu thereof with the proviso that Party No 1 cannot do so during the academic session. The resignation of Party No 1 has to be co-terminus with the last day of the academic session. Party No 1 can leave the service of the school only on acceptance of his/her resignation by the Party No 2. If Party No 1 resigns from the school during the academic session and/or leaves the school without acceptance of his/her resignation by the Party No 2, the security deposit of Party No 01 will stand forfeited.

7. The appointment of Party No 1 has been made on the basis of certificates/degrees/diplomas submitted by Party No 1 and information given by Party No 1 during the interview. If the certificates/degrees/diplomas and/or information given by Party No 1 are found to be fake/false or incorrect at any stage, the appointment of Party No 1 would be invalid ab-initio and terminated. In such case no advance notice be served or salary in lieu of notice be given by Party No 2.

8. Party No 1 will keep a security deposit equivalent to two months total emoluments with Party No 2. The amount will be recovered from the salary of Party No 1 in six equal installments by Party No 2. Party No 2 will return the security deposit interest free to Party No 1 in the event Party No 1 leaving the service after giving requisite notice and as per terms and conditions given in the appointment letter of Party No 1.

9. During the service under this AGREEMENT, the Party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations of School for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or misconduct or non-performance of duties or breach of any of the provisions of the rules and regulations as prescribed by the Regulations and the said School as amended from time to time.

10. If the Party No.1 is suspended from duty during investigation into any charge of misconduct or other charges mentioned in Para 9 above, Party No 1 will not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance as per the Rules and Regulations.

11. The Party No.1 will apply himself/herself honestly, diligently and efficiently under the orders and instructions of Party No 2, Party No 1 will discharge all duties pertaining to that office and/or which are necessary to be done in Party No 1's capacity as aforesaid and will make himself/herself in all respects as useful as may be required of Party No 1. Party No 1 will always act in paramount interest of the School.

12. Duties of Party No.1 will, include the usual duties of the post of Teacher for which Party No 1 is employed and any other suitable duty/duties, which the Party No 2 may call upon Party No 1 to perform. The Party No.1 shall not either directly or indirectly engage and be concerned in trade or in a private professional practice, but shall devote the whole of his/her time and attention to the services of Party No 2. The Party No.1 shall use his/her utmost exertions to promote the interests of the Party No 2. Party No 1 shall conform with and be subject to the terms and conditions of employment, issued by the School Administration and Managing Committee from time to time.

13. On confirmation after successful completion of probationary period the Party No.1 will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to the Party No.1, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Party No 2.

14. If at any time, Medical Officer designated by the Party No.2 certifies that the Party No.1 is by reason of any infirmity of mind or body, is incapable of rendering efficient service in the School, the Party No.1 shall be called upon by Party No 2 to relinquish the appointment. The decision of the Patron shall be final and binding on Party No 1.

15. The Party No 2 will be competent to terminate the service of Party No.1 as per Rules and Regulations of AWES even after confirmation of service of Party No 1 in case of closing down of the school by giving two months' notice in writing or two months' salary including all allowances in lieu of the notice.

In witness whereof the Parties hereto set their hands this _____ day of _____ month and year _____

In presence of following Witnesses:

1. _____
Address and Occupation
of the Witness

Party No. 1 (Signature)
(Teacher)

2. _____
Address and Occupation
of the Witness

Party No. 2 (Signature)
(Chairman of the School
on behalf of the Patron)

**Appendix P
(Article 89 refers)**

PAY AND ALLOWANCES: RECOMMENDED STARTING LUMP SUM SALARIES

Ser No	Category of Employee	Size of School		
		≤ 300 Students	301-500 Students	≥ 501 Students
(a)	Head of School (Headmaster/ Headmistress)	30000	35000	40000
(b)	Pre-Primary Teachers	20000	20000	20000
(c)	Primary Teachers	22000	22000	22000
(d)	Supervisor Administration	20000	20000	20000
(e)	Clerical Staff & Paramedic	18000	18000	18000
(f)	Ayaas	16000	16000	16000
(g)	Gp D Staff	15500	15500	15500

Note:-

1. It is recommended that a school with less than 300 Students should not expand to include Class 1 or above, to avoid expenditure on hiring of PRTs.
2. The above structure is only suggestive in nature and the formulation of pay scale would depend on the local conditions and financial health of the school.

ARMY PRE-PRIMARY SCHOOL, _____ (Name of the School)
LEAVE ACCOUNT OF EMPLOYEES

Name of Employee _____ for the year

Month	Casual leave availed	Sick leave availed	*Earned leave					Any other leave availed	Remarks	Principal's initials
			Previous balance (In Red Ink)	Current year EL	Total	Availed	Balance (In Red Ink)			
January										
February										
March										
April										
May										
Jun										
July										
August										
September										
October										
November										
December										

*If applicable

Principal's Signature

Place and Date

Note:- Two half days leave will be treated as one day's casual leave.

**Appendix R
(Article 108 refers)**

Army Pre-Primary School,(Name of the School)

RECORD OF SERVICE

1. Name
2. Post
3. Date of Appointment
4. Scale of Pay
5. Present Pay
6. Other/Allowances
DA HRA
7. Permanent / contractual / Temporary/Adhoc.....
8. If permanent, date of confirmation.....
9. Whether on Probation
10. Date of expiry of probation
11. Date of Birth
12. Place of Birth Distt State
13. Nationality
14. Blood Group
15. Father's / Husband's/Wife's Name
16. Religious Denomination
17. Mother Tongue
18. Bank Account No. Bank
19. Identity Card No. Date of Issue
20. Whether Medical Examination is done and Certificate submitted at the time of appointment.
21. Academic Qualifications:-

S. No	Certificate/ Degree	Board/ University	Year of passing	Div/Grade	Subjects
1					
2					

22. Professional Qualifications:-

S. No	Certificate/ Degree/Diploma	Board/ University	Year of passing	Div/Grade	Subjects
1					
2					
3					

23. Experience:-

S. No	Trade/Profession	Duration	Name and Address of Employee	Job Profile	
1					
2					

24. Language Proficiency:-

S. No	Language	Read	Write	Speak	Examination Passed with date
1					
2					
3					

25. Proficiency in Use of Computers.

26. Local Address /Permanent Address

27. Telephone/Mobile Number

28. Marital Status : Married/Unmarried

29. Next of Kin: NameRelationship
Address:

30. Details of children:

31. Sports/Games played with proficiency

32. Hobbies with degree of proficiency

33. Names and addresses of two referees:-

(a)

(b)

34. I hereby certify that to the best of my knowledge and belief the above particulars are, in all respects, correct/true.

Place:

Signature of the Employee

Date:

Countersigned

(Signature of Immediate Senior Officer)

Date:

Notes:-

1. All statements made in the Record of Service must be supported by Original Certificates.
2. Self-attested photocopies of certificates may be kept for record.

ATTESTATION FORM

ARMY PRE-PRIMARY SCHOOL, (Name of the Station)



1. Name in full (in capital) with aliases, Surname:
if any (Please indicate if you have added or dropped at any stage) Name :.....
2. Present address in full (i.e. Village, Thana and District with house number, lane/street/road and town with Pin Code)
3. Permanent address in full (i.e. Village, Thana and District with house number and town with Pin Code).
4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years.

From	To	Residential address in full (Village, Thana and District with house number lane/ street/ road and town with Pin Code)

5. (a) Father's name in full with aliases, if any :
 (b) Present postal address :
 (if dead, give last address)
 (c) Permanent home address :
 (d) Profession :
 (e) If in service, give designation :
6. Nationality
 (a) Father :
 (b) Mother :
 (c) Husband/ Wife :
 (d) Employee :
 (e) Place of birth of Husband/ Wife :
7. (a) Date of birth :
 (b) Present age :
 (c) Age at 10+2 :
8. (a) Place of birth, District and State in :
 which situated

(b) District and State to which you belong :

9. (a) Your religion :
(b) Are you a member of :
(i) Scheduled Caste/Scheduled Tribe
(ii) Other Backward Caste

10. Educational Qualifications showing details of educational institutions with years since 10+2.

Name of School/ College with full address	University	Date of entering	Date of leaving	Examinations passed	Div/ Grade

11. If you have, at any time, been employed, give details:-

Designation of post	Period		Full address of the office, firm or institution	Reasons for leaving the previous service
	From	To		

12. Have you ever been prosecuted/kept under detention, or bound down/fined, convicted by a court of law for any offence? If the answer is 'Yes', full particulars of the case, detention, fine, conviction, sentence etc should be given. Is any case pending against you on account of law at the time of filling up this attestation form?

13. Names and addresses of two responsible persons of your locality or two references to whom you are known.

(a) _____

(b) _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. If any info is found to be false, I understand that I shall be liable for disciplinary action which may also lead to termination of service.

Place :

Date :

Signature of the Employee.....

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:-

- (a) Gazetted Officers of Central or State Government
- (b) Members of Parliament or State Legislature
- (c) Non-Gazetted Sub-Divisional Magistrates/Officers.
- (d) Tehsildars or Naib/Dy. Tehsildars authorized to exercise magisterial powers.

Certified that I have known Shri/Shrimati/Kumari
..... Son/Daughter of
Shri for the last years
..... Months and that to the best of my knowledge and
belief the particulars furnished by him/her are correct.

Place :

Signature

Date :

Designation or

Status and Address

Note:- For legal purpose, local address will be taken into account. Change of local and permanent address will be intimated to the Head Clerk in writing within twenty four hours on occurrence.

ANNUAL CONFIDENTIAL REPORTS

(Instructions for the Preparation and Maintenance of Annual Confidential Reports on the Staff of Army Pre Primary Schools)

Preparation of Reports

1. Annual Confidential Reports on the staff of Army Pre Primary schools, shall be prepared for the year ending by 31 March every year. These reports must be completed not later than 30 May every year.

Initiation of Annual Confidential Reports (ACRs)

2. Annual Confidential Reports will only be initiated by the authorities laid down in Article 110 except under exceptional circumstances where Officiating Head of School (Headmaster / Headmistress) are specially authorized by the Patron.

Maintenance of Reports

3. The Head of School (Headmaster / Headmistress) should regard it as his/her personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all persons working in the school. It is his/her duty to observe carefully the work and conduct of the staff and to provide training and guidance wherever necessary. The Annual Confidential Reports should be based upon the results of such observations and periodical inspections.

Custody of Reports

4. The reports of all staff will be kept under the custody of the Head of School (Headmaster / Headmistress). Head of School (Headmaster / Headmistress) report once reviewed by the Patron, will be kept in safe custody of the Chairman, SAMC.

Period and Frequency of Reporting

5. Confidential Reports should be recorded annually, for the preceding academic year.

6. Reports should also be written on the staff of the school, when the Head of School (Headmistress/Headmaster) leaves the school, during the interval between two annual reports.

7. No report needs, however, be written unless a Reporting Officer has at least three months experience on which to base his/her report.

Communication of Adverse Remarks

8. It is necessary that every employee should know what his shortcomings are and how he/she can remove them. The best results will be achieved only if every Reporting Officer realizes that it is his/her duty not only to make an objective assessment of his/her subordinate's work and qualities, but also to give him/her at all times the necessary advice, guidance and assistance to

correct his faults and deficiencies. If this part of duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to shortcomings, which have persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults or shortcomings, the Reporting Officer should also give an indication of the efforts he had made, by way of guidance, admonition etc. to get the shortcomings removed and the results of such efforts.

9. It is mandatory to show ACR graded "Average" and/or containing adverse/advisory remarks. The ratee would sign such ACR at appropriate place, alternatively a slip containing the grading and/or adverse/advisory remarks, duly signed by the ratee would be pasted on the ACR.

10. In communicating remarks to the member of staff reported upon, the following procedure should be followed:-

(a) Where no adverse entry is made in a Confidential Report, nothing should be communicated, except in cases dealt with in (c) below.

(b) Where an adverse entry is made, whether it relates to a remediable or an irreparable shortcoming, it should be communicated; but while doing so, the substance of the entire report, including what may have been said in praise of the person should be communicated.

(c) Where the report of a person shows that he/she had made efforts to remedy or overcome shortcomings mentioned in the preceding report, the fact should be communicated to the person in a suitable form and a copy of such communication should be added to the ACR.

Representation against Adverse Remarks

11. Representations against adverse remarks should be made within three months of the date of communication.

12. The following procedure may be adopted in dealing with such representations:-

(a) All representations against adverse remarks except Head of School (Headmaster / Headmistress)/Supervisor Adm will be examined and disposed off by the Chairman in consultation, if necessary, with the Reporting Officer.

(b) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the Confidential Report of the employee that he/she did not take correction in good spirit.

(c) If the Chairman feels that there is not sufficient ground for interference, the representation should be rejected and the employee informed accordingly.

(d) If the Chairman feels that remarks should be moderated, necessary entries separately with proper attestation at the appropriate place of the report, will be made; the correction would not be made in the earlier entries themselves.

(e) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were entirely incorrect or unfounded and therefore

deserve expunction, the Chairman will take necessary action to score through the remarks, paste it over and make an entry, properly dated and attested, stating that this has been done.

(f) Representation against adverse remarks in the ACR of Head of School (Headmaster / Headmistress)/Supervisor Administration will be processed through proper channel and disposed off by the Patron.

13. Representations or explanations against adverse entries should not be added to the Confidential Reports.

Propriety of issue of Letters of Appreciation or Notes of Commendation to the Staff

14. The general policy is to discourage the practice of granting letters of appreciation or notes of commendation to any member of the staff and placing such letters in the Confidential Reports. Exception may, however, be made in cases where letters of appreciation are issued by the SAMC in respect of any outstanding good work done and the same should go into the Confidential Report Dossier. Where an employee has got National/State/CBSE award, the same should be mentioned.

(Specimen forms of Confidential Report for Head of School (Headmaster / Headmistress), teaching and non-teaching staff are attached as Annexure I-III).

Notes:-

1. If an employee does not submit duly completed ACR Form by him/her by due date, a reminder will be sent to him/her. However, if he/she does not submit the ACR within 7 days after the reminder, the ACR will be initiated by the IO and the fact that the individual did not submit the ACR in spite of reminder will be mentioned and copy of the reminder will be attached along with.
2. Where ratee refuses to sign the ACR graded average and/or containing adverse/advisory remarks, such ACR will be forwarded to the RO without his/her signature with the remarks that "the ratee was shown the ACR but refused to sign the same".
3. While initiating or reviewing the ACRs, the designation **Chairman or Patron of the School** (Name) will be mentioned and not the designation/appointment in the formation concerned. The stamp containing the appointment in the formation should not be put on the ACR.
4. ACR to be printed on both sides of sheet.
5. All pages will be signed by individual on top right-hand corner.
6. Self-appraisal will be attached as separate sheet (one only) and each sheet signed by individual and Principal.
7. ACRs graded below Average and/or containing advisory/adverse remarks by the RO/SRO will be communicated to the ratee through the IO and extract of grading and advisory/adverse remarks will be pasted at the appropriate place duly signed and dated by the ratee.

**ANNUAL CONFIDENTIAL REPORTS: HEAD OF SCHOOL
(HEADMASTER / HEADMISTRESS)**

Name..... Appointment

Initial Date

ARMY PRE-PRIMARY SCHOOL _____ (Name of the School)

**ANNUAL CONFIDENTIAL REPORT: HEAD OF SCHOOL (HEADMASTER /
HEADMISTRESS)**

Period from _____ to _____

PART – I PERSONAL DATA AND SELF APPRAISAL

(This report should be initiated by the Chairman SAMC and reviewed by the Patron of the School)

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Date of appointment :
5. Details of probation period (If any) :
6. Period of absence from duty :
(on leave, training etc) during the year
7. Self-Appraisal (To be filled in by :
the individual reported upon)
8. (a) Academic and Professional
achievements during the year including
degrees/diplomas obtained, books/articles
published, and training courses attended etc.
(b) Enumerate tasks and targets, if any
assigned by the Chairman SAMC to the
individual reported upon during the period.
(c) Brief resume of the work done by the
individual during the period reported upon,
bringing out academic, administrative, co-
curricular activities and any other special
achievement. (The resume should not
exceed 300 words)

(Signature of Head of School (Headmaster /
Headmistress) Reported upon)

Date :

PART – II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER (IO)
(CHAIRMAN OF THE SCHOOL SAMC)

1. Does the IO agree with all that is recorded under Para 7 of Part-I by the individual? If not, enumerate the extent of disagreement with reasons.
2. General Comments on the functioning and results achieved by the School.
3. Academic Proficiency and application of knowledge and professional skills (teaching skills) on the job.
4. Supervisory skills and organizing ability in instructional and other programmes.
5. Awareness of latest innovations in the field of education and their implementation in the school.
6. Administrative ability:-
 - (a) Knowledge of Rules, Instructions and Procedures of AWES/CBSE.
 - (b) Ability in written expression.
 - (c) Maintenance of records including accounts.
7. Discipline.
8. Control & Management of staff and students:-
 - (a) Maintenance of order and discipline amongst students and staff.
 - (b) Ability to get work from staff and motivate students.
 - (c) Relations with parents, organizations and the SAMC
 - (d) Relations with staff and students.
9. Planning and implementation of in-service training of teachers.
10. Honesty and Integrity.
11. Stamina both physical and mental.
12. Selflessness and Dedication to organization and service.
13. Pen Picture
14. Grading.

(Confine the grading to the following expressions:- Outstanding/Very Good/ Good/Average/Poor)

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such a grading should be clearly brought out in the pen picture)

15. Have you shown the relevant portions of ACR graded 'Average' and below and /or containing adverse/ advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

16. Recommendation for retention in the post : Recommended/Not Recommended

Signature of Initiating Officer

PART – III REMARKS OF THE REVIEWING OFFICER (PATRON)

1. Do you agree with the initiating Officers' assessments contained in Part II? If not, the extent of disagreement.

2. Overall assessment of performance and Qualities.

3. Grading.

(Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average / Poor)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for retention in the post - Recommended/ Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :

**Annexure II to Appendix T
(Article 110 refers)**

ANNUAL CONFIDENTIAL REPORTS : TEACHING STAFF

Name..... Appointment Initial Date

ARMY PRE-PRIMARY SCHOOL _____ (Name of the School)

ANNUAL CONFIDENTIAL REPORT :
Period From _____ To _____

PART – I PERSONAL DATA AND SELF-APPRAISAL

(This report should be written by the Head of School (Headmaster / Headmistress) and should be reviewed by the Chairman SAMC)

- | | | |
|-----|---|---------------------------|
| 1. | Name | : |
| 2. | Date of Birth | : |
| 3. | Educational Qualifications | : |
| 4. | Date of appointment | : |
| 5. | Details of probation period (If any) | : |
| 6. | Period of absence from duty (on leave, training etc) during the year. | : |
| 7. | Class(es) /Subject(s) taught at present | : |
| 8. | Self-Appraisal (To be filled by the individual reported upon) | : |
| 9. | Ability to teach through English Medium | : |
| 10. | Contribution to co-curricular activities | : |
| 11. | Brief mention of outstanding achievements during the year | : |
| | | (Signature of Individual) |
| | | Name |
| | | Date |
| | | : |
| 12. | Details of warnings/Punishments awarded during the period under review | : |
| 13. | Academic Proficiency and application of knowledge and professional skills (teaching and skills) on the job. | : |
| 14. | Supervisory skills and organizing ability in instructional: and other programmes | : |
| 15. | Relationship with Teachers, Adm Staff and students: | : |
| 16. | Awareness of latest innovations in the field of education and their implementation in the school. | : |
| 17. | Administrative Ability:- | : |
| | (a) Knowledge of Rules, instructions and Procedures of AWES/CBSE. | : |
| | (b) Ability in written expression | : |
| | (c) Maintenance of records including accounts | : |
| 18. | Discipline | : |
| 19. | Control and Management of staff and students:- | : |
| | (a) Maintenance of order and discipline amongst students and staff | : |

- (b) Ability to get work from staff and motivate students:
20. Honesty and integrity :
 21. Medical/Health Status :
 22. Selflessness and Dedication to organization and service :
 23. Pen picture :
 24. Grading :
 25. Have you shown the relevant portions of ACR graded 'Average' and below and /or containing adverse/ advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules? :
 26. Recommendations for retention in the post : Recommended/ Not Recommended

(Signature of Initiating Officer)
 Name
 Designation
 Date

Note:- Para 1 to 8 will be filled by the ratee and checked by the Head of School (Headmaster / Headmistress) on receipt of ACR form.

PART – II REMARKS OF THE REVIEWING OFFICER (CHAIRMAN)

1. Do you agree with the initiating Officers' assessments contained in Part II ? If not, the extent of disagreement.
2. Overall assessment of performance and Qualities.
3. Grading.

(Confine the grading to the following expressions:-
 Outstanding / Very Good / Good / Average / Poor)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for retention in the post : Recommended/
 Not Recommended
 Signature of Reviewing Officer
 Name :
 Designation :
 Date

Annexure III to Appendix T
(Article 110 refers)

Name. Appointment Initial Date
ARMY PRE-PRIMARY SCHOOL, _____ (Name of the School)

ANNUAL CONFIDENTIAL REPORT: ADM STAFF

Period From _____ To _____

(This report should be written by the Supervisor Adm and should be reviewed by the Head of School (Headmaster / Headmistress)).

1. Name :
2. Date of Birth :
3. Designation of post held :
4. Date from which continuous Appointment is held :
5. Basic pay on 31 March of year of Report and pay scale. :
6. Educational and other Qualifications :
7. Brief description of duties allotted :
8. Observations on:-
 - (a) Intelligence :
 - (b) Initiative :
 - (c) Devotion to duty :
 - (d) Skill in the work on which employed :
 - (e) Whether maintains all registers and accounts tidily and up-to-date :
 - (f) Amenability to discipline :
 - (g) Relations with superiors :
 - (h) Relation with other staff :
 - (j) Punctuality in attendance :
9. Whether responsible for any outstanding Work during the period under review Meriting special commendation :
10. Whether reprimanded for any indifferent Work or for other reasons during the period Under review. :
11. General assessment of good and bad qualities :
12. Grading. (Confine the grading to the following expressions:- Outstanding / Very Good /

Good / Average/Poor.

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

13. Pen Picture :

14. Have you shown the relevant portions of ACR graded 'Average' and below and /or containing adverse/ advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

15. Recommendation for retention in the post :

Recommended/Not Recommended

(Signature of Initiating Officer)

Name

Designation

Date

REMARKS OF THE REVIEWING OFFICER

1. Grading. :

(Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average/Poor.

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

2. Recommendation for retention in the post :

Recommended/
Not Recommended

Signature of Reviewing Officer

Name

Designation

Date

**Appendix U
(Article 111 refers)**

Name.....Appointment.....Initial.....Date.....
 ARMY PRE-PRIMARY SCHOOL _____

(Name of the School)

REPORT ON PROBATIONER: HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS)

Period From _____ To _____

Note: Probation report will be initiated by the Chairman SAMC on completion of 11 months of service. In case of extension of probation period, one more probation report will be initiated on completion of 22 months of service.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Chairman's report on the work conducted of the appointee during the period of probation :
- (b) If any shortcomings have been noticed, what are those shortcomings? :
- (c) Were these shortcomings brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those shortcomings and show necessary improvement? :
- (d) What are the results of written communications? :
8. Does the chairman recommend:-
- (a) That the appointee is suitable for Confirmation :
- (b) That his/her probation should be extended for another one year :
- (c) That his/her shortcomings are such that extension of probation would not lead to any improvement in his/her work/conduct :

and that therefore his/her services should be terminated.

9. Have you shown the relevant portions of ACR : graded 'Average' and below and/or containing adverse/ advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

10. If the chairman's recommendation is in favour : of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the Patron for further disposal.

(Please state herein whether the copy is attached).

(Signature of Initiating Officer)

Name

Designation

Date

REMARKS OF THE REVIEWING OFFICER (PATRON)

Signature of Reviewing Officer

Name

Designation

Date

**Appendix V
(Article 111 refers)**

Name. Appointment Initial Date

ARMY PRE-PRIMARY SCHOOL, _____ (Name of the School)

**REPORT ON PROBATIONER/ REGULAR (OTHER THAN HEADMASTER/
HEADMISTRESS) AND CONTRACTUAL STAFF (OTHER THAN TEACHERS)**

PERIOD FROM _____ TO _____

Note: Probation report will be initiated by the Head of School (Headmaster / Headmistress) on completion of 11 months of service by the employee. In case probation period is extended, one more probation report will be initiated on completion of 22 months of service.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post. :
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Initiating Officer's report on the work conducted: by the appointee during the period of probation.
(b) If any shortcomings have been noticed, what are those shortcomings?
(c) Were these shortcomings brought to the notice: of the appointee in writing, with a view to give him an opportunity to remedy those shortcomings and show necessary improvement?
(d) What are the results of written communications?:
8. Does the Initiating officer recommend (for teaching staff on probation):-
(a) That the appointee is suitable for confirmation :
(b) That his/her probation should be extended :
for another one year
(c) That his/her shortcomings are such that :
extension of probation period would not lead to any improvement in his/her work/conduct and therefore his/her services should be terminated.
9. Does the initiating officer recommend (for contractual staff other than teachers):-
(a) That the appointee should continue on the :
appointment as per the agreement

(b) That the appointee should not continue on :
the appointment as per agreement because
his/her performance has been unsatisfactory.

(c) Does the appointee deserve increment after one:
year based on his/her performance so far.

10 Overall performance : Outstanding / Very Good / Good / Average / Poor
(delete whichever is not applicable).

11. Have you shown the relevant portions of Probation Report graded
'Average' and below and /or containing adverse/advisory
remarks to the ratee and obtained his/her signatures.

(a) If yes: Communicated vide....

(b) If No: Reason

(Signature of Initiating Officer)
Name
Designation
Date

Notes:-

1. For contractual staff, Para 6 should read 'Date on which one year expires'.
2. For contractual staff, Para 7(a) should read Initiating Officer's report on the work conducted by the appointee during the above period.'
3. The report on contractual staff should be initiated after completion of one-year service.
4. #If the initiating officer's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective Chairman SAMC for final disposal (Please state herein whether the copy is attached).
5. *If the Initiating Officer's endorsement is in favour of Para 9(a) and (c) above and the Reviewing Officer's endorsement is affirmative on the ibid paras ie 9(a) and (c), the appointee will be given increment after one year. If, however the Reviewing Officer endorses that the appointee should not continue as contractual employee based on his/her performance, the services should be terminated as per rules.
6. Strike out Paras which are not relevant.

REMARKS OF THE REVIEWING OFFICER (PATRON)

Signature of RO
Name
Designation
Date

Appendix W
(Articles 121(c), 122(b), 123 (f), Note 1 to
Article 124 & Article 132 (h) refers)

AUTHORITY TO AWARD PENALTY

SNo	Appt	Type of Action	Level of Penalty	Auth to order Penalty	Auth to Confirm Penalty	Petition against penalties to be disposed by
1.	Head of School (Headmaster / Headmistress)	Disciplinary	Minor	DC	Chairman	Patron
2.	Head of School (Headmaster / Headmistress)	-do-	Major	DC	Chairman	Patron
3.	Regular Staff other than Ser 1	-do-	Minor	HM	Chairman	Patron
4.	Regular Staff other than Ser 2	-do-	Major	DC	Chairman	Patron
5.	Supervisor Administration	-do-	Minor	HM	Chairman	Patron
6.	Supervisor Administration	-do-	Major	DC	Chairman	Patron
7.	Other Contractual Staff	-do-	Minor	HM	Chairman	Patron
8.	Other Contractual Staff	-do-	Major	DC	Chairman	Patron
9.	All Others	-do-	Minor	HM	Chairman	Patron
10.	All others	-do-	Major	DC	Chairman	Patron
11.	Head of School (Headmaster / Headmistress)	Adminis- trative	Minor	DC	Chairman	Patron
12.	Head of School (Headmaster / Headmistress)	-do-	Major	DC	Chairman	Patron
13.	Regular Staff other than Ser 11	Adminis- trative	Minor	HM	Chairman	Patron
14.	Regular Staff other than Ser 12	-do-	Major	DC	Chairman	Patron
15.	Supervisor Administration	-do-	Minor	HM	Chairman	Patron
16.	Supervisor Administration	-do-	Major	DC	Chairman	Patron
17.	Other Contractual Staff	-do-	Minor/ Major	DC/HM	Chairman	Patron
18.	All others	Adminis- trative	Minor/ Major	DC/HM	Chairman	Patron

Note:- Penalties under Disciplinary and Administrative action against staff during probation period shall be administered in the same manner and by same authorities as in the case of regular staff.

Appendix X
(Article 135 refers)

**AUTHORITIES TO DECIDE APPEALS AGAINST DECISIONS OF GRC
AND OTHER AUTHORITIES**

S No	Appeal	Authorities for Redressal of Grievances
1.	First Appeal against the decision of GRC	DC
2	Second Appeal against the decision of the Chairman	Chairman
3.	Final Appeal against the decision of the Patron	Patron

Note:- Appeals by the authorities will be considered and disposed off within 30 days of their receipt.

SCHOOL NAME AND STATION

TRANSFER CERTIFICATE

1. Name of Pupil _____ :
2. Mother's/Guardian Name _____ :
3. Father's/Guardians Name _____ :
4. Nationality _____ :
5. Date of Birth according to Admission Register (in Christian Era):-
 - (a) In Figures _____ : DD/MM/YYYY
 - (b) In Words _____ :
6. Class in which Pupil Last Studied: _____
7. Class in which admission is due: _____
8. School dues paid upto : _____
9. Annual charges refunded for : from _____ to _____
10. Caution/Security money refunded: _____
11. Attendance:
 - (a) Number of school (working) days: _____
 - (b) Number of school (working) days present: _____
12. Date of Application of Certificate : _____
13. Date of issue of Certificate : _____
14. Reasons for leaving the school : _____
15. Remarks (if any) : _____

Checked by : _____

(State full name & Designation)

Signature of
Class Teacher _____

Name and Date

Signatures of Head of School (Headmaster / Headmistress)

Date:

(Name & Designation Stamp)

Appendix Z
(Article 152 refers)

REGISTRATION FORM FOR ADMISSION

- Army Pre-Primary School, _____ (Name of the School)
1. Name of the Child _____ Gender _____
 2. Date of Birth (in figures _____ (in words) _____)
 3. Place of Birth _____
 4. Class and School previously attended _____
 5. Class to which admission is sought _____
 6. Name of :-
 - (a) Father _____ Rank _____
 - (b) Mother _____ Rank (If applicable) _____
 7. Place of Posting of Father/Mother and Unit _____
 8. Other details:
 - (a) Official address of the Father/Guardian _____
 - (b) Mobile No _____
 - (c) E-mail ID _____
 9. Residential Address of the Father/Guardian
(if father is deceased) _____
 10. Occupation _____ Annual income _____

Date :

Signature of Father/Guardian

Appendix AA
(Article 152 refers)

Army Pre-Primary School _____ (Name of the School)

APPLICATION FOR ADMISSION

Admission No _____

1. Full Name of the Pupil _____
2. Date of Birth (in words) _____
(in figures) _____
(Authority) _____
3. Name of the Father _____
4. Name of the Mother _____
5. Father's/Mother's Occupation _____
 - (a) Army/Air Force/Navy _____
 - (b) Rank _____
 - (c) Serving/Retired/War Widow/Army Widow, if serving place of posting and Unit _____
 - (d) Civilian _____
6. Address
 - (a) Official _____
 - (b) Residential _____
 - (c) Telephone No/Mobile _____
 - (d) E-mail ID _____
7. Family Income (from all sources) per month _____
- 8
 - (a) Class last studied _____
 - (b) School in which last studied _____
 - (c) Medium of Instruction _____
 - (e) Was the school recognised or not? _____
 - (f) Examination body to which the school was affiliated _____
9. Result of the last examination Passed/Failed _____
10. Class to which the admission is sought _____
11. Disability /Handicap (If any) _____
12. Mother tongue of the student _____
Details of transfer certificate attached, if any _____
13. Whether Scheduled Caste or Scheduled Tribe? _____
14. Hobbies: _____

DECLARATION BY THE PARENT

I hereby declare that the date of birth of my son/daughter is _____ and other particulars are correct and that I would not demand any change in them at any subsequent date.

Signature of Parent

ORDERS OF THE HEAD OF SCHOOL (HEADMASTER / HEADMISTRESS)

Admit _____ in class

_____ Section _____

Signature of Head of School (Headmaster / Headmistress)

OFFICE REMARKS

Admitted in _____ and allotted section _____

Dues paid vide Receipt No. _____ dated _____

Office seal & Date

Signature of Head Clerk

Appendix AB
(Article 222 refers)

INCOME AND EXPENDITURE MODELS

Monthly Income Expenditure Model for a Pre-Primary School (Str-300 Students)								
Ser No		Distribution			Total	Fee	Rates	Salary
		Nur	LKG	UKG				
(a)	Sections	4	4	4	12			
(b)	Student Capacity	100	100	100	300	6,00,000		
(c)	Teachers	13			14			
(d)	Others	1					20000	280000
(e)	Ayaas	4	4	2	10			
(f)	Head of School (Headmaster / Headmistress)	1			30000	30000	16000	160000
(g)	Clk Staff				2		18000	36000
(h)	Gp D Staff				3		15500	46500
		Total				6,00,000		552500

Income over expenditure of Approx Rs 47500 per month will cater for Increments to staff and operational expenditures.

Annual charges and admission charges collected would also contribute towards operational expenditures. Cost of workbooks and stationery shall be borne by the School. Work-Books Recommended by AWES for APPSs shall only be prescribed in the Schools.

Monthly Income Expenditure Model for a Pre-Primary School (Including Class-1 & 2) (Str-500 Students)

Ser No		Distribution					Total	Fee	Rates	Salary
		Nur	LKG	UKG	CI-1	CI-2				
(a)	Sections	4	4	4	4	4	20			
(b)	Student Capacity	100	100	100	100	100	500	1000000		
(c)	Teachers	12					25		Pre sch- 20000 PRTs - 22000	520000
(d)	Others	3			10					
(e)	Ayaas	4	4	2			10		16000	160000

(f) Head of School (Headmaster / Headmistress)					1		35000	35000
(g) Supervisor Adm					1		20000	20000
(h) Clk Staff					3		18000	54000
(j) Gp D Staff					8		15500	124000
	Total						1000000	913000

Income over expenditure of Approx Rs 87000 will cater for increments to staff and operational expenditures.

Annual charges and admission charges collected would also contribute towards operational costs.

Cost of Books/workbooks and stationery shall be borne by the School up to Class UKG Only.

Books/workbooks recommended by AWES for APSs and APPSs shall only be prescribed in the Schools.

The above models are for reference purposes only.

Note:-

1. Depending upon strength of the school, it would be prudent to appoint staff actually required for both academic and administrative duties.
2. Head of School (Headmaster / Headmistress) is personally responsible to ensure that the staff is optimally utilized and no staff in excess is hired /employed by the school. The under utilization or non-optimum utilization of staff by school will result in financial loss to the school.
3. BPMC will check this aspect while preparing the budget and expressly comment in the budget presentation. The appointments such as librarian, computer technician, Head Clerk etc may only be appointed, if essentially required. These duties may be performed by teachers and accounts clerk.

Appendix AC
(Article 232 refers)

SUGGESTED PERCENTAGE OF DEPRECIATION OF PROPERTY ITEMS

1. The maximum suggested percentage of depreciation of property items is given in the table below:-

SNo	Items	Maximum Percentage of Depreciation in a Year
(a)	FurnitureItems	15%
(b)	Computer	20%
(c)	ElectricItems	25%
(d)	Generator Set	20%
(e)	Automobile	15%
(f)	LabItems/Implements	10%
(g)	Crockery	20%
(h)	Cutlery	10%
(i)	GamlaCopper/Flower Pots	10%
(k)	Sport Fixtures	10%
(l)	Electronicitems	25%
(m)	Fire Fighting Equipment	10%
(n)	PA Equipment	25%
(o)	Bicycle	15%
(p)	Vacuum Cleaner	25%
(q)	Camera	25%
(r)	Pad Locks	10%
(s)	Black Boards	15%
(t)	Durries/Mats	25%
(u)	Globe Geographic	10%
(v)	Play-way Equipment	10%
(w)	Steel Box	10%
(x)	Brief Cases/Suit Cases	15%

Note:- These are only the guidelines and also the maximum permissible percentage of depreciation. Board of Officers during inspection may depreciate less than the laid down percentage. Automobile will be depreciated by 15% every year on Written Down Value (WDV) method. If the depreciation of Automobiles has been carried out less than 15% in

the preceding years then the same may be worked out de-novo by applying standard depreciation of 15% on WDV method from the date of purchase by the school under the provisions of this Article.

Method of Depreciation

2. WDV Method will be followed for depreciation of property as below:-

- | | | |
|-----|--------------------------------|--|
| (a) | Purchase Value (PV) of Article | Rs 100/- |
| (b) | After first year, value is | Rs 100/- Rs 20/- =Rs 80/-
Rs 100- 20 % of 100 |

(BOOs decided 20% depreciation)

- | | | |
|-----|----------------------------|---|
| (c) | After second year value is | Rs 80/- Rs12/- = Rs 68/-
Rs 80- 15% of 80
Current Value (CV)= |
|-----|----------------------------|---|

Rs 68/- (This year BOOs decided 15% Depreciation)

PARA 3.10 OF SoA 2009

3.10.1 The accommodation for children's school upto 10+2 class may be provided at military stations where such facility is not available or where inadequate educational facilities are available and when it has not been found feasible by the concerned education authorities to establish a children's school. The provision shall be at the discretion of the GOC Area or equivalent authority and provided that the administrative arrangement to run the school can be made under the station arrangements. The decision on accommodation for children school in Cantonments may be taken on merit on case to case basis by MoD.

3.10.2 The floor area will be provided at a scale of 2.37 SM per student for assessed numbers based on the average attendance anticipated. This scale is inclusive of the requirement of space for teaching, administrative and other ancillary accommodation.

**Appendix AD (Contd.)
(Article 239 & 240 refers)**

3.39 The office, administrative and living accommodation for officers and staff on the authorised establishment shall be provided as per scale. The scales of accommodation for transient personnel shall be as given below:

(a)	Married Officers Single Officers	20 SM per family
(b)	Single Officers	10 SM
(c)	Married JCOs and equivalents	10 SM per family
(d)	Single JCOs and equivalents	4.5 SM
(e)	Single / Married OR and equivalents	
	(i) Single beds	4.2 SM per person
	(ii) Two tier beds	3.0 SM per person
	(ii) Three tier beds	2.1 SM per person
(f)	Ancillary accommodation	1.50 SM per person
(g)	Dispensary and Treatment room	18.5 SN
(h)	Canteen	20 SM
(j)	Armoury	As per scale for assessed number of arms
(k)	Toilet	
	(i) Bath, WC & WHB	10 per cent
	(ii) Urinal	4 per cent

3.40 School Kindergarten. Provision of KG Schools in stations where such facility is not available in close vicinity may be considered on merit by GOC Area or equivalent.

3.41 Sentry Boxes. Sentry boxes will be provided on as required basis if not covered in the tables of scales. The floor area for each sentry box shall not exceed 2.5 SM.

3.42 Shopping Centre.

3.42.1 Shopping Center may be provided at Military Stations where, in the opinion of the GOC Area or equivalent, if no civil shopping facility exists within a distance of less than 2 Km from the main married complex. In such a situation, the scales for provision shall be based on Station strength as under :-

- (a) 1001 to 3000 troops - 500 SM
- (b) 3001 to 5000 troops - 700 SM
- (c) 5001 to 10000 troops - 850 SM